

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Ronald E. Anderson Fire Station
January 19, 2016, 7:00 p.m.
AGENDA



Exhibit No.

1. Public Hearing: Local Law 2016-A Solar Installations 2016-092
2. Approval of Meeting Minutes: December 21, 2015 2016-093
3. Report of Fire Superintendent Tamborelle ó Submitted Report* 2016-094
4. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. unrevised
Website ó Privilege of the Floor Guidelines
5. Report of the Mayor
 - a. Local Law 2015-D Solar Installations: Updated
 - b. 511 Kline Road
 - c. 112 Comstock Road, sewer backup claim.
6. Report of the Trustees
7. Report of Police Chief Steinmetz - Submitted reports * 2016-095 a, b, c
8. Report of Superintendent of Public Works Cross - Submitted report * 2016-096
 - a. Kendal Addresses Request 2016-097
 - b. Stormwater Coalition
9. Report of Clerk & Treasurer - Submitted reports * 2016-097 a, b
10. Report of Attorney
11. Executive Session (as necessary)
12. Adjournment

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

Minutes
VILLAGE OF CAYUGA HEIGHTS
Monday, December 21, 2015

Marcham Hall

BOARD OF TRUSTEES MONTHLY MEETING

7:00 p.m.

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

Not in attendance: Trustee Salton (arrived at 8:45 p.m.), Fire Superintendent Tamborelle

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

1. Approval of Board of Trustee Meeting Minutes: November 16, 2015

Resolution #7729

BE IT RESOLVED THAT: Minutes of the November 16, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2016-085.

Motion: Trustee Biloski

Second: Trustee Woodard

Discussion: none

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

Nay & Abstentions: none

Motion carried

2. Approval of Board of Trustee Meeting Minutes: November 18, 2015

Resolution #7730

BE IT RESOLVED THAT: Minutes of the November 18, 2015 Village of Cayuga Heights Board of Trustees Meeting are approved as written in Exhibit FYE2016-086.

Motion: Trustee Biloski

Second: Trustee Woodard

Discussion: none

Ayes: Trustees Biloski, Marshall, Robinson, and Woodard

Nay & Abstentions: Friend and Robinson

Motion carried

3. Report of Fire Superintendent Tamborelle: (Exhibit 2016-087)

There were no comments or questions regarding this report.

4. Privilege of the Floor (PoF):

Note: Page 1 (lines 1 – 11) of the sign-in sheet is blank.



Village of Cayuga Heights

MARCHAM HALL
836 HANSHAW ROAD
ITHACA, NEW YORK 14850

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

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

Board of Trustees Meeting – Privilege of the Floor

December 21, 2015 – Marcham Hall

PLEASE PRINT Name/Anonymous	Address	Do you wish to speak? Indicate Yes or No
12. DENISE RAMZEY/ ALEX MERCOLD	511 KLINE RD	YES
13. _____	_____	_____

Ms. Ramzy and Alex Mergold signed up to speak, however it is suggested that they may wish to delay comment until the Board reaches the Mayor's Report section regarding their property and all parties agree.

5. New Village of Cayuga Heights' Website Presentation

The application necessary to present the redesigned website is not compatible with the operating system on the office laptop making it impossible to project the new website for group viewing. Options are for trustees to schedule time for Information Aide Johnson to guide them through the site or to allow the website to go live enabling trustees and department heads to test it and report any needed changes. It is agreed to upload the website as soon as possible. Nixle®, a community engagement and emergency notification application is discussed. It is no cost to public safety agencies and will allow police, fire, and office staff to load and publish public alerts to the website as needed. A marque with the most current alerts or announcements will display on the homepage. It is also possible for a text message or email message to be sent to all who have signed up for the service. The webpage will feature options for sign-up for eblast and/or Nixle®.

6. Report of the Mayor:

This section's agenda items are addressed in reverse order.

a. 511 Kline Road: Introduction

It is not the Mayor's intent to discuss and settle the issue during this meeting, but to share facts surrounding it and to allow the board time to familiarize themselves with the history and contributing opinions involved. Superintendent Cross as Code Enforcement Officer issued a building permit for the property at 511 Kline Road based on submitted original project plans during 2014. As the project progressed, a revised set of plans was requested and provided. The original permit was for interior work only; Supt. Cross did not consider the portion of the documentation related to additional exterior changes. The homeowners believed that all revisions were thereby approved and moved forward with the work. An element of the modification includes an overhang which extends into the village right-of-way. As the work progressed it became apparent that the walkway overhang was not in compliance with set-back requirements and observance of the right-of-way. These compliance questions require deliberation by both the Zoning Board of Appeals (ZBA) and the Board of Trustees (BOT). The BOT elected to have the ZBA hear the appeal first. The ZBA approves the portion of the overhang that sits on private property. The ownership of the right-of-way is in public hands and is to be dedicated solely for the public benefit. Therefore the only remedy that could be granted is a revocable license which gives the village the right to revoke the license. The overhang is skewed and extends into the right-of-way by varying amounts and is eight (8) feet above the ground. The only local law directly effecting parking is the no overnight parking regulation. Parking is not allowed between the curb and the sidewalk. There is currently no sidewalk in this area.

