

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
August 15, 2016, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Approval of Meeting Minutes: May 16, 2016	2017-043
2. Report of Fire Superintendent Tamborelle ó Submitted Report*	2017-044
3. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. Website ó Privilege of the Floor Guidelines	unrevised
4. Report of the Mayor	
a. Planning Board Update: Traffic Study - Fred Cowett http://www.cayuga-heights.ny.us/Text%20and%20PDFs/Planning%20Board/2016/02%20Cayuga%20Heights%20TIS%20Final%2005-26-16.pdf	link to report
b. Update: Safe Routes to School ó Meloney McMurry	
c. Joint Youth Commission: Annual Report	2017-045
d. Advertising Budget for ASPW	2017-046
5. Report of the Trustees	
6. Report of Police Chief Steinmetz - Submitted reports *	2017-047 a, b, c
7. Report of Superintendent of Public Works Cross	
8. Report of Clerk & Treasurer - Submitted reports *	2017-048a, b, c
9. Report of the Attorney	
10. Executive Session (as needed)	
11. Adjournment	

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

EXHIBIT 2017-044

August 11, 2016

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2016

The fire department ran 42 calls in July. There were 20 calls in the Village of Cayuga Heights, 17 calls in the Town of Ithaca and 7 mutual aid requests. We had 25 EMS responses and 17 fire calls. We had another routine month in July with a mix of fire and EMS calls.

We took delivery of our new Zoll cardiac monitor and the new E203 in July and had training on both. Our EMS personnel sat through a training that took several hours to learn how to use the new cardiac monitor and AEDs from Zoll. The cardiac monitor is the same model that Bangs Ambulance uses and we have it programmed the same as Bangs uses to make the transition from one monitor to another seamless. We now have AEDs on all of our apparatus including the support vehicles. We did take delivery of the new KME fire truck and the officers went through a familiarization course with a full training to follow for all members of the department in early September.

We have set the dates for the fall recruit class and we are planning to take between 15 and 20 recruits if we get that many applications. We will finish with the checklist work on those from the spring class when they return from summer break in a couple of weeks. There is a Firefighter 1 class being offered in Tompkins County this fall and we have several people signed up to take it at this time. Cortland County offered a boot camp style training program in July that four of our members attended. The class is run during the day for three weeks. When the class is done the graduates have Firefighter 1, Firefighter Survival, HAZMAT and Truck Company Operations. This is an amazing program run by top notch state instructors at the Cortland County training center. We were very pleased that the four members who attended found time and were able to completed it.

We did get the parking lot sealed and striped in July and it looks better and now has wider parking spaces. The village DPW is going to seal the concrete on the front pad in August and then that project will be wrapped up.

We are very pleased with our member participation through the summer. With the decreased staffing from students away for break and our in-town members taking vacations we are still getting the trucks on the road quickly. Our bunkers have been doing an outstanding job and I could not be happier with that program. We are gearing up for a busy fall with recruiting and then the Recruit Classes as well as the department open house all happening in September and October.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent



August 9, 2016

Mayor Kate Supron and the Village of Cayuga Heights Trustees
Village of Cayuga Heights
836 Hanshaw Road
Ithaca, NY 14850

Dear Mayor Supron:

Enclosed are copies of the 2015 annual report for the Joint Youth Commission (JYC). The JYC serves youth in the Towns of Ithaca and Caroline and Villages of Cayuga Heights and Lansing as part of the Municipal Youth Services System which is coordinated through my office. The JYC supports four youth programs which are described inside the annual report.

Last year, 290 total youth were served. This includes 30 from the Village of Cayuga Heights. The annual report shows the youth from your village as part of the greater Town of Ithaca but I thought you might be interested in the specific number of your youth.

One other recent highlight is that our youth representative on the JYC, Jonathan Gomes Selman who resides in the Village of Cayuga Heights, was honored in March by the Tompkins County Legislature with the Distinguished Youth Award. He has been a valued commission member for three years and we will miss him now that he is off to college. Before he left, he recruited a new youth representative, a young woman who also resides in Cayuga Heights. We expect her appointment to be finalized in the next few months.

Finally, the JYC has a vacancy for one more representative of either the Town of Ithaca or Village of Cayuga Heights. If you know of someone who might be interested in serving or learning more, please ask him/her to call me.

If you have any questions or would like to talk with me, please give me a call. Thank you for your continued support.

