

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES MONTHLY MEETING

Monday, November 16, 2015
7:00 p.m.

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

Not in attendance: Fire Superintendent Tamborelle

Call to Order: Mayor Supron called the meeting and the public hearing to order at 7:07 p.m.

1. Public Hearing: LonaCakes Cake Café and Bakery

The hearing was opened and closed since no members of the public indicated they wished to speak.

2. Public Hearing: Hope's Events & Catering

The hearing was opened. Carole Schiffman expressed her appreciation to Lona and Hope for their interest in opening their food service businesses in the Village. No other members of the public wished to speak and the hearing was closed at 7:10 p.m.

Due to attendees' interest, the Board agrees to move forward with matters pertaining to permitting for LonaCakes and Hope's Events & Catering. Superintendent Cross has determined that these applications are not subject to NYS General Municipal Law 239 regulating Coordinated Review and therefore has not forwarded these applications to Tompkins County.

In New York State all discretionary approvals (permits) from a unit of local government, require an environmental impact assessment as prescribed by NYCRR Part 617 State Environmental Quality Review (SEQR). Environmental assessments are standardized through use of the Environmental Assessment Form (EAF). The following are included on subsequent pages: Part 1 of Project Information of the EAF submitted for the LonaCakes project by Anna Isenberg; Part 2 of Impact Assessment completed by the Board of Trustees with assistance from Attorney Marcus; Part 3 of Determination of Significance signed by Mayor Supron. Based upon the findings of Part 2, the following action is taken.

Resolution #7712

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees has determined that the LonaCakes proposed action will not result in any significant adverse environmental impacts and authorizes Mayor Supron to sign as Responsible Officer in the Lead Agency.

Motion: Trustee Woodard

Second: Trustee Friend

Discussion: none

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

Nay & Abstentions: none

Motion carried

Attorney Marcus advises the Trustees that having completed the SEQR, the Board is bound to consider Zoning Law Section 4.2.c in regard to the following use of Restaurant or dairy bar for the serving of food and beverages, but only on special approval of the Board of Trustees. In granting approval, the Board of Trustees shall determine, after a public hearing, that a need for such use exists for the convenience of the neighborhood and that the general welfare of the Village will be served and that there will be no excessive noise in connections with the use.

Resolution #7713:

WHEREAS, the Village has received an permit application from Lona Gutches (as agent of owner) to operate a cake bakery and café at 907 Hanshaw Road, and

WHEREAS, the Village Zoning Officer has determined that a restaurant for food service type business is specifically allowed in the Commercial Zoning District, and

WHEREAS, the Village of Cayuga Heights Zoning Ordinance Section 4.2.c. requires such food service business is subject to Special Approval by the Board of Trustees, and

WHEREAS, the Board of Trustees have conducted a public hearing to receive comments from the applicant and general public, and

WHEREAS, such request is considered an unlisted action under SEQRA NYCRR 617.5, for which a Short Environmental Assessment Form has been completed and has made a negative declaration, and

WHEREAS, the Village of Cayuga Heights Trustees have determined that the need for such use exists for the convenience of the neighborhood and that the general welfare of the Village will be served and that there will be no excessive noise in conjunction with the use, and

THEREFORE, BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby grants Special Approval to LonaCakes Café and Bakery to operate at 907 Hanshaw Road, subject to the following conditions:

The menu will be related to cake bakery and café items.

Indoor and outdoor seating will be provided for no more than fifteen (15) persons.

The business will be open to the public Monday through Saturday between seven a.m. and seven p.m.

Motion: Trustee Salton

Second: Trustee Friend

Discussion: none

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

Nay & Abstentions: none

Motion carried

Next on the agenda is consideration of a special permit application by Hope Rich for Hopeø Events & Catering. The following are included on subsequent pages: Part 1 ó Project Information of the EAF submitted for the Hopeø Events & Catering project by Hope Rich; Part 2 ó Impact Assessment completed by the Board of Trustees with assistance from Attorney Marcus; Part 3 ó Determination of Significance signed by Mayor Supron. Based upon the findings of Part 2, the following action is taken.

Resolution #7714

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees has determined that the Hopeø Events and Catering proposed action will not result in any significant adverse environmental impacts and authorizes Mayor Supron to sign as Responsible Officer in the Lead Agency.

Motion: Trustee Friend

Second: Trustee Robinson

Discussion: none

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

Nay & Abstentions: none

Motion carried

As in the previous special permit action, having completed the SEQR, the Board is bound to consider Zoning Law Section 4.2.c.