The property owners addressed the BOT sharing their concerns and willingness to cooperate with the village. They did not realize that there is an issue as they have worked to improve the property. The trellis and mailbox that are part of the problem were in place when they purchased the home. They are attempting to protect their property with the construction of the overhang. They offer their professional architectural expertise to the village. Supt. Cross referenced the "Safe Route to School" grant funds that become available on a three year cycle. The Town and City of Ithaca would be involved in any application; the assumption is that they would be supportive if the Village takes the lead on a project. Involvement in a sidewalk project is a potential way these homeowners and the village could work together.

b. Discussion of a Draft of Proposed Local Law 2016-A A Local Law to Establish Solar Energy Collector Requirements: (Exhibit 2016-088)

The proposed law is discussed; minor changes are made. It is determined that a hearing can be scheduled for the public's input.

Resolution # 7731

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approve scheduling a Public Hearing preceding the January 19, 2016 Monthly Board Meeting at 7:00 p.m. for comment on proposed Local Law 2015-D To Establish Solar Energy Collector Requirements modified from Exhibit 2016-088 as follows:

**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 I PURPOSE AND INTENT

It is the intent of this Local Law to facilitate the use of solar energy collectors to encourage the development of renewable energy sources, but also to recognize that regulation of the installation, location maintenance 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, located, maintained or operated collectors. The purpose of this Local Law is to establish

requirements for the installation, location, maintenance and operation of solar collectors on properties in the Village of Cayuga Heights (the Village).

SECTION II **AUTHORITY**

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

SECTION III **GENERALLY APPLICABLE STANDARDS**

A. All solar energy collectors installed in the Village 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; and
2. Solar collectors shall be designed, located, and tilted to minimize reflective glare toward vehicles on adjacent roads and to the extent practicable toward inhabited buildings on adjacent properties; and
3. Solar energy collectors shall be located in locations and configurations that mitigate their visibility from surrounding properties to the extent practicable; and
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's Code Enforcement Officer, and shall comply in their design, construction, and operation with all other Village laws and ordinances, unless specifically excluded by this Local Law.

B. Roof mounted solar collectors are permitted in all zoning districts in the Village, 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 minimum set back from all roof edges in accordance with New York State Building Code;
3. On a pitched roof, collectors shall be mounted no more than twelve (12) inches above the nearest adjacent roofing surface to which they are affixed and shall not extend beyond the highest point of the roof; and
4. On a flat roof, collectors shall be installed in a manner and to a maximum height not to exceed three (3) feet above the nearest adjacent roofing surface that minimizes their visibility from surrounding properties and roads, without hindering energy production.

C. 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 shall meet all applicable setback requirements of the zoning district 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 footprint on the ground 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. No collector may be sited within a riparian streamside buffer or any buffer required for some other conservation purpose;

7. Such installations should employ where practicable vegetative landscape screening and man-made screening methods which harmonize with the character of the property and surrounding neighborhood to minimize collector and mount visibility from adjacent properties and roads;
8. Installations should minimize view blockage from and shadow impacts on neighboring properties;
9. Installations must be performed by a qualified solar installer;
10. 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;
11. 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; and
12. 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 IV APPEAL

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

SECTION V PENALTIES FOR OFFENSES AND ENFORCEMENT

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

SECTION VI SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Ordinance of the Village of Cayuga Heights are deemed to be in conflict with the requirements of this Local Law, the terms of this Local Law shall govern and control.

SECTION VII PARTIAL INVALIDITY

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

SECTION VIII EFFECTIVE DATE

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

Motion: Trustee Marshall

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

If proposed Local Law 2015-D is not found to be exempt from SEQR, the form can be completed by the Board of Trustees at a subsequent meeting.

7. Report of the Trustees:

A summary of the actions taken by the Information Technology Committee is given by Trustee Woodard. Several local internet and phone service providers were contacted. The quality and content of their responses and proposals were reviewed. Municipal references for Finger Lakes Technology Group were checked with very positive results in their favor. It is

recommended that even though the monthly fee is higher than the combined current land line and internet service that the quality and expansion of internet service to the Department of Public Works justifies endorsement of the expenditure.

