

Minutes  
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS  
BOARD OF TRUSTEES  
MONTHLY MEETING

Monday, June 20, 2016  
7:00 p.m.

**Present:** Mayor Woodard; Trustees: Biloski, Marshall, Robinson, Salton, and Supron; Police Chief Steinmetz; Clerk & Treasurer Mangione; Attorney Marcus.

**Absent:** Trustee Friend, Fire Superintendent Tamborelle, and Superintendent of Public Works.

**Call to Order:** Mayor Woodard calls the meeting to order at 7:00 p.m.

**1. Approval of Meeting Minutes from March 21, 2016**

**Resolution #7848**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the March 21, 2016 Board of Trustee Meeting Minutes as presented in Exhibit 2017-005.

*Motion:* Trustee Robinson

*Second:* Trustee Supron

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, and Supron

*Nays:* none

*Abstentions:* Salton

**Motion carried**

**2. Agenda Item #2** is omitted and will be represented at July's Board of Trustees Meeting.

**3. Report of Fire Superintendent Tamborelle (Exhibit 2017-022)**

Fire Superintendent Tamborelle has a work conflict this evening. Trustee Supron asks if the new KME Firetruck has arrived. It has not and a \$500 a day penalty is in force.

**4. Privilege of the Floor**

No members of the public are signed in to speak.

**5. Access Oversight Committee (AOC) – Wies van Leuken (Exhibit 2017-023)**

Ms. van Leuken serves as the Village's representative on the AOC. She was reappointed at the April 4, 2016 Organizational Meeting for another term. The City of Ithaca's Franchise Agreement requires Village representation on the AOC that oversees local Public Access Television (Channels 13, 15 and 16) and their equipment budget. Every year the AOC must make recommendations to the three participating municipalities (the City and Town of Ithaca, and our Village) and get their approval. The funds have already been collected by TWC. It is the approval of how and for what purpose they will be used that requires municipal approval.

**Budget Resolution**

**Access Oversight Committee (AOC)**

**Monday, May 31, 2016**

**AOC Recommendations for 2016/2017 Budget**

WHEREAS, Section 15.12 of the Franchise Agreement between the City of Ithaca and Time Warner Entertainment-Advance/Newhouse Partnership (TWC) of January 2003 requires the participating municipalities (City of Ithaca, Town of Ithaca, Village of Cayuga Heights) to provide TWC with an annual budget for Public, Educational and Governmental access operations by June 30 of each calendar year, and

WHEREAS, the City of Ithaca's Ordinance #2003-17, Par 18-4-G, requires the Access Oversight Committee (AOC) to provide the Participating Municipalities with a recommended annual budget by May 31 of each calendar year, and

WHEREAS, \$12,500.00 of the 2016 Budget approved in June of 2015 was not expended;

NOW, THEREFORE BE IT RESOLVED, that the AOC recommended that the unused funds of the 2016 Budget become part of the 2017 Budget making it the 2016/2017 Budget, and

BE IT FURTHER RESOLVED, that the AOC accepted the attached 2016/2017 Budget in the amount of \$50,000.00 at their regular meeting of May 31, 2016, and

BE IT FURTHER RESOLVED, that the AOC forwards its recommendations for approval by the Common Council of the City of Ithaca, the Town of Ithaca Board and the Village of Cayuga Heights Board of Trustees, so that they may meet their obligation to provide TWC with an annual budget for Public, Educational and Governmental access operations, which budget is due June 30 of each calendar year. Approved unanimously

**2016/2017 Budget**

**Upgrade Studio from Standard Definition to Digital High Definition: \$50,000.00**

Description: The current equipment of the PEGASYS Studio is standard definition (SD), 720x480 pixels, analog equipment that dates from 1989 -1995. Almost none of it can be fixed or replaced any more. This budget includes new equipment that will upgrade the Studio to digital high definition (HD), 1280x720 pixels or higher. The new equipment includes HD Cameras, Camera Remote Controls, Video Switching and Titling Equipment, Monitors, Digital Recording and Media Playback.