Resolution #7715:

WHEREAS, the Village has received an permit application from Hope Rich to operate a food preparation/catering and food sales business at 200 Pleasant Grove Road, and

WHEREAS, the Village Zoning Officer has determined that a restaurant for food service type business is specifically allowed in the Commercial Zoning District, and

WHEREAS, the Village of Cayuga Heights Zoning Ordinance Section 4.2.c. requires such food service business is subject to Special Approval by the Board of Trustees, and

WHEREAS, the Board of Trustees have conducted a public hearing to receive comments from the applicant and general public, and

WHEREAS, such request is considered an unlisted action under SEQRA NYCRR 617.5, for which a Short Environmental Assessment Form has been completed and has made a negative declaration, and

WHEREAS, the Village of Cayuga Heights Trustees have determined that õthe need for such use exists for the convenience of the neighborhood and that the general welfare of the Village will be served and that there will be no excessive noise in conjunction with the use, and

THEREFORE, BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby grants Special Approval to Hopeø Events & Catering to operate at 200 Pleasant Grove Road, subject to the following conditions:

The menu will be related to event catering, breakfast and lunch retail operation both eat-in and take-out.

Seating will be provided for no more than twelve (12) persons indoors and sixteen (16) persons outdoors.

The business will be open to the public Monday through Saturday between seven a.m. and three p.m.

Motion: Trustee Marshall

Second: Trustee Biloski

Discussion: none

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

Nay & Abstentions: none

Motion carried

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 <input type="checkbox"/>
			YES <input checked="" 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 <input type="checkbox"/>
			YES <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,	NO	YES	
a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> 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: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

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 <input checked="" type="checkbox"/>	YES <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 <input checked="" type="checkbox"/>	YES <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 <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
<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> Date: <u>11/9/2015</u></p> <p>Signature: <u>Anna Isenberg</u></p>		

Agency Use Only [If applicable]

Project:

Date:

*Short Environmental Assessment Form
Part 2 - Impact Assessment*

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (a.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Agency Use Only (If applicable)
 Project: _____
 Date: _____

Agency Use Only (If applicable)
 Project: _____
 Date: _____

Short Environmental Assessment Form
Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Question	Yes	No
1. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will the proposed action require the clearing or quality of the existing community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Will the proposed action result in an increase in the existing level of traffic or affect existing infrastructure for mass transit, biking or walking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Will the proposed action cause an increase in the use of energy and a shift in transportation mode's energy consumption or greenhouse energy opportunities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Will the proposed action require a public-private water supply?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will the proposed action require a public-private water treatment facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Village of Cayuga Heights Board of Trustees November 16, 2015

Name of Lead Agency Date

Kathryn D. Supron Mayor

Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer

Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)

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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: 607-351-5093	E-Mail: hopeericho@gmail.com
Address: 4167 LINDWOODS 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.			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:			NO YES <input checked="" type="checkbox"/> <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres		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		1700 SQ FT	
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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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?	<input type="checkbox"/>	<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: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action <u>meet</u> or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: <u>will not exceed</u>	<input checked="" type="checkbox"/>	<input 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: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input 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?	<input checked="" type="checkbox"/>	<input 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: _____	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/> Urban <input checked="" 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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>		

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Agency Use Only [If applicable]

Project:

Date:

*Short Environmental Assessment Form
Part 2 - Impact Assessment*

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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3. Approval of Board of Trustee Meeting Minutes:

Resolution #7716

BE IT RESOLVED THAT: Minutes of the October 19, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2016-076.

Motion: Trustee Biloski

Second: Trustee Robinson

Discussion: none

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

Nay & Abstentions: none

Motion carried

4. Report of Fire Superintendent Tamborelle: (Exhibit 2016-077)

Trustee Robinson posed a question regarding whether any charges apply when EMS responds to a call in the covered fire districts. It was confirmed that no charge to the individual or their health insurance provider is made.

This year's Town and Gown Awards Ceremony took place over the past week-end. Both Fire Superintendent Tamborelle and Police Chief Steinmetz attended to represent the Village and receive recognition for cooperation with Cornell.