Resolution # 7732

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approve retention of Finger Lakes Technology Group as internet and phone system and service provider for a monthly fee of \$1,742.49.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays and Abstentions: none

Motion carried

8. Report of Chief Steinmetz: (Exhibit FYE2016-089a, b, c)

It has been necessary to revise Police Department hiring procedures. Procuring polygraph testing for the two new part-time officers is not possible due to scheduling.

A letter has been received from Michael E. Lane, Chair of the Tompkins County Legislature and Svante Myrick, Mayor of the City of Ithaca. It informs that their respective organizations recently agreed to pursue State funds to study the consolidation or greater integration of their police agencies. It also extends an invitation to village police agencies and governments with a similar interest to join in the study. Trustee Biloski and Chief Steinmetz will participate on behalf of the Village. The objective of maintaining the current level of service is a priority, however if there is a way to accomplish that and have cost savings then participation would be beneficial.

Chief Steinmetz made a statement concerning the necessity to handle a personnel issue during the previous week. He worked with Village HR Attorney Laurie Johnson. Ms. Johnson will no longer be acting in that capacity since she has accepted a position at Cornell University. The Chief went on to publicly praise her for her outstanding assistance and guidance through the years.

Lastly, he presented a \$10,000 check from the Triad Corporation to Treasurer Mangione. A request had been submitted to them for grant funds to be used to support the purchase of electronic equipment which has not been possible to acquire due to budget constraints. Some equipment that would be in this category is night vision goggles to be used to locate suspects or missing persons or children. An additional portable electronic radar sign would also be beneficial.

9. Report of Superintendent of Public Works Cross: (Exhibit FYE2016-90)

Regarding the Safe Routes to School grants, the village may need to retain a consultant to assist in application preparation.

A Certificate of Occupancy was issued on three of the four new buildings at Kendal. It will not affect the upcoming tax year but this action moves that result closer to fruition.

Superintendent Cross mentioned that the roofing contractors have been on site for the last week and a half. He feels that the effort will produce the anticipated quality result.

The Village's sewer collection system all runs through a concrete cattle tunnel which was built by NYS DOT prior to Supt. Cross's 21 year tenure. It has not been inspected during that time. Following ventilation, with the help of Brain Drain, a video of the tunnel was recorded. A redundant pipe as back-up to this system should be planned.

Following much deliberation, the Durant subdivision was approved by the Village of Cayuga Heights Planning Board.

It is anticipated that the new dump truck ordered during the last fiscal year may be delivered by the end of the year. Fortunately the weather has not been snowy which would have made the delayed delivery of the truck problematic.

Trustee Salton arrived at this juncture.

10. Report of Clerk & Treasurer Mangione (Exhibits 2016-091a, b)

a. Board of Trustee Meeting Schedule

At the Organizational Meeting on April 6, 2015 it was decided to schedule monthly meetings on the third Monday of each month instead of the second Monday. The January and February meetings were erroneously left on the respective Monday without accounting for a holiday on each of those dates. The new meeting dates are to be noticed in the Ithaca Journal.

Resolution #7733

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees establishes the date for the January meeting as Tuesday the 19th. This meeting will be held at the Ronald E. Anderson Firestation located at 194 Pleasant Grove Road starting at 7:05 p.m. or immediately following the Public Hearing scheduled for 7:00 p.m.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays & Abstentions: none

Motion carried

Resolution #7734

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees establishes the date for the February meeting as Tuesday the 16th. This meeting will be held at the Ronald E. Anderson Firestation located at 194 Pleasant Grove Road starting at 7:00 p.m.

Motion: Trustee Biloski

Second: Trustee Friend

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

Nays & Abstentions: none

Motion carried

The matter of late charges on a villager's water and sewer bill was discussed. It is determined that no refund of these fees will be made.

Resolution #7735

BE IT RESOLVED THAT: Abstract #7 for FYE2016 consisting of TA vouchers 56 - 63 in the amount of \$16,031.06 and Consolidated Fund vouchers 458 - 551 in the amount of \$160,291.14 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson

Second: Trustee Biloski

Discussion: none

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

Nays & Abstentions: none

Motion carried

The Mayor mentioned that two additional applications for the open Assistant Superintendent of Public Works have been received. Advertising for the position will continue and be listed in the Cortland Standard as well.

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 8:58 p.m.

