

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
April 11, 2016, 7:00 p.m.
AGENDA



Exhibit No.

1. Public Hearing: Village Budget June 1, 2016 ó May 31, 2017 Preliminary Budget
2. Approval of Meeting Minutes: March 21, 2016 (available ó not transcribed) 2017-005
3. Approval of Special Meeting Minutes: April 4, 2016 (available ó not transcribed) 2017-006
4. Justice Court Annual Report ó Justice Glenn G. Galbreath distributed and available on the website
5. Report of Fire Superintendent Tamborelle ó Submitted Report* 2017-007
6. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. unrevised
Website ó Privilege of the Floor Guidelines
7. Report of the Mayor
 - a. TCAT Bus Routes
 - b. April Meeting Schedule ó Abstract approval
 - c. Preliminary Budget
 - d. Capital Budget
Codification of Local Laws
IT Infrastructure
8. Report of the Trustees
HR Legal Council
9. Report of Police Chief Steinmetz - Submitted reports * 2017-008 a, b, c
10. Report of Superintendent of Public Works Cross - Submitted report *
11. Report of Clerk & Treasurer - Submitted report* 2017-009
12. Report of Attorney
13. Executive Session (as necessary)
14. Adjournment

* All Exhibits and Reports can be found at <http://www.Cayuga-Heights.ny.us> Agenda, unless otherwise noted

EXHIBIT 2017-007

April 11, 2016

Honorable Kate Supron
Board of Trustees
Village of Cayuga Heights

Monthly Report March 2016

Still maintaining a hectic pace at the station with another 50 call month. There were 31 calls in the Village of Cayuga Heights, 19 calls in the Town of Ithaca and 2 mutual aid requests. We had 33 EMS responses and 17 fire calls. The month was routine with a large number of EMS calls. We were requested to Muriel Street on the 19th of the month for a tree that had fallen onto a house with a gas leak. On our arrival we found that a large pine tree in the yard had fallen onto the roof of the home causing some damage. The force of the tree hitting the house knocked the regulator off the gas meter causing the natural gas to flow freely from the pipe coming out of the ground. The gas was quickly shut off and the house was checked for damage. We did respond to Landon Road in Brooktondale to assist on a large field fire. Several years ago we received a grant from the NYSDEC to purchase equipment for brush firefighting and although we do not get many of these calls in our district we are able to assist other departments in the area with manpower and equipment.

We held all three Spring Recruit Classes over two weekends in March. We did this over two weekends and one weeknight to fit the classes in before Cornell's spring break. It was a tiring couple of weekends but the nine recruits did very well. All of the recruits finished the recruit classes and the required AHA CPR certification class. We are moving on to checklist work again. It seems like a never ending cycle. Early in the month we did an EMS training to get our BLS providers familiar with the ALS equipment on the rescue truck so they are able to better assist during calls requiring ALS interventions. We did a couple of drafting trainings at the inlet by the training tower. There are times when we will be in areas outside our district that may require us to draft water from standing sources or use portable ponds to supply water for fire attack. Our district is the only one in the county that is 100% hydranted so our apparatus operators do not get to perform this skill often. It was a great month for training. It seemed that every time we scheduled training the weather was perfect.

We noticed a leak in one of the hydraulic lift cylinders on the ladder truck. We had the same problem with the cylinder on the opposite side two years ago and worked with E-One, the truck builder, and Texas Hydraulics, the manufacturer of the cylinder, and got the problem fixed with no cost to the department. In speaking with both companies regarding this current problem we decided that Texas Hydraulics would do the repair at no cost if we covered the cost of shipping. This was a good option for us as the part is far out of warranty. We have had conversations with KME about the delivery time for the new engine and they are still planning on an early June delivery. KME could face penalties if the truck is not delivered by June 9th and we are keeping a close eye on their progress.

The DPW is working on the front pad project at this time. As the month closes we are planning on another couple weeks before the project is complete. We are running the heavy trucks out of the back of the station during the project and things seem to be working well. We truly appreciate the amount of work the DPW is putting on this project.

We are looking forward to the spring. Our Annual Installation Dinner is April 16th at the Country Club of Ithaca and all trustees are invited. The morning after the banquet several of us are traveling to Indianapolis for the Fire Department Instructors Conference. This is the largest training conference in the country and offers a full week of hands on and classroom training. This is the first year that we have attended this conference.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent



**Village of Cayuga Heights
Police Department**

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James M. Steinmetz
Chief of Police

April 5, 2016

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

Re: Report of the Police Department for March, 2016

In the month of February the police department received 402 calls for service. In addition to these calls 79 uniform traffic tickets were issued and 3 parking violation was cited. A breakdown of the calls for service is as follows:

One Felony Burglary complaint was reported. A resident reported that his unsecured home was entered during the daytime hours of 1200 and 1500 and that several items were determined to be missing, including a Game Console and jewelry. There is a possible suspect in this case and it is still under investigation.