5. Privilege of the Floor (PoF):



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

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

Board of Trustees Meeting – Privilege of the Floor
 November 16, 2015 – Marcham Hall

PLEASE PRINT Name/Anonymous	Address	Do you wish to speak? Indicate Yes or No
1. <u>Dooley Kiefer</u>	<u>629 Highland Rd</u>	<u>Yes</u>
2. _____	_____	_____

Dooley Kiefer, who is a county legislator representing Cayuga Heights, spoke in support of solar installations. She hopes that solar panels will not be viewed negatively.

6. Report of the Mayor:

a. Appointment of Meloney McMurry as an Alternate to the Planning Board:

Mayor Supron is pleased to appoint Meloney McMurry as an Alternate to the Planning Board. Ms. McMurry is supremely qualified to serve on the Planning Board with a Master's Degree in Planning and Urban Development from NYU, a Law Degree from Columbia University and a decade of experience in planning and urban development in New York City.

Resolution #7717

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights approves the appointment of Meloney McMurry as an Alternate on the Village of Cayuga Heights Planning Board.

Motion: Trustee Robinson

Second: Trustee Friend

Discussion: none

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

Nay & Abstentions: none

Motion carried

b. Discussion of a Draft of Proposed Local Law 2015-D A Local Law to Establish Solar Energy Collector

Requirements: (Exhibit 2016-066)

A copy of the draft proposed law has been shared with Brian Eden, the Village's representative to the Environmental Management Council and Village resident Alex Kagan, a solar energy business representative, for their feedback. Mr. Eden shared his opinion, information on other local laws, and experience with solar installations throughout the discussion. Mayor Supron had attended a public information session presented by Renovus, a local solar energy provider. She explained the option of residents purchasing solar collectors at a Solar Farm which provides a higher percentage of productivity than panels constructed at a residence. Recommendations for revisions to the draft were presented, discussed, and incorporated.

Mr. Eden pointed out that the Village's Comprehensive Plan does not have a section on energy production and reduction. As a member of the Energy Roadmap Committee, he endorses having an energy use reduction plan. The state, county, and town have a goal of 80% reduction by 2050. Solar is a major component of achieving that goal.

c. Community Choice Aggregation: (Exhibit 2016-078)

Brian Eden familiarized the Board with the concept of demand aggregation. The Municipal Electric and Gas Association (MEGA) began in 1998 and became fully active 2001. The Village of Cayuga Heights is a member. There are now approximately 35 counties and 200 towns and villages in the association. A lower price from suppliers has been realized by aggregating all the demand and bidding it out through the request for proposal (RFP) process. It is now proposed that all residents could benefit from demand aggregation as well. The Public Service Commission (PSC) has not set the rules yet. Proceedings began in December of 2014; it is believed that rules will be established by early in 2016. There are other states that allow for this, but it is not legal in NY. In Illinois, 74% of electric consumers purchase through these consumer choice aggregations. The benefit of this not only provides lower pricing, but can also provide a choice of renewable source such as hydropower or solar.

Mayor Supron has distributed a sample of a non-binding letter to be sent to MEGA President and CEO, Mr. Ron Feldstein. It expresses interest in this new municipal option for group purchasing of electricity.

Resolution #7718

BE IT RESOLVED THAT: The Board of Trustees of the Village of Cayuga Heights authorizes Mayor Supron to send a non-binding letter to Municipal Electric and Gas Association President and CEO, Mr. Ron Feldstein expressing interest in pursuing municipal consumer choice aggregation.

Motion: Trustee Salton

Second: Trustee Robinson

Discussion: none

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

Nay & Abstentions: none

Motion carried

d. Deer Population Survey Update:

Dr. Paul Curtis reports to the Mayor that due to the warm weather and abundant acorn crop, deer are not coming to bait sites set out for the purpose of population analysis. The population survey has been postponed until January.

e. Water Rate Restructure:

A new proposal has been presented to the Bolton Point Water Commission which will be voted on at the December meeting. The rate structure doesn't change, however the minimum gallon limit would change from 10,000 to 5,000.

7. Report of the Trustees:

Trustee Woodard presented the revised proposal from Finger Lakes Technology Group (FLTG). Both the phone system and internet would be improved from the service that the Village has currently. The combined monthly fee would be more than is currently budgeted.

Other potential providers have not responded to requests for pricing after the Village's requirements were shared with them.

Prior to a determination, additional bids will be sought and references will be checked.

8. Report of Chief Steinmetz: (Exhibit FYE2016-079a, b, c)

During a recent interview, the Mayor was asked about deer/vehicle accident statistics over the last several years. Chief Steinmetz will compile the numbers and distribute them.