Sincerely,

Kristin M. Bennett
Planner, Tompkins County Youth Services
Liaison to Joint Youth Commission

EXHIBIT 2017-046

VILLAGE OF CAYUGA HEIGHTS
 ASSISTANT SUPERINTENDENT OF PUBLIC WORKS
 RECRUITING PLAN

08/11/2016

PUBLICATION	Email Sent	POSTED	EXPIRES	COST
Tompkins County Web Site http://www.tompkins-co.org/personnel/vacancy/vacancy.html		07/19/2016	No Limit	\$ -
Ithaca Journal Posting- Thursday-Saturday		7/28/2016-7/30/2016	07/31/2016	\$ 613.54
An "on-line" posting on Careerbuilder.com for 30 days is included in the \$613.54 cost of the Ithaca Journal ad.		07/28/2016	08/28/2016	\$ -
Cortland Standard - 14 days		07/27/2016	08/10/2016	\$ 123.96
Posting sent to New York State Association of Town Highway Superintendents www.nystownhwy.org	07/26/2016			\$ -
Posting sent to New York State County Highway Superintendents Association www.countyhwyys.org	07/26/2016			\$ -
Craigslst-Fingerlakes-architect/engineer/cad		07/26/2016	09/09/2016	\$ -
Craigslst-Ithaca-architect/engineer/cad		07/26/2016	09/09/2016	\$ -
Craigslst-Binghamton-architect/engineer/cad		07/26/2016	09/09/2016	\$ -
Craigslst-Binghamton-General Labor		07/26/2016	09/09/2016	\$ -
Craigslst-Fingerlakes-General Labor		07/26/2016	09/09/2016	\$ -
Craigslst-Ithaca-General Labor		07/26/2016	09/09/2016	\$ -
Craigslst-Fingerlakes-skilled trades/artisan		07/26/2016	09/09/2016	\$ -
Craigslst-Ithaca-skilled trades/artisan		07/26/2016	09/09/2016	\$ -
Craigslst-Binghamton-skilled trades/artisan		07/26/2016	09/09/2016	\$ -
TOTAL COST				\$ 737.50



**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

August 2, 2016

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

Re: Report of the Police Department for July, 2016

In the month of July the police department received 461 calls for service. In addition to these calls 62 uniform traffic tickets were issued and 4 parking violations were cited. A breakdown of the calls for service is as follows:

2 Felony complaints were handled. 1 for Burglary and 1 other for Drug related charges which stemmed from a traffic stop. In the burglary complaint a resident reported that their home had been entered and a laptop computer was reported stolen. After investigation it was determined that the laptop was taken by a person who had authorization to be in the home. There is a suspect and the investigation is ongoing. During the drug incident a vehicle stop was conducted. During the stop 3 subjects were found to be in possession of items used to make Methamphetamine. The driver was found to be unlicensed and had a prior DWI charge. A subject was also found to be using and signed another person's name during the arrest processing and was charged accordingly. A total of 5 felony charges were filed during this incident.

4 Penal Law Misdemeanor complaints were handled including 1 for Fraud, 2 for Larceny, and 1 for charges filed during a vehicle/traffic stop. In the Fraud complaint a resident stated that property she had listed for rent on Craig's List was being relisted by a subject from another state. The subject was contacted and made aware that the situation was known. The complainant also filed a complaint with Craig's List. In the first Larceny complaint a resident stated that plants had been taken from her flower beds. The complainant had stated that this was the second time it had occurred and she had heard a vehicle door shut, however she did not observe the plants being taken. There are no suspects in this incident and it is an isolated occurrence. The second Larceny was reported by a resident who stated that the housekeeper had taken a laptop from their home. The investigation into this matter is ongoing. In the above mentioned traffic stop charges of Obstructing Governmental Administration, Criminal Possession of a Controlled Substance and Criminal Impersonation 2nd were also filed.

6 vehicle and traffic stops led to 7 misdemeanor charges including: 2-DWI, 1- Operating a MV with .08 of 1% of alcohol in the blood, and 4-Aggravated Unlicensed Operation of a MV 3rd.

2 Penal Law Violations occurred, 1 for Trespass and 1 for Drugs. The Trespass complaint was reported by a property manager stating that an employee was living on the premises without permission. The subject was contacted by the on duty officer and notified that if they did not leave the premises then they would no longer have employment there. The subject complied and no further complaints have been received. After investigation of a vehicle and traffic stop officers found 3 occupants of the vehicle to be in possession of marijuana. All 3 were arrested on charges of Unlawful Possession of Marijuana.

5 Local Law violations were handled, 1 for Noise, 2 for Soliciting, 1 for Dog Control, and 1 for In the Park After Hours.