8 penal law misdemeanor larceny offenses were handled. 7 of the Larceny complaints consisted of Theft from a Motor Vehicle. In these incidents residents reported that their unsecured vehicles had been entered unlawfully during the overnight hours. Residents stated that several items were missing, primarily loose change, sunglasses, and flashlights. There is a suspect in these cases and the investigations continue. In the remaining complaint, a resident at Kendal reported that her computer laptop, including its accessories, was taken from a common area within the facility. There are no suspects in this case and Kendal Administration is also investigating.

9 vehicle and traffic stops led to 12 misdemeanor charges including: Aggravated DWI, Driving While Intoxicated-1st, Operating a Vehicle with .08 percent of alcohol in the blood, Aggravated Unlicensed Operation of a MV 2nd, Aggravated Unlicensed Operation of a MV 3rd, and Suspended Registration.

8 Penal Law Violations were reported, 2 for Harassment and 6 for Trespass. The first reported harassment involved a subject stating that a client/patient had sent harassing emails and been threatening while under her care. The case is still under investigation. In the second incident the complainant ended a relationship with the suspect. The suspect continued to contact the complainant against the CO's wishes. The officer contacted the suspect to advise him that no further contact should be made with the complainant. No further contact has been reported no charges have been requested by the complainant as of this date. 5 of the Trespass complaints consisted of residents stating that their unsecured motor vehicles had been entered overnight. No items were reported missing and there is a suspect in these incidents. The investigations continue. In the last report of trespass the complainant stated that she thought someone had walked onto her property during the overnight hours. The CO reported that footprints had made a path up to the doors of her home and of 2 secured vehicles that were in the driveway. CO states that it does not appear that entry was gained into the home or vehicles however \$150.00 is missing from an envelope that was on the counter in her kitchen. It is not known if the missing cash is associated with the trespass. This is believed to be related to the other vehicle trespasses and larcenies from vehicles.

5 Local Law violations were received, 4 for Noise and 1 for Soliciting. 3 of the 4 noise complaints came in as loud parties. In the 3rd complaint a citation was issued for the Village's Noise Ordinance. In the final Noise complaint, tenants in an apartment complex were reporting loud music coming from a neighboring apartment. This has been an ongoing problem between the involved parties and the landlord is in the process of settling the situation. The soliciting report involved a resident stating that 2 unknown subjects had come to her door to solicit religious materials. The resident asked the subjects to leave her property; she also did not observe any documentation of authorization to be in the village. Officers attempted to locate the subjects but they were gone upon officers arrival.

1 Warrant arrest was made. The Tompkins County Sheriff's Department executed a traffic stop in which they made contact with an individual who had an active warrant out of Cayuga Heights Court. The deputy turned the subject over to CHPD officers where the subject was arraigned and remanded to TCJ on bail.

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

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There were no other deer incidents reported.

In summary, 13 persons were arrested and the following 16 charges were filed: 1-Aggravated DWI, 1-Driving While Intoxicated-1st, 1-Operating a Vehicle with .08 percent of alcohol in the blood, 1-Aggravated Unlicensed Operation of a MV 2nd, 4-Aggravated Unlicensed Operation of a MV 3rd, and 4-Suspended Registration.

Over the course of this month police department members took part in the following trainings and events: On March 17th and 18th Chief James Steinmetz attended Leadership and Operational Planning Training offered by the New York Tactical Office Association. The week of March 14th through the 18th police clerk Jackie Carr attended Public Safety Telecommunication training at the Tompkins County Department of Emergency Response. On the 15th Officer Jim Landon assisted the residents of Kendal with a Pharmaceutical Collection Event.

The full time officers worked a total of 104 of overtime and the part time officers worked a total of 239.5 hours.

