

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
SPECIAL MEETING

Tuesday, August 30, 2016
9:45 a.m.

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

Present from the Walkability Committee: Fred Cowett and Meloney McMurry

Absent: Trustee Supron

Call to Order: Mayor Woodard calls the meeting to order at 9:47a.m.

Report of the Mayor

Mayor Woodard asks that a member of the Walkability Committee (WC) present the rationale for funding a feasibility study on proposed sidewalk construction. Trustee Friend gives an overview and explains that this Special Meeting is made necessary due to the NYS DOT imposed grant application October 21, 2016 deadline. Funding is made available through the Federal Transportation Alternatives Program (TAP) and the Congestion Mitigation and Air Quality Improvement Program (CMAQ). Funding for projects is awarded through a competitive solicitation process. The Village has long recognized the need for additional sidewalks and specifically sidewalks/pathways to provide safer alternatives for students to walk to school.

The WC decided to recommend a feasibility study to evaluate possible projects choosing between the two proposals received. Both proposals appear to meet the Village's criteria and are from reputable, highly recommended firms. After consideration of each, the WC recommends the engineering firm of Barton & Loguidice (B&L). They will look at the specified routes in the proposal and additionally suggest creative solutions to improve safety and functionality of the Village's streets for pedestrians and bicyclists. The Board will then consider the recommended projects. Based on the perceived benefit and the ability of the Village to contribute its percentage of the cost, the Board will then move to submit a grant application.

Jenny Leijonhufvud, an alternate on the Planning Board who has grant writing experience, has expressed concerns to the WC. Rushing to meet the deadline would make it difficult to present a quality application. Guidelines released with the funding availability announcement introduces the information that Safe Routes to School category does not include high schools. Technically, it is not a grant but a reimbursement. The Village would need to advance the funds to pay project expenditures and submit proofs of payment for reimbursement. Payments from the government are said to be forthcoming within 45 to 60 days.

Mayor Woodard asks Police Chief Steinmetz if his concerns regarding policing with Lakeview Cemetery have been satisfied. He is comfortable with the Intermunicipal Agreement by and between the Village of Cayuga Heights and the Town of Ithaca in its current draft. Ms. McMurry adds that it is her belief that the Cemetery Right of Way Agreement benefits the Village with or without an application this year.

The Village faces physical challenges due to the steep gradients of its topography. Ultimately, it will not be known if a satisfactory project exists until a feasibility study has been completed. An alternative would be to put projects out to bid and have the contractors who would bid tell the Village how much the projects would cost to construct. In order to put out requests for bids, an internal feasibility study would need to be performed to develop specifications.

Sidewalk construction and improvements have been discussed for more than a decade. The Comprehensive Plan has specific wording that identifies some of these same routes to school as unsafe due to the lack of pedestrian and vehicular separation. Attorney Marcus points out that decoupling the route through Lakeview Cemetery from any sidewalk construction project achieves the goal of moving pedestrian traffic off the roadways. The Intermunicipal Police Agreement and the Cemetery Right of Way Agreement accomplishes this as a stand-alone with or without additional action.

Public Outreach is an important part of the funding application. Letters from local politicians, the PTA, and neighborhood groups need to be gathered. Once the information regarding sidewalk construction becomes public, residents will expect to see the sidewalk become a reality. If funding is awarded to the Village, there is a five (5) year limit for completion. Federal projects are extremely administratively rigorous. A Federal Funding 101 course is offered and required.

An error in the B&L proposal is noted; Supt. Cross indicates that the error is his and that B&L is aware that the route to Kline Road is from Highland to Wyckoff and not from Hanshaw.

Resolution #7882

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the contract with Barton & Loguidice as amended, in the amount of \$12,800 for a feasibility study incorporating multi-modal elements and improvements to the overall safety, sustainability, and functionality of pedestrian corridors in the Village.

Motion: Trustee Marshall

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

An additional budgetary encumbrance of \$2,800 is needed for the B&L contract. A suggestion to take a \$1,000 from the Mayor's Contractual account (A1210.410) is made. It may be possible to move budget from other Capital projects but the extent of funds needed for all existing Capital projects is not yet known.

Further discussion regarding the route that includes the cemetery, brings to light that it is not necessary for all legal documentation to be in place prior to application. It may be helpful for it to have been executed, however.

Walk-back to a bus stop that is outside the distance limit from the school is mentioned by Trustee Biloski. There is one that runs along Cayuga Heights Road and makes a Boynton Middle School stop and a stop at the High School. Construction of protected bus stop shelters is suggested as an alternative that would keep school children off the steep roads with no sidewalks. Upon a closer reading of grant guidelines, infrastructure funding for bus stops is specifically precluded from grant support.

The following resolution is tied to Resolution #7882.

Resolution #7883

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees instructs the Treasurer to increase the Budget in the Capital Fund: Safe Routes to School account (H8020.410) by \$2,800 and for the same amount to be debited from General Fund: Contingency (A1990.400).

Motion: Trustee Marshall

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

Resolution #7884

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Intermunicipal Police Services Agreement by and between the Village of Cayuga Heights and the Town of Ithaca Draft dated 8-25-16 and which may contain any such revisions as made by the Village Attorney.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

Resolution #7885

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Lake View Cemetery Right of Way Agreement amended to include the descriptive term "non-exclusive" in Section 2 following permanent in sentence #1.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard adjourns the meeting at 10:42 a.m.