**EQUIPMENT FUND**

last update 6/4/16

<b>Year</b>	<b>PEG fees *</b>	<b>Equipment Expenditures per TWC's Final Report</b>	<b>BALANCE</b>
<b>2004</b>	\$22,768.04	\$19,372.15	<b>\$3,395.89</b>
<b>2005</b>	\$20,144.93	\$14,814.73	<b>\$5,330.20</b>
<b>2006</b>	\$19,616.00	\$0.00	<b>\$19,616.00</b>
<b>2007</b>	\$18,807.00	\$19,338.81	<b>(\$531.81)</b>
<b>2008</b>	\$18,347.25	\$11,749.14	<b>\$6,598.11</b>
<b>2009</b>	\$17,509.95	\$21,102.13	<b>(\$3,592.18)</b>
<b>2010</b>	\$16,593.60	\$17,433.96	<b>(\$840.36)</b>
<b>2011</b>	\$15,088.35	\$9,589.92	<b>\$5,498.43</b>
<b>2012</b>	\$14,032.50	\$4,254.78	<b>\$9,777.72</b>
<b>2013</b>	\$13,977.69	\$22,956.23	<b>(\$8,978.54)</b>
<b>2014</b>	\$13,097.76	\$0.00	<b>\$13,097.76</b>
<b>2015</b>	\$12,492.90	\$19,239.29	<b>(\$6,746.39)</b>
<b>2016</b>	<i>\$11,000.00</i>	\$0.00	<i>\$11,000.00</i>
<b>Total</b>	<u>\$213,475.97</u>	<u>\$159,851.14</u>	<u><b>\$53,624.83</b></u>

\* PEG Fees = \$.15/customer/month collected by Time Warner Cable

*italics = estimate*

**Resolution #7849**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the Access Oversight Committee's 2016-2017 Budget Recommendations as presented in Exhibit 2017-023.

*Motion:* Trustee Supron

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**6. Report of the Mayor**

**a. Cayuga Heights Road Bridge: Update (Agenda Exhibits 2017-024 & 2017-025)**

It is agreed that drivers' line-of-sight at the stop signs on Tyler Road and the Cayuga Heights Road/Route 13 exit ramp is potentially dangerous. The NYS DOT has already moved the painted stop bars closer to Cayuga Heights Road. They are also proposing a solution, depicted in Exhibit 2017-024, that would add two stop signs. Exhibit 2017-025 shows morning and afternoon peak vehicle counts traveling through these intersections and over the bridge. Mayor Woodard will be attending an upcoming Ithaca-Tompkins County Transportation Council (ITCTC) Meeting. She intends to discuss the proposed solution and let DOT know that the Cayuga Heights Board of Trustees is not in favor of it.

**b. Appointments: Agenda Exhibit 2017-026**

Linda Woodard appoints herself to the Board of Directors of the Bolton Point Water Commission for the remainder of the official year.

**Resolution #7850**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Board of Directors of the Bolton Point Water Commission for the remainder of the official year. (4/2017)

*Motion:* Trustee Supron

*Second:* Trustee Robinson

*Ayes:* Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Linda Woodard appoints herself to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for the remainder of the official year. (4/2017)

**Resolution #7851**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for the remainder of the official year. (4/2017)

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Linda Woodard appoints herself to the Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) for the remainder of the official year. (4/2017)

**Resolution #7852**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) for the remainder of the official year. (4/2017)

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Diedre Hay has resigned as a Member on the Planning Board.

**Resolution #7853**

**BE IT RESOLVED THAT:** The Board of Trustees accepts the resignation of Diedre Hay from the Planning Board.

*Motion:* Trustee Supron

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Jenny Leijonhufvud is appointed by Mayor Woodard as a member of the Planning Board for the balance of Diedre Hay's term

Elaine Quaroni is appointed by Mayor Woodard as an alternate member of the Planning Board for one official year.

Meloney McMurry is appointed by Mayor Woodard as a member of the Zoning Task Force.

**Resolution #7854**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Meloney McMurry as a member of the Zoning Task Force.

*Motion:* Trustee Supron

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Alison Shull has resigned as a Member of the Zoning Board of Appeals.