Sincerely,
Chief James Steinmetz

EXHIBIT 2017-008b

CAYUGA HEIGHTS
POLICE DEPARTMENT
March 2016

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7C LL#1-96	WRONG SIDE TO CURB OR EDGE	1
7D LL#1-96	OVERNIGHT PARKING	2
Report Totals		3

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CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 3/1/16 to 3/31/16

<u>Date</u>	<u>Offense</u>	<u>Mph/Mph Zone</u>	<u>Location</u>
3/1/16	3752A1	NO/INADEQUATE LIGHTS	PLEASANT GROVE RD
3/1/16	5091	UNLICENSED OPERATOR	PLEASANT GROVE RD
3/1/16	3752A1	NO/INADEQUATE LIGHTS	N SUNSET DRIVE
3/4/16	3752A3	NO/INSUFFICIENT TAIL LAMPS	N. TRIP RD
3/4/16	3752A1	NO/INADEQUATE LIGHTS	N. TRIP RD
3/5/16	1120A	FAILED TO KEEP RIGHT	W. REMINGTON RD
3/5/16	11921	DRIV'G W/ABILITY IMPARED/ALCOHOL	W. REMINGTON RD
3/5/16	11922	DRIV'G W/.08 OF 1% OR MORE OF ALC	W. REMINGTON RD
3/5/16	11922AA	AGG DWI-BLOOD ALCOHOL CONTENT .18 OR HIGHER	W. REMINGTON RD
3/5/16	306B	UNINSPECTED MOTOR VEHICLE 12/15	TRIP RD
3/5/16	3191U	OPERATING W/O INSURANCE	TRIP RD
3/5/16	6001A	LEAV/SCENE PROPERTY DAMAGE ACC.	W REMINGTON RD
3/5/16	11923	DRIVING WHILE INTOXICATED (MISD)	W REMINGTON RD
3/6/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEASANT GROVE RD
3/7/16	3752A1	NO/INADEQUATE LIGHTS	N. TRIP RD
3/8/16	3752A1	NO/INADEQUATE LIGHTS	CAYUGA HEIGHTS RD
3/8/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	N TRIP RD
3/9/16	306B	UNINSPECTED MOTOR VEHICLE-EXP AS OF 12/31/15	PLEASANT GROVE RD
3/9/16	1180D	SPEED IN ZONE	PLEASANT GROVE RD
3/9/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE-SPEED 47/30	N TRIP RD
3/11/16	37540	INADEQUATE OR NO STOP LAMPS	ST RT 13
3/11/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/11/16	3752A1	NO/INADEQUATE LIGHTS	ST RT 13
3/13/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEASANT GROVE RD
3/13/16	4011A	UNREG MOTOR VEHICLE	HANSHAW RD
3/14/16	4011A	UNREG MOTOR VEHICLE	PLEASANT GROVE RD
3/14/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	HANSHAW RD
3/15/16	1180C	SPEEDING IN SCHOOL ZONE	HANSHAW RD
3/15/16	5111A	AGG UNLIC OP 3RD (MISD)	HANSHAW RD
3/15/16	3191U	OPERATING W/O INSURANCE-NO PROOF IN VEH	HANSHAW RD
3/15/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	HANSHAW RD
3/15/16	512	OPERATING WHILE REGISTRATION SUSP/REVOKED	N TRIP RD
3/15/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	HANSHAW RD
3/15/16	306B	UNINSPECTED MOTOR VEHICLE	PLEASANT GROVE RD
3/16/16	37540	INADEQUATE OR NO STOP LAMPS	HIGHLAND RD
3/16/16	3752A1	NO/INADEQUATE LIGHTS	WINTHRUP DR
3/17/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE-SPEED 35/15	HANSHAW RD
3/17/16	3191U	OPERATING W/O INSURANCE-EXPIR PROOF	HANSHAW RD
3/19/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEASANT GROVE RD
3/19/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/19/16	306B	UNINSPECTED MOTOR VEHICLE	HANSHAW RD
3/19/16	3191U	OPERATING W/O INSURANCE	HANSHAW RD
3/19/16	306B	UNINSPECTED MOTOR VEHICLE	N TRIP RD
3/19/16	3191U	OPERATING W/O INSURANCE	N TRIP RD
3/20/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/20/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/20/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/20/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
3/20/16	1229C3	NO SEAT BELT	TRIP RD
3/21/16	3191U	OPERATING W/O INSURANCE	PLEASANT GROVE RD
3/22/16	306B	UNINSPECTED MOTOR VEHICLE	CAYUGA HEIGHTS RD
3/22/16	5111A	AGG UNLIC OP 3RD (MISD)	CAYUGA HEIGHTS RD
3/22/16	5091	UNLICENSED OPERATOR	CAYUGA HEIGHTS RD
3/22/16	3752A1	NO/INADEQUATE LIGHTS	HANSHAW RD
3/23/16	1172A	FLD TO STOP @ STOP SIGN	THE PARKWAY
3/23/16	5091	UNLICENSED OPERATOR	THE PARKWAY
3/24/16	1163A	IMPROPER OR UNSAFE TURN/W/O SIGNAL	N TRIP RD