EXHIBIT 2016-094

January 18, 2016

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report November 2015

The volunteers of the Cayuga Heights Fire Department finished the year with 46 runs in December. There were 25 calls in the Village of Cayuga Heights, 19 calls in the Town of Ithaca and 2 mutual aid requests. We had 29 EMS responses and 17 fire calls. We finished the year with a total of 541 calls. Through the year we responded to 262 calls in the Village of Cayuga Heights, 212 calls in the Town of Ithaca and we responded to 67 requests for mutual aid. We had 258 fire calls and 283 requests for EMS. We averaged 10 members per call. We responded to our calls in an average time of 2:47 which is an amazing accomplishment for a volunteer department. The dedication of the members of the department is nothing less than heroic. The residents of the Village of Cayuga Heights and the Town of Ithaca are well served by this dedicated group of volunteers.

We had our usual training slowdown in December. With the students leaving and the holidays upon us we cut back training for the month. We did a checklist party for the probationary members early in the month and continued to work with those in town through the month to keep them on track to complete checklists by early March. Right before the break we held our annual Jeopardy training. This is a fun night of fire department knowledge and skills testing set in the format of the game show. We make teams of senior and junior members and test skills and knowledge based on matchups of like skilled folks. This is always good for some laughs right before break. Training will continue to be slow through January picking up with our annual OSHA training on January 30th that all members are required to attend. We have been getting regular emails on our web site from people interested in joining the department for a Spring 2016 recruit class. We will set the dates for the class at our January Fire Council Meeting.

As many of you have heard, one of our firefighters was recently arrested for endangering the welfare of a child. Ryan has been a long time dedicated member of this department participating in every aspect of department operations. During this time Ryan has willingly agreed to not participate in fire department activities. I made the mayor aware of the situation as soon as Ryan told me what was happening. The department has taken what we consider the appropriate actions in this situation. At no time did any of the actions that Ryan is accused of take place at the fire station or during operations or functions related to the department. We will keep the board informed as this situation progresses.

We are very grateful to all our members who have stayed in town for the holidays who are keeping up on the calls.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2016- 095a



**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

January 5, 2016

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

Re: Report of the Police Department for December, 2015

In the month of December the police department received 365 calls for service. In addition to these calls 100 uniform traffic tickets were issued and 11 parking violation was cited. A breakdown of the calls for service is as follows:

2 felony Burglary complaints were reported. 1 complaint was of a non-forced entry into an apartment. Several items were reported missing including jewelry. This was an isolated incident, suspects have been identified, and the investigation is on-going. The second burglary complaint was determined to be unfounded as there was no evidence that entry occurred. The wind may have blown the door open.

3 penal law misdemeanor offenses were handled, 1 for Fraud, 1 for Larceny, and 1 for Drugs. The fraud complaint was reported as an elderly resident being subjected to a phone scam attempt. The officer advised the resident that this is a common occurrence and to not give any personal information if they should receive this type of call in the future. The theft incident involved a local business stating that the tip jar had been stolen. There is an identified suspect in this case and the investigation continues. The drug incident began as a traffic stop in which the driver was found to be in possession of a controlled substance. An arrest was made and a charge of Criminal Possession of a Controlled Substance 7th was filed.

5 vehicle and traffic stops led to 6 misdemeanor charges. 1-Aggravated Unlicensed Operation of a MV 2nd, 2-Aggravated Unlicensed Operation of a Motor Vehicle 3rd and 3-Suspended Registration.

1 Penal Law violation for drugs was handled. During a vehicle and traffic stop the driver and passenger were found to be in possession of marijuana. Both were arrested and each charged with Unlawful Possession of Marijuana.

3 Local Law incidents were fielded, 1 for Dog Control, 1 for Noise, and 1 for In the Park after Hours. The dog control incident involved a resident reporting that a dog was loose in the area. The owner was contacted and advised of the Village's local law. The noise complaint was for loud music or a party in the area. The property manager was contacted and notified that if the noise was not controlled then a violation of the village's noise ordinance would be issued. In the Park after Hours incident, 2 subjects were cited for being in Sunset Park after hours.

There were 2 Motor vehicle accidents investigated, none of which involved deer.

There were no other incidents reported involving deer.

In summary, 9 persons were arrested and the following 11 charges were filed: 1-Criminal Possession of a Controlled Substance 7th, 2- Unlawful Possession of Marijuana, 1 Aggravated Unlicensed Operation of a Motor Vehicle 2nd, 2-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 3-Suspended Registration.

Over the course of this month police department members took part in the following trainings and events: On the 7th, Chief James Steinmetz, and Officers James Manning and Chad Lansing participated in a Building Search and Room Clearing Training with Ithaca Police Department. On the 15th Sergeant Jerry Wright and Officer Jim Landon participated in the Cops Kids and Toys delivery day.

The full time officers worked a total of 60.5 hours of overtime and the part time officers worked a total of 239.5 hours.

