

Minutes  
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS  
BOARD OF TRUSTEES  
MONTHLY MEETING

Monday, July 18, 2016  
7:00 p.m.

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

**Absent:** Trustee Biloski and Attorney Marcus

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

**1. Approval of Annual Organizational Meeting Minutes: April 4, 2016**

**Resolution #7866**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the Annual Organizational Meeting held on April 4, 2016 as presented in Exhibit 2017-006.

*Motion:* Trustee Supron

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* Trustees Friend and Salton

**Motion carried**

**2. Approval of Meeting Minutes from April 11, 2016**

**Resolution #7867**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the April 11, 2016 Board of Trustee Meeting Minutes as presented in Exhibit 2017-031.

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

**3. Approval of Meeting Minutes from April 18, 2016**

**Resolution #7868**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the April 18, 2016 Board of Trustee Meeting Minutes as presented in Exhibit 2017-032.

*Motion:* Trustee Marshall

*Second:* Trustee Supron

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

*Nays and Abstentions:* none

**Motion carried**

**4. Statement of Appreciation: Kathryn D. Supron (Exhibit 2017-033)**

This resolution consisting of a Statement of Appreciation for departing Mayor Kate Supron is read into the record by Mayor Linda Woodard, Trustee Richard Robinson, Trustee Peter Salton and Clerk & Treasurer Joan Mangione.

**Resolution #7869**

**IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY KATHRYN D. SUPRON**

**WHEREAS,** Kathryn D. Supron has served the Village tirelessly since her election in 2009 as Trustee and as Mayor in 2010, and

**WHEREAS,** she was reelected as Mayor in 2012, 2014, and 2016, and

**WHEREAS,** her concern for the area's environment prompted her appointment to the Deer Remediation Advisory Committee in August 2008 which led to development and implementation of a highly successful Deer Management Program, and

**WHEREAS,** this concern further led to Local Laws regulating fencing and walls, solar energy installations, noise, care and mowing of property, and street tree protection and planting, and

**WHEREAS**, she helped create the Village's Street Tree Advisory Committee and facilitate the Village's certification as a Tree City USA, and attended annual Arbor Day tree planting celebrations, and

**WHEREAS**, she approved a partnership with Tompkins County Solid Waste to site a food scrap recycling drop spot in Cayuga Heights to expand food scrap recycling options for residents, and

**WHEREAS**, she annually signed the Tompkins County Stormwater Coalition intermunicipal agreement renewing the contract with the Tompkins County Soil and Water Conservation District for administrative services, and

**WHEREAS**, she supported the writing and adoption of the Village's 2014 Comprehensive Plan, and

**WHEREAS**, she assisted in and guided the writing and adoption of the Village's Emergency Plan, and

**WHEREAS**, she helped rewrite Village zoning as a member of its Zoning Review Committee, and

**WHEREAS**, she served on the Tompkins County Council of Governments, and

**WHEREAS**, in 2010 she was named Water Commissioner on the Board of Directors of the Bolton Point Water Commission, and

**WHEREAS**, she sat on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium, and

**WHEREAS**, she was a member of the Ithaca Tompkins County Transportation Council and was Chairperson at the time of her retirement, and

**WHEREAS**, her focus on improved communication between elected officials, municipal employees and residents fueled the reincarnation of a newsletter, improved website and frequent enews blasts, and

**WHEREAS**, this also led to increased cooperation between departments as well as emphasis on updating and educating officials and employees on policies such as the Code of Ethics and the Workplace Violence Prevention Policy, and

**WHEREAS**, she took the lead on entrance into a 5-Year Agreement with Tompkins County for the Tompkins Shared Services Electronic Records Repository (TSSERR) which highly improved document storage for all Village records, and

**WHEREAS**, she worked on efforts to identify other potential areas of shared services within Tompkins County, and

**WHEREAS**, she advanced preservation of the Village's history and engaged in the 2015 Centennial Celebration, and

**WHEREAS**, she oversaw the addition to Marcham Hall as well as other enhancements, upgrades, and remediation to the infrastructure of the Village, and

**WHEREAS**, she implemented countless additional improvements, too many to name, to the function, welfare, safety, and future of the Village of Cayuga Heights.