**Resolution #7855**

**BE IT RESOLVED THAT:** The Board of Trustees accepts the resignation of Alison Shull from the Zoning Board of Appeals.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

Sue Manning is appointed by Mayor Woodard as a Member of the Zoning Board of Appeals.

**Resolution #7856**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Sue Manning as a member of the Zoning Board of Appeals for the remainder of Alison Shull's term.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

The Alternate's position on the Zoning Board of Appeals will remain open until a candidate is identified.

**c. Signage on Pleasant Grove Road: Update**

A resident on Pleasant Grove Road complains that the speed and volume of traffic is hazardous, especially at the end of his driveway. The Town of Ithaca had wired a "Hidden Drive" sign to a utility pole a number of years ago. Police Chief Steinmetz suggests that yellow triangular caution curve signage be placed in the area in addition to properly installed "Hidden Drive" signage. The decision to place signs of this nature rests with the Highway Engineer. Chief Steinmetz recalls statistics presented at a previous Board of Trustees meeting when Pleasant Grove Road was identified as one of the worst for accidents in the County. He explains that of the 21 accidents on that stretch of road over a five year period, some of them were not in the Village but were on Cornell University's campus. Many of the accidents involved deer so they cannot be attributed to curves, speed, or volume of traffic on the road.

**d. Kline Road: Update**

The arbor that infringes on the Village right-of-way must be removed by July 5, 2016 or a Public Works crew will handle its removal.

**e. Palmer Woods: Update**

A meeting was held during the previous week that was a positive step toward identifying goals for the restoration of the slope adjacent to the Public Works property. The next step is to hire a landscape architect; details will be discussed in Executive Session.

**f. Community Corners Update**

An informal meeting was held after a traffic study had been conducted. Fred Cowett, Chair of the Planning Board met with Holt Architects and Ciaschi, the property owner. The building plan is being redrawn from 3 stories to 2 stories. There are still zoning issues confronting the project's permitting and parking remains an open question.

**7. Report of the Trustees**

Local Law Codification: General Code

Trustee Biloski reports the results of reference checking for General Code returned very positive results. She was cautioned that the process of (re)codification is a lot of work with lots of back and forth. None of the references were for

the specific individuals who would be assigned to the Village's effort. The project is estimated to take eighteen months depending on the availability of Village resources.

Law Enforcement Consolidation Study

Tompkins County Public Safety Committee is prepared to release an RFP for a study to look at three models proposed for consolidation. It is a Tompkins County and City of Ithaca driven endeavor. An aggressive time table has been set for completion of the Study. At this point in time, the Village is not satisfied with the level of transparency exhibited by the Committee. The Village signed on to the study and expects to be more informed and included in the future. Trustee Biloski and Police Chief Steinmetz have been named to the Committee.

**8. Report of the Police Chief (Exhibit 2017-027a, b, c)**

Trustee Supron asked for clarification of the Mental Hygiene Law. It covers a situation when an individual is felt to be a danger to themselves or to others.

**9. Report of Superintendent of Public Works Cross**

He is unable to attend this evening and has no actionable items to consider.

**10. Report of the Treasurer (Exhibit 2017-028a, b)**

a. It is noted that the publication Cayuga Heights Living has been reprinting articles from the Village's newsletter and from its website without attribution. The owner and editor of the magazine will be contacted and made aware that if she reprints from the public domain, that it is necessary to correctly attribute this copyrighted material.

The Village's newsletter is set to be distributed in mid-August. If any Trustees or Department Heads intend to write an article, it should be forwarded to Angela no later than July 15<sup>th</sup>.

b. The Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS 2417-A) is needed again this year

**Resolution #7857**



Office of the New York State Comptroller  
New York State and Local Retirement System  
Employees' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

**Standard Work Day and Reporting Resolution  
for Elected and Appointed Officials**

**RS 2417-A**  
(Rev. 3/14)

BE IT RESOLVED, that the Village of Cayuga Heights / 40151 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>									
Village Justice	7	Glenn Galbreath			<input type="checkbox"/>	4/1/2016-3/31/2020	N	8	<input type="checkbox"/>
<b>Appointed Officials</b>									
Village Clerk & Treasurer	7	Joan Mangione			<input type="checkbox"/>	4/1/2016-3/31/2018	Y		<input type="checkbox"/>
Deputy Clerk	7	Angela Podufalski			<input type="checkbox"/>	4/1/2016-3/31/2018	Y		<input type="checkbox"/>
Acting Justice	7	David Klein			<input type="checkbox"/>	4/1/2016-3/31/2017	Y		<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Affidavit of Posting:** I, \_\_\_\_\_, being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the \_\_\_\_\_