Sincerely, Chief James Steinmetz

EXHIBIT 2016- 095b

CAYUGA HEIGHTS
POLICE DEPARTMENT
December, 2015

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7D LL#1-96	OVERNIGHT PARKING	11
Report Totals		11

EXHIBIT 2016-095c page 1 of 2

CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 12/01/15 to 12/31/15

<u>DATE</u>	<u>OFFENSE</u>	<u>LOCATION</u>	<u>MPH/MPH ZONE</u>
12/01/15	1110A DISOBEY TRAF CONT DEV	7 CAYUGA HEIGHTS RD	
12/02/15	3752A1 NO/INADEQUATE LIGHTS	7 N TRIP RD	
12/02/15	3752A1 NO/INADEQUATE LIGHTS	7 PLEASANT GROVE RD	
12/03/15	4011A UNREG MOTOR VEHICLE (EXP 11/12/15)	7 N TRIP RD	
12/03/15	306B UNINSPECT MOTOR VEHICLE	7 N TRIP RD	
12/03/15	3752A1 NO/INADEQUATE LIGHTS	7 HANSHAW RD	
12/03/15	1180D SPEED IN ZONE	7 N TRIP RD	
12/03/15	306B UNINSPECT MOTOR VEHICLE (EXP 05/15)	7 N TRIP RD	
12/03/15	512 OPERATING WHILE REGISTRATION SUSP/REVOKED	7 TRIP RD	
12/03/15	3191U OPERATING W/O INSURANCE	7 TRIP RD	
12/03/15	4011A UNREG MOTOR VEHICLE	7 TRIP RD	
12/04/15	4021 NO DIST PLATE/INSECURE/DIRTY-NO FRONT PLATE	7 HANSHAW RD	
12/04/15	306B UNINSPECT MOTOR VEHICLE	7 PLEASANT GROVE RD	
12/04/15	3191U OPERATING W/O INSUR-EXPIR PROOF ONLY	7 PLEASANT GROVE RD	
12/04/15	512 OPERATING WHILE REG SUSP/REVOKED	7 PLEASANT GROVE RD	
12/04/15	3191U OPERATING W/O INSURANCE (NOT IN EFFECT)	7 PLEASANT GROVE RD	12/04/15
	1110A DISOBEY TRAF CONT DEV	7 CAYUGA HEIGHTS RD	
12/04/15	4031 NO/MORE THAN ONE STICKER	7 CAYUGA HEIGHTS RD	
12/05/15	306B UNINSPECT MOTOR VEHICLE	7 PLEASANT GROVE RD	
12/05/15	1225D OPER MV WHILE USING PORT ELEC DEV (R-HAND)	7 HANSHAW RD	
12/05/15	306B UNINSPECT MOTOR VEHICLE	7 N TRIP RD	
12/05/15	4011A UNREG MOTOR VEHICLE (EXP 11/20/15)	7 N TRIP RD	
12/06/15	306B UNINSPECT MOTOR VEHICLE	7 HANSHAW RD	
12/07/15	3752A1 NO/INADEQUATE LIGHTS	7 N TRIP RD	
12/08/15	3752A3 NO/INSUFFICIENT TAIL LAMPS	7 RT 13 N	
12/08/15	1120A FAILED TO KEEP RIGHT	7 PLEASANT GROVE RD	
12/09/15	1180B SPEED OVER 55 ZONE	7 STATE ROUTE 13	
12/09/15	5111A AGG UNLIC OP 3RD (MISD)	7 STATE ROUTE 13	
12/09/15	37510A NO MIRROR/NO LEFTSIDE VIEW MIRROR	7 STATE ROUTE 13	
12/09/15	1110A DISOBEY TRAF CONT DEV	7 STATE ROUTE 13	
12/09/15	306B UNINSPECT MOTOR VEHICLE	7 PLEASANT GROVE RD	
12/09/15	306B UNINSPECT MOTOR VEHICLE	7 HANSHAW RD	
12/09/15	512 OPERATING WHILE REG SUSP/REVOKED 10/15/15	7 HIGHLAND RD	
12/09/15	5111A AGG UNLIC OP 3RD (MISD)	7 HIGHLAND RD C15-03569	
12/09/15	3191U OPERATING W/O INSURANCE (EXP 04/11/15)	7 HIGHLAND RD C15-03569	
12/09/15	1110A DISOBEY TRAF CONT DEV	7 TRIP RD.	
12/09/15	1110A DISOBEY TRAF CONT DEV/SPEED 48 IN A 30	7 TRIP RD	
12/09/15	4011A UNREG MOTOR VEHICLE	7 TRIP RD	
12/09/15	1110A DISOBEY TRAF CONT DEV	7 CAYUGA HEIGHTS RD	
12/10/15	3191U OPERATING W/O INSURANCE	7 PLEASANT GROVE RD	
12/10/15	1110A DISOBEY TRAF CONT DEV	7 TRIP RD	
12/10/15	3752A1 NO/INADEQUATE LIGHTS	7 STATE ROUTE 13	
12/10/15	1110A DISOBEY TRAF CONT DEV/ SPEED 45 IN A 30	7 PLEASANT GROVE RD	
12/10/15	3191U OPERATING W/O INSURANCE	7 PLEASANT GROVE RD	
12/10/15	1110A DISOBEY TRAF CONT DEV/ SPEED 45 IN 30	7 PLEASANT GROVE RD	
12/10/15	1163D IMPROPER/NO SIGNAL	7 PLEASANT GROVE RD	
12/11/15	306B UNINSPECT MOTOR VEHICLE	7 PLEASANT GROVE RD	
12/11/15	3191U OPERATING W/O INS-EXPIR PROOF ONLY	7 PLEASANT GROVE RD	