The Police Department was represented at the Annual Open House at the fire station.

Chief Steinmetz referred to federal law regarding retired officers and their right to carry a concealed weapon. The following is a synopsis of the laws to which he referenced. On 22 July 2004, President George W. Bush signed H.R. 218, the "Law Enforcement Officers Safety Act," into law. The Act, now Public Law 108-277 exempts qualified active and retired law enforcement officers from local and State prohibitions on the carrying of concealed firearms. On 12 October 2010, President Barack H. Obama II signed S. 1132, the "Law Enforcement Officers Safety Act Improvements Act," into law. The Act, now Public Law 111-272 improves the ability of retired officers to comply with the documents required by existing Federal law when carrying a firearm under 18 USC 926C and makes other modifications to existing law. On 2 January 2013, President Barack H. Obama II signed H.R. 4310, the "National Defense Authorization Act," into law. The Act, now Public Law 112-239, went into effect immediately. The Law Enforcement Officers Safety Act (LEOSA) as amended can be cited as 18 USC 926B (for active duty law enforcement officers) and 18 USC 926C (for retired or separated officers).

Retired Village officers were invited to the shooting range to qualify under these requirements in order to carry a concealed firearm within the United States. Next year the qualifying event will be held at a time when it can also serve as a reunion of former members of the department.

Bids for the surplus police vehicle, a 2011 Ford Crown Victoria were read by Clerk & Treasurer Mangione. Following a brief discussion a resolution was moved.

Resolution # 7719

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees accepts the bid of \$2,735 from Mr. Donald Todd LaLonde for the purchase of one police surplus vehicle, a 2011 Ford Crown Victoria.

Motion: Trustee Friend

Second: Trustee Salton

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

Nays and Abstentions: none

Motion carried

9. Report of Superintendent of Public Works Cross: (Exhibit FYE2016-80)

Following completion of road paving and patching for the season, submission of the Consolidated Local Street and Highway Improvement Program (CHIPS) documentation for reimbursement was prepared and submitted. Approximately \$250,000 will be forthcoming.

Mayor Supron reported on the outcome of recent Zoning Board matters. The application for approval of a sorority house conversion was denied. Approval was granted for the affinity house application to increase occupancy.

10. Report of Clerk & Treasurer Mangione (Exhibits 2016-081a, b and 2016-082)

a. Unpaid Village Taxes:

A list of Village of Cayuga Heights taxes which remain unpaid as of November 2, 2015 is presented to the Board.

Resolution #7720

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.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays & Abstentions: none

Motion carried

b. New York Heritage Copyright and Right to Use Agreement: (Exhibit FYE2016-083)

Resolution #7721

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes Clerk Mangione to sign the New York Heritage Copyright and Right to Use Agreement and forward it to the South Central Regional Library Council (SCRLC) granting permission to use digital copies of maps in their database and in future collaborative digital projects as approved by SCRLC.

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays & Abstentions: none

Motion carried

Resolution #7722

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.

Motion: Trustee Salton

Second: Trustee Woodard

Discussion: Trustee Salton asked about \$1,170 on Voucher 407 for coins and coin shields. Chief Steinmetz explained that they are used as a motivational and management tool and are frequently made available by law enforcement agencies. The coin image was designed specifically for the Cayuga Heights Police Department. The Board agrees that the Chief has the prerogative to make decisions of this nature. However, the Chief will present expenditures of this nature to the Public Safety Committee in the future before he commits to the expense.

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

Nays & Abstentions: none

Motion carried

Resolution # 7723

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 Biloski

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Resolution # 7724

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 Robinson

Discussion: none

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

Nays and Abstentions: none

Motion carried

Resolution # 7725

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approve the assignment of Senior Motor Equipment Operator Timothy Eighmey as Working Supervisor of the Department of Public Works for a period of three (3) months. He will receive Out of Title Pay as stipulated in the Village's contract with Teamsters Local 317 effective November 23, 2015.

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Resolution # 7726

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approve a revision to the salary range for Assistant Superintendent of Public Works to sixty-nine thousand dollars (\$69,000).

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Resolution # 7727

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approve promotion of Richard Arsenault to Senior Machine Equipment Operator ó Mechanic at the òafter 1 yearö rate specified in the Village's contract with Teamsters Local 317 contingent on his acceptance of the responsibilities of Mechanic for Department of Public Works.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

11. Report of the Attorney:

No additional topics to discuss.

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