There were 10 Motor vehicle accidents investigated, none of which involved deer. The noise complaint came in as a report of loud music. The officer responded to the location and did not find the music to be beyond reasonable. The subject was notified of the village's local law. In the Soliciting complaints residents stated that businesses had left

EXHIBIT 2017-047a & b page 2 of 4

advertisement materials on their mailboxes. Officers contacted the businesses in question and were advised of the

Village's local law. No further complaints have been received. The Dog Control complaint came in as a loose dog in the area. The complainant stated that this was not the first occurrence. The dog owner was contacted and notified of the Village's local law and they stated they would be sure to have their dog on a leash in the future. 3 Subjects were arrested for being in Sunset Park after hours. The officer on duty issued citations and the subjects left the area without incident.

There were no other deer incidents reported.

In summary, 15 persons were arrested and the following 21 charges were filed: 1- Aggravated Unlicensed Operation of a Motor Vehicle 1st, Forgery 2nd, Criminal Impersonation 2nd, Obstruction Governmental Administration, Criminal Possession of a Controlled Substance, 3-Unlawful Manufacturing of Methamphetamine 3rd, 2-DWI 1st, Driving with .08% of Alcohol, 4-Aggravated Unlicensed Operation of a MV 3rd, 3- Unlawful Possession of Marijuana, 3- In the Park After Hours.

Over the course of this month police department members took part in the following trainings and events: Officers assisted with traffic and crowd control for the annual fireworks display at Sunset Park.

The full time officers worked a total of 25.5 hours of overtime and the part time officers worked a total of 373 hours.

Sincerely,

Chief James Steinmetz

EXHIBIT 2017-047b
CAYUGA HEIGHTS
POLICE DEPARTMENT
July 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	3
Report Totals		4

EXHIBIT 2017-047c page 3 of 4
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 7/1/16 to 7/31/16

<u>Date</u>	<u>Offense</u>	<u>Mph/Mph Zone</u>	<u>Location</u>
7/1/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
7/2/16	1120A	FAILED TO KEEP RIGHT	HANSHAW RD
7/2/16	11922	DRIV'G W/.08 OF 1% OR MORE OF ALC (MISD)	HANSHAW RD
7/2/16	11923	DRIVING WHILE INTOXICATED (MISD)	HANSHAW RD
7/2/16	5113A	AGG UNLIC OPER 1ST DEGREE	HANSHAW RD
7/2/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	CHRD 600 BLK
7/2/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	CHRD - 600 BLK
7/2/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	CHRD - 600 BLK
7/10/16	3752A1	NO/INADEQUATE LIGHTS NO LEFT BRAKE LT	TRIPPHAMMER RD
7/17/16	11941B	REFUSAL TO TAKE BREATH TEST	PLEAS GROVE RD
7/17/16	1180A	SPEED NOT REASONABLE & PRUDENT	PLEAS GROVE RD
7/17/16	11923	DRIVING WHILE INTOXICATED (MISD)	PLEAS GROVE RD
7/17/16	1128D	DROVE ACROSS HAZARD MARKING	PLEAS GROVE RD
7/17/16	3753	FAILED TO DIM HEADLIGHTS	PLEAS GROVE RD
7/5/16	12271	CONSUMPTION/ALCOHOL IN MOTR VEHICLE	N TRIP RD
7/5/16	37535C	UNSAFE TIRE	N. TRIP RD
7/5/16	12271	CONSUMPTION/ALCOHOL IN MOTR VEHICLE	N. TRIP RD
7/26/16	1128A	MOVED FROM LANE UNSAFELY	RTE 13
7/26/16	1180A	SPEED NOT REASONABLE & PRUDENT	RTE 13
7/26/16	1129A	FOLLOW TOO CLOSELY	RTE 13
7/28/16	1213A	DRIVER'S VIEW OBSTRUCTED	HANSHAW RD
7/14/16	3752A1	NO/INADEQUATE LIGHTS	PLEAS GROVE RD
7/15/16	1142A	FLD TO YLD RT-OF-WAY @ STOP SIGN	TRIP/E. UPLAND RD
7/18/16	306B	UNINSPECTED MOTOR VEHICLE	HANSHAW RD
7/18/16	3752A1	NO/INADEQUATE LIGHTS	TRIP RD
7/22/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEAS GROVE RD
7/22/16	3191U	OPERATING WITHOUT INSURANCE	PLEAS GROVE RD
7/22/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEAS GROVE RD
7/26/16	1180D	SPEED IN ZONE	HANSHAW RD
7/26/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	TRIP RD
7/29/16	3191U	OPERATING WITHOUT INSURANCE	PLEAS GROVE RD
7/29/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	HANSHAW RD
7/29/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	PLEAS GROVE RD
7/3/16	4011A	UNREGISTERED MOTOR VEHICLE	PLEAS GROVE RD
7/3/16	306B	UNINSPECTED MOTOR VEHICLE 5/16	PLEAS GROVE RD
7/11/16	4011A	UNREGISTERED MOTOR VEHICLE	PLEAS GROVE RD
7/11/16	5111A	AGG UNLIC OP 3RD (MISD)	PLEAS GROVE RD
7/14/16	1180D	SPEED IN ZONE	PLEAS GROVE RD
7/14/16	1180D	SPEED IN ZONE	PLEAS GROVE RD
7/14/16	1129A	FOLLOW TOO CLOSELY	PLEAS GROVE RD
7/14/16	5111A	AGG UNLIC OP 3RD (MISD)	PLEAS GROVE RD
7/14/16	306B	UNINSPECTED MOTOR VEHICLE 6/16	HANSHAW RD
7/14/16	3752A3	NO/INSUFFICIENT TAIL LAMPS	HANSHAW RD
7/22/16	1180B	SPEED OVER 55 ZONE	ST RT 13
7/22/16	5111A	AGG UNLIC OP 3RD (MISD)	ST RT 13
7/22/16	5091	UNLICENSED OPERATOR	ST RT 13
7/17/16	1180D	SPEED IN ZONE	PLEAS GROVE RD
7/17/16	1180D	SPEED IN ZONE	STATE ROUTE 13-S
7/23/16	37512A	NO/ILLEGAL FRONT WINDSHIELD	TRIP RD
7/24/16	1180D	SPEED IN ZONE	PLEAS GROVE RD
7/16/16	1180D	SPEED IN ZONE	PLEAS GROVE RD