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12/11/15 1180D SPEED IN ZONE 7 N TRIP RD C15-03598
12/11/15 1172A FLD TO STOP @ STOP SIGN 7 N TRIP RD@ HANSHAW RD C15-03598
12/11/15 5112AA AGG UNLIC OPER-2ND DEG-ALC 7 N TRIP RD@ HANSHAW RD
12/11/15 5091 UNLIC OPERATOR (REVOKED) EXP 07/25/13 7 N TRIP RD@ HANSHAW RD
12/11/15 1102 FAILED TO COMPLY W/LAWFUL ORDER 7 N TRIP RD@ HANSHAW RD
12/11/15 306B UNINSPECT MOTOR VEHICLE 7 PLEASANT GROVE RD
12/12/15 1110A DISOBEY TRAF CONT DEV-SPEED 48/30 7 TRIP RD
12/13/15 1110A DISOBEY TRAF CONT DEV/SPEED 44 IN A 30 7 TRIP RD
12/13/15 1180D SPEED IN ZONE 7 TRIP RD
12/13/15 3752A1 NO/INADEQUATE LIGHTS 7 N TRIP RD
12/13/15 1172A FLD TO STOP @ STOP SIGN 7 N TRIP RD
12/13/15 3752A1 NO/INADEQUATE LIGHTS - LEFT TAIL 7 TRIP RD
12/13/15 3191U OPERATING W/O INSURANCE 7 TRIP RD
12/15/15 1180D SPEED IN ZONE 7 N. TRIP RD
12/15/15 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 ST RT 13
12/15/15 306B UNINSPECT MOTOR VEHICLE 11/15 7 ST RT 13
12/16/15 1110A DISOBEY TRAF CONT DEV 7 TRIP RD
12/16/15 1110A DISOBEY TRAF CONT DEV (SPEED) 7 TRIP RD
12/16/15 306B UNINSPECT MOTOR VEHICLE 7 TRIP RD
12/18/15 1110A DISOBEY TRAF CONT DEV-SPEED 43/30 7 TRIP RD
12/18/15 306B UNINSPECT MOTOR VEHICLE 7 TRIP RD
12/18/15 3752A1 NO/INADEQUATE LIGHTS 7 TRIP RD
12/18/15 3752A1 NO/INADEQUATE LIGHTS 7 HANSHAW RD
12/20/15 306B UNINSPECT MOTOR VEHICLE 7 BERKSHIRE RD
12/20/15 3191U OPERATING W/O INSURANCE-NO PROOF IN VEH 7 BERKSHIRE RD
12/20/15 1110A DISOBEY TRAF CONT DEV-SPEED 51/30 7 TRIP RD
12/20/15 3191U OPERATING W/O INSURANCE-NO PROOF IN VEH 7 TRIP RD
12/20/15 3191U OPERATING W/O INSURANCE-PROOF EXP. 7 PLEASANT GROVE RD
12/20/15 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 PLEASANT GROVE RD
12/21/15 4024 IMPROPER PLATES 7 N TRIP RD
12/21/15 3752A3 NO/INSUFFICIENT TAIL LAMPS 7 HANSHAW RD
12/21/15 37540 INADEQUATE OR NO STOP LAMPS 7 HANSHAW RD
12/21/15 3752A1 NO/INADEQUATE LIGHTS 7 HANSHAW RD
12/21/15 3752A1 NO/INADEQUATE LIGHTS 7 N TRIP RD
12/21/15 3752A1 NO/INADEQUATE LIGHTS 7 ST RT 13
12/21/15 3752A1 NO/INADEQUATE LIGHTS 7 N TRIP RD
12/21/15 4011A UNREG MOTOR VEHICLE 7 N TRIP RD
12/21/15 1110A DISOBEY TRAF CONT DEV (SPEED) 7 HANSHAW RD
12/21/15 1110A DISOBEY TRAF CONT DEV (SPEED) 7 HANSHAW RD
12/22/15 1110A DISOBEY TRAF CONT DEV (SPEED) 7 HANSHAW RD
12/23/15 4011A UNREG MOTOR VEHICLE (EXP 10/03/15) 7 HANSHAW RD
12/23/15 1201A NO STOPPING/STANDING/PARKING ON HIGHWAY 7 ST. RT. 13 C15-03708
12/27/15 1110A DISOB TRAF CONT DEV (STP SN) 7 WHITE PARK RD @THE PARKWAY
12/27/15 3752A1 NO/INADEQUATE LIGHTS 7 N TRIP RD
12/27/15 306B UNINSPECT MOTOR VEHICLE 11/15 7 N TRIP RD
12/28/15 1110A DISOBEY TRAF CONT DEV 7 836 HANSHAW RD
12/28/15 306B UNINSPECT MOTOR VEHICLE 7 THURSTON AVE
12/30/15 3752A1 NO/INADEQUATE LIGHTS 7 N. TRIP RD
12/31/15 1110A DISOBEY TRAF CONT DEV-SPEED 44/30 7 TRIP RD
12/31/15 306B UNINSPECT MOTOR VEHICLE 7 TRIP RD
12/31/15 306B UNINSPECT MOTOR VEHICLE 7 PLEASANT GROVE RD C15-03842
12/31/15 4011A UNREG MOTOR VEHICLE (EXP 10/15/15) 7 PLEASANT GROVE RD