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CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 3/1/16 to 3/31/16

3/24/16	5112AA	AGG UNLIC OPER-2ND DEG-ALC	N TRIP RD
3/24/16	3752A3	NO/INSUFFICIENT TAIL LAMPS	N. TRIP RD
3/24/16	37540	INADEQUATE OR NO STOP LAMPS	PLEASANT GROVE RD
3/26/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	N TRIP RD/HANSHAW RD
3/26/16	306B	UNINSPECTED MOTOR VEHICLE	N TRIP RD
3/26/16	3752A1	NO/INADEQUATE LIGHTS	PLEASANT GROVE RD
3/26/16	5091	UNLICENSED OPERATOR	N TRIP / HANSHAW RD
3/26/16	3191U	OPERATING W/O INSURANCE	N TRIP RD/ HANSHAW RD
3/27/16	512	OPERATING WHILE REGISTRATION SUSP/REVOKED	N TRIP RD/ HANSHAW RD
3/28/16	306B	UNINSPECTED MOTOR VEHICLE	PLEASANT GROVE RD
3/28/16	4024	IMPROPER PLATES	PLEASANT GROVE RD
3/28/16	4021	NO DISTINCTIVE PLATE/ -NO FRONT PLATE	PLEASANT GROVE RD
3/28/16	5111A	AGG UNLIC OP 3RD (MISD)	PLEASANT GROVE RD
3/28/16	512	OPERATING WHILE REGISTRATION SUSP/REVOKED	PLEASANT GROVE RD
3/28/16	3191U	OPERATING W/O INSURANCE	PLEASANT GROVE RD
3/29/16	3752A1	NO/INADEQUATE LIGHTS	ST RT 13
3/29/16	512	OPERATING WHILE REGISTRATION SUSP/REVOKED	ST RT 13
3/30/16	306B	UNINSPECTED MOTOR VEHICLE	RT 13 S
3/30/16	1180C	SPEEDING IN SCHOOL ZONE	HANSHAW RD
3/30/16	1180B	SPEED OVER 55 ZONE	ST RT 13
3/31/16	306B	UNINSPECTED MOTOR VEHICLE 12/15	HANSHAW RD
3/31/16	5111A	AGG UNLIC OP 3RD	HANSHAW RD

EXHIBIT 2017-009

04/06/2016 09:49:04

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 March, 2016:

DATED: April 6, 2016

John M. Mangione
TREASURER

	Balance 02/29/2016	Increases	Decreases	Balance 03/31/2016
A GENERAL FUND - VILLAGE				
CASH - CHECKING	-118,509.28 ✓	431,192.10 ✓	283,430.00	29,252.82 ✓
CASH - SAVING	673,695.46 ✓	54.72 ✓	400,000.00 ✓	273,750.18 ✓
CERTIFICATE OF DEPOSIT	1,005,003.86	789.45	0.00	1,005,793.31
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-26,277.83 ✓	0.00	0.00	-26,277.83
TOTAL	1,534,362.21	432,036.27	683,430.00	1,282,968.48
F WATER FUND				
CASH - CHECKING	184,975.61 ✓	9,597.33 ✓	2,631.42	191,941.52
TOTAL	184,975.61	9,597.33	2,631.42	191,941.52
G SEWER FUND				
CASH - CHECKING	530,415.99 ✓	57,205.79 ✓	78,290.07	509,331.71
CASH - SAVINGS	391,880.87 ✓	31.83 ✓	0.00	391,912.70 ✓
CERTIFICATE OF DEPOSIT	400,493.93	77.75	0.00	400,571.68
TOTAL	1,322,790.79	57,315.37	78,290.07	1,301,816.09
H CAPITAL FUND				
CASH - CHECKING	9,387.96 ✓	0.00	0.00	9,387.96
TOTAL	9,387.96	0.00	0.00	9,387.96
TA TRUST & AGENCY				
CASH - CHECKING	0.00 ✓	191,144.24 ✓	186,229.66 ✓	4,914.58 ✓
TOTAL	0.00	191,144.24	186,229.66	4,914.58
TOTAL ALL FUNDS	3,051,516.57	690,093.21	950,581.15	2,791,028.63

Linda Woodard
4/11/16