- Employer's website at \_\_\_\_\_
- Official sign board at \_\_\_\_\_
- Main entrance secretary or clerk's office at \_\_\_\_\_



*Motion:* Trustee Salton  
*Second:* Trustee Supron  
*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron  
*Nays and Abstentions:* none  
**Motion carried**

- c. A resolution authorizing the Treasurer to make transfers as necessary in the Budget Journal for Fiscal Year Ending May 31, 2016 is requested.

**Resolution #7858**

**BE IT RESOLVED THAT:** The Board of Trustees authorizes the Treasurer to make budget transfers as necessary to close Fiscal Year Ending May 31, 2016 including an encumbrance (reserve) for Police Department equipment consisting of long gun suppressors to be purchased with recommendation from the City of Ithaca.

*Motion:* Trustee Salton  
*Second:* Trustee Biloski  
*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron  
*Nays and Abstentions:* none  
**Motion carried**

- d. Approval of expenditures listed on Abstract #1 of Fiscal Year Ending May 31, 2017.

**Resolution #7859**

**BE IT RESOLVED THAT:** Abstract #1 for FYE2017 consisting of TA vouchers 1 - 5 in the amount of \$15,989.50 and Consolidated Fund vouchers 1 - 59 in the amount of \$250,411.08 is approved and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Supron  
*Second:* Trustee Robinson  
*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron  
*Nays and Abstentions:* none  
**Motion carried**

- e. Fire Chief George Tamborelle and Asst. Chief Joe Price are attending a series of Code Enforcement classes. In order to attend these classes, they are required to take time off from their regular employment. The Board discusses authorization of reimbursement to them for lost income at the rate paid to the Village's Fire Inspector. This will only partially replace their lost income.

**Resolution #7860**

**BE IT RESOLVED THAT:** The Board of Trustees authorizes the Treasurer to reimburse Fire Chief George Tamborelle and Asst. Chief Joe Price for lost time from regular employment at the rate paid to the Village's Fire Inspector of \$15.30 per hour.

*Motion:* Trustee Supron  
*Second:* Trustee Salton  
*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron  
*Nays and Abstentions:* none  
**Motion carried**

**11. Report of the Attorney**

Attorney Marcus has no additional topics to discuss.

**12. Executive Session**

**Resolution #7861**

**WHEREAS:** The NYS Open Meeting Law §105 prescribes matters for which a public body may conduct an executive session; and,

**WHEREAS:** Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered; and,

**WHEREAS:** The conduct of this executive session is for these enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

**THEREFORE, BE IT RESOLVED THAT:** An Executive Session of the Village of Cayuga Heights Board of Trustees is conducted for the purposes of subsections (e) collective negotiations pursuant to article fourteen of the civil service law and (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 Supron

*Second:* Trustee Salton

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7862**

**THEREFORE, BE IT RESOLVED THAT:** An Executive Session of the Village of Cayuga Heights Board of Trustees is adjourned and the meeting resumes open session.

*Motion:* Trustee Supron

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7863**

**THEREFORE, BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes Police Chief Steinmetz to shift the temporary part-time position created for Michael St. Angelo to a permanent part-time position.

*Motion:* Trustee Supron

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7864**

**THEREFORE, BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes the encumbrance of \$6,000.00 for the services of a landscape architect to propose a design to stabilize the slope of Palmer Woods adjacent to the Village's facility at 123 Sheldon Road.

*Motion:* Trustee Supron

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7865**

**THEREFORE, BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign the contract as presented with Teamsters Local 317.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees Biloski, Marshall, Robinson, Salton, and Supron

*Nays and Abstentions:* none

**Motion carried**

**13. Adjournment**

Mayor Woodard adjourns the meeting at 10:04 p.m.