Village of Cayuga Heights

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

ENGINEER'S REPORT

DATE: January 13, 2016
TO: PUBLIC WORKS COMMITTEE OF BOARD OF TRUSTEES
FROM: Brent Cross, Superintendent of Public Works

The owner of 112 Comstock experienced a sewage back-up into his home. The Village DPW was called to clear the blockage but did not find the source of the problem. Subsequently a claim was submitted to our insurance coverage, but was denied. It is my understanding that the owner may be asking the Trustees for consideration of this claim.

The DPW accidentally recently damaged a mailbox during the leaf collection process. The property owners have requested that their mailbox/post be replaced by the Village. Based on policy that was established many years ago, the Village will replace damaged mailbox/posts at Village expense (labor and materials), but due to the wide variation of mailboxes throughout the Village, the cost to replace them "inkind" could be very expensive. Therefore, the policy is to standardize the replacement with a generic type mailbox/post that has a value of less than \$100. This policy is not currently formalized in any public information. We may want to revisit this policy and publish the revised policy.

I have several photos (before/after) of the roof flashing work that was done recently by Evans Roofing. I was impressed by both the effort they put into the project and the quality of the finished product.

The new plow/box equipment has been installed on the new dump truck that was ordered at the beginning of the fiscal year. When it was delivered to Beam Mack, their salesman called us to come look at some things he felt were not acceptable. Apparently, the spring/tire package on the truck was not ordered heavy enough to carry the weight of the new equipment that has been installed. Beam Mack is going to upgrade these features at their cost for the difference of the new parts. We will get full credit for the original parts and there will be no labor charges. There are some other miscellaneous installation details that need to be addressed by the plow/box vendor. The truck has been sent back to their shop for this work. Again, there will be no extra charges to the Village. Even though this has delayed final delivery of the truck, we still have our full fleet of existing truck/plows available for snow removal.

The DPW crew has worked together to do a full cleaning/painting of all the plow blades/wings. This is the first time this task has been done for the entire fleet. This will add reliability and reduce maintenance costs during the winter season. I have photos of the shiny new plows.

The Village's liability insurance carrier, NYMIR, has recommended that municipalities maintain a daily log for pre-trip inspections of big trucks (primarily the CDL units). They did not provide details of this program, but we have created a daily checklist that will be kept on a clipboard inside of each truck which will be filled out by the truck drivers each day. These records will be maintained in the Mechanic's files at the DPW for future observation by NYMIR. In the past, due to good safety practices by the DPW, we have always been granted the maximum premium discount available. I suspect that the truck maintenance log will help us retain the best discount possible.

I finally received a map done by TG Miller to identify the exact location of the existing water and sewer mains that run across the Palmer Wood area of Cornell property. This information will be shared with Cornell for the purpose of negotiating a new easement and any conditions relative to potential impacts from the adjacent DPW yard.