**THEREFORE, BE IT RESOLVED**, the Village of Cayuga Heights Board of Trustees recognizes and appreciates Kathryn D. Supron's exceptional service to the Village of Cayuga Heights.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

**5. Report of Fire Superintendent Tamborelle (Exhibit 2017-034)**

The rental house at 835 Hanshaw is badly in need of having the kitchen replaced. Bids have been collected and the most promising is from Cory Williams Construction. He has done multiple satisfactory projects for Chief Joe Price related to Joe's rental work. The bid is the lowest and he is able to start in the near future.

**Resolution #7870**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Fire Superintendent George Tamborelle to engage Cory Williams Construction to replace the kitchen at the Village's property located at 825 Hanshaw Road, Ithaca NY for \$3,165.00.

*Motion:* Trustee Salton

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

Delivery of the new 2017 KME firetruck took place last Thursday; it was 22 days late. The contract stipulates a \$500 per day late fee. KME has offered payment options. Option #1 is \$11,000 as specified. Since this amount would reduce the cost of the vehicle it would be appropriate to credit the Town of Ithaca with an amount calculated on the percent that they contributed to the purchase. Option #2 is an \$8,000 equipment credit. Equipment that should have been ordered to outfit the new vehicle has already been identified. Option #3 is to extend the warranty period from one year to three years. The observation from past experience is that any breakage will more likely occur during the first year break-in period. These options are discussed.

**Resolution #7871**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Fire Superintendent George Tamborelle to continue negotiations with KME on the nature and amount of the penalty for late delivery of the 2017 KME firetruck with final agreement to accept no less than \$8,000 in equipment credit.

*Motion:* Trustee Robinson

*Second:* Trustee Supron

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

*Nays and Abstentions:* none

**Motion carried**

**6. Privilege of the Floor**

No members of the public are signed in to speak.

**7. Report of the Mayor**

**a. Kendal Signage** (Exhibit 2017-035 pages 1 & 4, Exhibit 2014-035 ATTACHMENTS 1 and 2)

Mayor Woodard asked Superintendent Cross to explain Kendal's request for placement of a new sign. Exhibit 2017-035 ATTACHMENT 1 shows the location of Kendal's signage in 1994, its current sign location, and the proposed location. The proposed location is well within the additional 50' of right of way that Kendal granted the Village. This licensing agreement is consistent with the Village policy to more closely monitor and control structures in its right of way.

**Resolution #7872**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign the (Kendal) License Agreement as presented in Agenda Exhibit 2017-035.

*Motion:* Trustee Supron

*Second:* Trustee Salton

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

*Nays and Abstentions:* none

**Motion carried**

**b. Resignation and Appointment: Zoning Board of Appeals (Exhibit 2017-036)**

Anita Watkins has resigned as a Member of the Zoning Board of Appeals.

**Resolution #7873**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees accepts the resignation of Anita Watkins from the Zoning Board of Appeals.

*Motion:* Trustee Supron

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

David Rutherford is appointed by Mayor Woodard as a member of the Zoning Board of Appeals for the balance of Anita Watkins's term.

Katherine Durant is appointed by Mayor Woodard as an alternate on the Zoning Board of Appeals for the balance of Sue Manning's term.

**c. Scheduling: August Board of Trustees Meeting**

A quorum of the Board is available on August 15th, therefore the meeting will be held as scheduled.

**d. Bolton Point Water Rates: Update**

The water rate structure will not change for calendar year 2017. It will be held until the 2018 calendar year. The Village has already approved the change.

Drought conditions exist throughout the area. Both Cornell University and the City of Ithaca have asked for voluntary water use reductions from its consumers.

Proposed Changes to the Agreement of Municipal Cooperation (AMC) dated 02-05-2016 have been distributed. The major change to the AMC is revision of the currently required unanimous vote of the participating municipality's Boards of Trustees to pass the annual rate resolution to a simple majority vote. It is agreed that it would be beneficial to have Bolton Point officials attend a future Board of Trustees meeting to explain the rationale for the changes.

**e. Cayuga Heights Road Route 13 Bridge: Update**

At a recent Ithaca-Tompkins County Transportation Council (ITCTC) meeting, Mayor Woodard discussed proposed solutions to the line of sight problems on Cayuga Heights Road with David Smith from the NYS Dept. of Transportation. Mr. Smith explained that the NYS DOT does not do mirrors in response to the suggestion that one or more mirrors could be helpful. It is agreed that the addition of stop signs as was proposed by the DOT and reviewed at the June 20, 2016 Board of Trustees Meeting (Exhibits 2017-024 & 2017-025) will not go forward. All parties will monitor the situation and there are no planned actions at this time.