EXHIBIT 2017-047c page 1 of 4
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 7/1/16 to 7/31/16

<u>Date</u>	<u>Offense</u>	<u>Mph/Mph Zone</u>	<u>Location</u>
7/16/16	3191U	OPERATING WITHOUT INSURANCE	PLEAS GROVE RD
7/28/16	1110A	DISOBEY TRAFFIC CONTROL DEVICE	HANSHAW RD
7/4/16	1110A	DISOBEY TRAFFIC CONTROL (SPEED 51/30)	TRIP RD
7/4/16	306B	UNINSPECTED MOTOR VEHICLE	CHRD
7/5/16	306B	UNINSPECTED MOTOR VEHICLE	TRIP RD
7/8/16	1225C2A	OP MV- MOBILE PHONE (RIGHT EAR)	HANSHAW RD
7/8/16	306B	UNINSPECTED MOTOR VEHICLE (EXP 04/16)	HANSHAW RD
7/12/16	4011A	UNREGISTERED MV (EXP 09/01/15)	CH RD
7/12/16	5111A	AGG UNLIC OP 3RD (MISD) (SUSP 6/16/10)	CH RD
7/15/16	306B	UNINSP MOTOR VEHICLE (10 DAY EXP 6/15/16)	N TRIP RD
7/20/16	1229C1A	BACK SEAT PASS < 4 NO/IMP RESTRT (2YOA)	N TRIP RD

EXHIBIT 2017-048a
VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
AUGUST 15, 2016

1. Communication:

A traditional print newsletter is currently at the printer and will be mailed this week.

2. Reporting:

The Annual Update Document (AUD) was submitted to the OSC on July 26th. External auditor, Insero, Inc. (formerly CDLM) has been contacted and their audit will be performed as soon as schedules allow.

3. Budget:

A budget resolution for ASPW recruiting expenses is necessary.

4. Debt:

The BAN to finance the Village's portion of debt for Engine 203 was paid down by \$60,117. The remaining \$233,000 was financed for one year at 1.9%.

5. Revenues & Expenditures:

June and July reconciliations are planned by Trustee Biloski on Friday, August 12 and continuing on August 15 as needed.

6. Current Expenses - Unaudited Abstract #003 dated August 15, 2016 as distributed.

7. Approval of August Abstract –

BE IT RESOLVED THAT: Abstract #003 for FYE2017 consisting of TA vouchers 11 - 19 in the amount of \$17,072.39 and Consolidated Fund vouchers 149 - 244 in the amount of \$294,065.69 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

EXHIBIT 2017-048b

08/02/2016 11:51:09

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 June, 2016:

DATED: August 2, 2016

Signature of J. M. Mangione, TREASURER

Table with 5 columns: Fund Name, Balance 05/31/2016, Increases, Decreases, Balance 06/30/2016. Rows include A GENERAL FUND - VILLAGE, F WATER FUND, G SEWER FUND, H CAPITAL FUND, TA TRUST & AGENCY, and TOTAL ALL FUNDS.

EXHIBIT 2017-048c

08/04/2016 16:09:31

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 July, 2016:

DATED: August 4, 2016

Signature of Treasurer and title 'TREASURER'

Table with 5 columns: Description, Balance 06/30/2016, Increases, Decreases, Balance 07/31/2016. Rows include General Fund, Water Fund, Sewer Fund, Capital Fund, and Trust & Agency.