There is a tunnel under NYS Route 13 that provides access to the Village's sewer main that runs down to the WWTP. I am unsure when the last time anyone inspected this tunnel, but I would suspect that it has been 30-40 years. Therefore, we recently made an inspection and a video documentation of the current condition. Surprisingly, the tunnel and pipe is in very good condition with no imminent problems. Even so, there is only one pipe that conveys flow under the state highway, for which we need to have an alternate plan in the event of an emergency blockage or planned maintenance.

ITCTC has recently shared the NYSDOT's five year collection of traffic accident data. None of the intersections in the Village are on the list (top 20). As far as the worst in the Village, Pleasant Grove Road is the highest accidents with 21 crashes (5 years) and the worst intersection is Cayuga Heights Road at Devon Road with 8 crashes (5 years). It seems noteworthy that neither of the N. Triphammer Road or Pleasant Grove Road intersections on Hanshaw Road were even on the list.

The issue of the encroachment of the front stoop roof overhang at 511 Kline Road is subject to the Trustees approval/denial of a license (contract) to allow it to remain. Since we are now also aware of the encroachment of the pre-existing arbor trellis, I assume that it should also be subject to approval/denial of a license.

NYSDOT has contacted the Tompkins County Association of Highway Superintendents to propose a shared services agreement to allow local municipalities to borrow NYSDOT equipment during emergency situations. This may come before the Trustees in the future to sign onto such an agreement.

GHD Services has generated an asset evaluation of the Village's wastewater treatment plant (WWTP). They have used various valuation methods to come up with an estimated \$16,000,000 replacement value. This is a new value that will replace the previously insured value of \$8,754,759. Joan and I will need to work with GHD to get the new valuation allocated to the individual buildings as previously used by the insurance appraisal.

GHD Services has also done a preliminary review of the engineer's report on industrial pretreatment of system proposed by MACOM. They have written a response to MACOM's engineering consultant to address additional information need to make a final recommendation. All of this will lead to the Village issuing a discharge permit in compliance with US Environmental Protection Agency.

GHD Services has done preliminary research on the evaluation of the WWTP sludge. Additional information has been requested from Yaw's about sludge production and laboratory analysis.

I have made an initial contact with the Town of Ithaca Planner and the City of Ithaca Traffic Engineer to take a look at possible Safe Route To School that would possibly involve an intermunicipal project. Due to scheduling during the holiday season, I suspect we will be able to meet during the month of January.

The following two items require action by the Trustees:

With the new Kendal buildings nearing completion and the pending occupancy of these new dwelling spaces, they will need to identify the numbers of the units for purposes of emergency response and mail delivery. I am attaching a list of the new numbers that they are proposing. These numbers will need to be approved by the Trustees before they can officially be recognized by the Post Office and Tompkins County 911.

The Village has been a charter member of the Tompkins County Stormwater Coalition since its creation in about 2003. Each of the member municipalities contribute \$1500 per year to fund the operation that includes technical assistance, public education, staff training, annual report support, etc. Over the years, the Coalition (of full time government employees) has hired a third party to provide the administrative services. The current agency that is filling that role is Tompkins County Soil and Water Conservation District. The contract for their services is for \$12,500/year. Since the contract is up for renewal, the Coalition bylaws require that the individual member municipalities sign the agreement. Therefore, I am requesting that the Trustees authorize the Mayor to sign this intermunicipal agreement. I will send the draft contract separately.

EXHIBIT 2016-097

Brent Cross

From: Bailey, Stephen <SBailey@kcorp.kendal.org>
Sent: Friday, January 08, 2016 10:32 AM
To: Brent Cross
Cc: Smart, Sherry
Subject: New addresses for US Post Office

Dear Brent,

As you know the Kendal repositioning project has resulted in some of the residential units being re-numbered. Also, additional units have been added as part of the project. As we discussed yesterday, before they will deliver mail the postal service has requested confirmation from the Village of Cayuga Heights that the new addresses are acceptable.

The business address at Kendal at Ithaca remains the same: 2230 N. Triphammer Rd. Ithaca, NY 14850. The units being changed are:

- The 24 new independent apartments will have the mailing addresses 1001-1012 and 2001-2012. *SAVAGE FARM DRIVE*
- The existing 35 skilled nursing units are being relocated and an additional 13 beds are being added for a total of 48 beds in three neighborhoods. These mailing addresses will be 5101-5116, 5201-5216, and 5301-5316.
- To make the room numbering more consistent, the existing Assisted Living units numbered 601-612 are being re-numbered to 951-962. There are no physical changes being made to these rooms, just the room numbers being changed.

Please place this request on the agenda for the Trustees meeting as soon as possible, and let me or Shari Smart know if there are any questions on this.

Thanks very much for your help in this matter.

Regards, Steve

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