**Pleasant Grove Road/Hanshaw Road Intersection**

It is suggested that current placement of two stop signs on Pleasant Grove Road at the Hanshaw Road intersection is not technically legal. The dual stop signs are viewed as traffic calming. They also provide clarity to drivers turning either left or right that a stop is required. A stop light would enforce the necessity of a stop prior to turning, however the expense is prohibitive. There is wide spread resistance to the introduction of traffic lights in the Village.

**Community Corners Medical Building**

Developers have redesigned the proposed medical office building within Community Corners. It is now a two story structure within the same footprint as had been previously proposed. It will need review from both the Planning Board and the Zoning Board of Appeals due to variances from current Zoning Ordinance.

**f. Palmer Woods: Update**

There is nothing to report. The landscape architect's plan was sent to Cornell University for comment and none has been forthcoming.

**g. Working Supervisor and Assistant Superintendent of Public Works Positions**

Tompkins County Personnel has approved the non-competitive position description for Working Supervisor. Tim Eighmey will need to apply for the position through the TC Personnel website. His qualifications will be reviewed and it is anticipated that their approval will be forthcoming. The Assistant Superintendent of Public Works position description has been submitted for approval. Once approved, a recruiting campaign will begin advertising the opening with the revised description.

**h. Teamsters Contract**

Signed copies of the Teamster Local 317 three-year contract with the Village of Cayuga Heights arrived today.

**i. Brush Trimming Policy (Exhibit 2017-037)**

Each year the Dept. of Public Works (DPW) trims brush growing in the right of way which interferes with progress on a sidewalk or line of sight at an intersection. The question discussed is whether or not the notices on the Village's website, eNewsBlast, and newsletter are sufficient notice to homeowners that trees and shrubs need to be trimmed or the DPW will trim them. There's general agreement that homeowners should receive a letter reminding them what will occur and when. Past notifications have had varied results. Superintendent Cross recommends identification of three streets at a time that will receive hand delivered form letters outlining the policy and dates for when the trimming will occur. The proposed notification provides a homeowner with the option of performing the trimming themselves or hiring a professional landscaper to perform the work.

**8. Report of the Trustees**

**Walkability Committee Report**

Meloney McMurry, Fred Cowett, and Trustees Maryann Friend and Kate Supron have been meeting with the goal to identify a route to be designated as a proposed Safe Route to School. Presentation of a grant proposal to the Transportation Alternatives Program (TAP) is envisioned. TAP funding becomes available every three years. The focus has been on getting kids down the hill on sidewalks to Boynton Middle School and the High School. They identified four

alternatives. Options studied lead to the area where Cayuga Heights Road, Kline Road, and Wyckoff Road meet. From that point one option leads down Kline Road and one down Wyckoff. Both are steep and do not have sidewalks. Another option includes a pathway through Lake View Cemetery. The Committee approached the Lake View Cemetery Board and offered snow removal and if funding is granted, lighting and pavement improvements. The Cemetery Board is very receptive. Attorney Marcus has drafted a Right of Way Agreement on which Police Chief Steinmetz and the trustees have made recommendations. Superintendent Cross prepared and sent out Requests for Proposal (RFPs) to DOT approved engineering firms to provide bids to perform cost assessment on construction of sidewalks on Cayuga Heights Road and Kline Roads. Three or four inquiries have been received. At an upcoming ITCTC meeting, Superintendent Cross plans to meet with a representative of one of the interested engineering firms. It is a competitive grant program and the Village will need to gather information on the best strategy.

**Greater Tompkins County Municipal Health Insurance Consortium**

The newly signed contract with the Teamsters puts the Village in non-conformance with the Consortium agreement. Trustee Salton cautions that the Consortium is within its rights to impose a fine on the Village. During union negotiations, Village representatives pressed to move the Teamster member employees to the Consortium. The employees refused to agree to the change due to the higher premiums and therefore premium contributions. This will continue to be an issue in future negotiations with the Teamsters.

**Affordable Housing**

Trustee Salton believes that the Board should identify the status of affordable housing in Cayuga Heights. In the spirit of the greater community's needs, it is something the Board should encourage. Superintendent Cross notes that there is only one empty fraternity house. A medium density section was proposed in an early draft of the Comprehensive Plan and there was significant opposition from the public. The Board does not have authority to mandate affordable housing be developed. However, Trustee Salton stresses that if the opportunity to influence development of affordable housing presents itself the Board should be open to giving it support.

**9. Report of the Police Chief (Exhibit 2017-038a, b, c)**

Trustee Supron asked about levels of alcohol and the effect on DWI charges. Chief Steinmetz explained that charges are based on how the individual presents themselves to the officer, if one refuses to take the chemical test, or if the test is taken and the result is over 0.18 Blood Alcohol Concentration (BAC) which results in aggravated DWI.

Trustee Supron also asked how it's possible to be arrested under the Village's Dog Ordinance. Since in nearly all dog related cases, the offence does not occur in an officer's presence. An arrest can only be made when a signed complaint is filed. In this instance "arrest" means that an appearance ticket is issued.

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

The Wastewater Treatment Plant is back up and fully functional. The June monthly test results which includes a few days of the cleanup were not in violation at any point and were almost normal.

Purchase of a new Bobcat Skid Steer was discussed at the Public Works Committee meeting and the Committee agrees that the purchase is necessary.

**Resolution #7874**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes issuance of a purchase order for acquisition of a Bobcat Skid Steer on NYSOGS contract for \$48,256.

*Motion:* Trustee Supron

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

It has been observed that a culvert under Triphammer Road near Kendal has suffered significant deterioration. Different methods of repairing the culvert pipe have been gathered. Monies from the Street Capital Improvement budget will be used. Prior to a decision, the success rate of the newer technologies versus complete culvert replacement will be evaluated.

**11. Report of the Treasurer (Exhibit 2017-040a, b, c)**

a. **Email Server Migration**

The Village's email server migration to the Microsoft Government Cloud Server occurred this past weekend. There were some issues to be ironed out but they will be addressed as they occur. Overall the migration is successful since email communication is no longer dependent on the Village's aging server. The cloud allows each user more storage than all email storage combined with the old system. It is easier to administer which is a time and stress saver for Clerk Mangione.

b. Refund of Sewer Connection Fee ó Childs (Exhibit 2017-041)

Mr. & Mrs. Childs paid a sewer connection fee of \$150.00 for their lot at #19 Millcroft Way in Lansing. They subsequently decided not to build a house there. They are requesting refund of the fee. It is determined that nearly all the steps involved in the issuance of the permit and fulfilment of the sewer connection are complete.

**Resolution #7875**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes refund of 50% of the sewer permit fee of \$150.00 and the Treasurer is instructed to make payment thereon.

*Motion:* Trustee Supron

*Second:* Trustee Robinson

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

*Nays:* Trustee Salton

*Abstentions:* none

**Motion carried**

c. CSEA Vision Program for Retirees (Exhibit 2017-042)

On June 1, 2016, the CSEA Employee Benefits Fund introduced a Retiree Vision Program. Employers who currently provide a negotiated EBF vision plan will have the opportunity to offer this new program to CSEA bargaining unit members and guests on the CSEA contract. This coverage does not obligate the Village financially or administratively.

**Resolution #7876**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard or her designee to sign the Retiree Vision Memorandum of Agreement with the CSEA Employee Benefit Fund as provided in Agenda Exhibit 2017-042 which does not obligate the Village of Cayuga Heights to any financial contribution.

*Motion:* Trustee Supron

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

There are no questions on the monthly abstract or the vouchers contained therein.

**Resolution #7877**

**BE IT RESOLVED THAT:** Abstract #002 for FYE2017 consisting of TA vouchers 6 - 10 in the amount of \$15,630.27 and Consolidated Fund vouchers 60 - 148 in the amount of \$339,435.68 is approved and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Supron

*Second:* Trustee Salton

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

*Nays and Abstentions:* none

**Motion carried**

General Code (Re)codification Proposal

It is decided that an Executive session is not necessary to discuss the recodification of Local Laws and Ordinances by General Code. The updated proposal is discussed. Confusion as to how the documents listing Local Laws and Ordinances relate to one another. There is no doubt that the recodification needs to be done and that General Code is the organization with which the Village chooses to contract.

**12. Report of the Attorney**

Attorney Marcus not in attendance.

**13. Adjournment**

Mayor Woodard adjourns the meeting at 9:55 p.m.