

# Village of Cayuga Heights

Board of Trustees  
Monthly Board Meeting  
Marcham Hall  
November 21, 2016, 7:00 p.m.  
AGENDA



	<u>Exhibit No.</u>
1. Approval of Meeting Minutes: October 17, 2016	2017-074
2. Report of Fire Superintendent Tamborelle ó Submitted Report*	2017-075
3. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. Privilege of the Floor Guidelines	unrevised VCH website
4. Report of the Mayor	2017-076
a. Cornell Univ. Community Advisory Committee: Graham Gillespie	
b. DPW Vehicle Purchase	
c. Village Water Rate for 2017	
5. Report of the Trustees General Code: Initial Reports received 11/17/16; Organizational Analysis due 2/10/17	
6. Report of Police Chief Steinmetz - Submitted reports *	2017-077 a, b, c
7. Report of Superintendent of Public Works Cross	2017-078
8. Report of Clerk & Treasurer - Submitted reports * Relevy Unpaid Real Property Tax	2017-079 a, b 2017-080
9. Report of the Attorney	
10. Executive Session	2017-081
11. Adjournment	

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

**Minutes**  
**Marcham Hall**

**VILLAGE OF CAYUGA HEIGHTS**  
**BOARD OF TRUSTEES**  
**MONTHLY MEETING**

**Monday, October 17, 2016**  
**7:00 p.m.**

**Present:** Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson and Salton; Police Chief Steinmetz; Superintendent of Public Work Cross; Clerk & Treasurer Mangione; and Attorney Marcus (Trustee Friend arrival at 7:18 p.m. and Trustee Biloski arrival at 7:23 p.m.)

**Absent:** Fire Superintendent Tamborelle

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

**3.** Approval of Meeting Minutes: September 19, 2016 (Exhibit 2017-062)

**Resolution #7902**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the Meeting Minutes from September 19, 2016 as presented in Exhibit 2017-062.

*Motion:* Trustee Salton

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees Marshall, McMurry, and Salton

*Nays:* none

*Abstentions:* Trustee Robinson

**Motion carried**

A decision is made to move to Agenda item #4.b.

**4. Report of the Mayor**

b. Presentation: Labor and Employment Attorney

Oliver N. Blaise, partner with the law firm Coughlin & Gerhart LLP, is introduced. Their firm was founded in the 1890s and their primary office is in Binghamton. They have satellite offices throughout the region including Ithaca since 2002. They perform labor and employment work including municipal and municipal labor and employment work across NY State. Earlier in the year, Attorney Blaise worked with Police Chief Steinmetz on an officer's NYS GML 207c claim. GML 207c defines workers' compensation for police officers injured in the line of duty. It provides extra benefits and protections; it is considered a specialized type of legal work. Police or paid firefighters may have their 207 benefits defined in their collective bargaining agreements. Coughlin & Gerhart represent several municipalities as general counsel as well as in labor and employment matters. The firm takes a team approach to requests and will assign each matter to the appropriate individual. A Proposal for Legal Services (Labor and Employment) had been forwarded to Trustees in March of 2016; it proposes billing on a straight hourly rate basis and those rates are based on an individual's position within the firm. After review of the proposal, the Board decides to move ahead as follows.

Trustee Friend arrives at 7:18 p.m.

**Resolution #7903**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the appointment of the law firm, Coughlin & Gerhart LLP as Labor Employment Attorneys for the remainder of the official year ending April 3, 2017.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees Marshall, McMurry, and Salton

*Nays:* none

*Abstentions:* Trustee Friend

**Motion carried**

A decision is made to move to Agenda item #5. b.

**5. Report of the Trustees**

b. **Planning Board Update on Cayuga Medical Office Building**

Fred Cowett, Planning Board Chair, starts by thanking the Board for their approval of funds for the Fisher Associates peer review of the applicant's traffic study. Mr. Tim Faulkner of Fisher Associates presented results of the review to the Planning Board at their last meeting. On the topic of Traffic, minor inconsistencies were noted in traffic study volumes; in general, it did not affect the analysis. F-rated intersections are still f-rated. The use of a background growth rate projection of 0.25% instead of 1% was criticized. There is general agreement that there will be an increase in traffic and in wait times. The question of significance in wait time should be examined on a case by case basis. Each community should decide for itself what is significant or meaningful. The International Traffic Engineers

methodology was used by the applicant's traffic engineer, Mr. Stephen Ferranti of SRF Associates. Mr. Faulkner agrees this is a correct approach to generate the tables used for analysis.

Trustee Biloski arrives at 7:23 p.m.

Regarding Parking, the applicant's traffic engineer had used the correct Urban Land Institute shared parking methodology to model the estimates. However, he was criticized for not collecting observed parking data to validate the estimates. Mr. Cowett had collected nine days of peak time parking data and shared that information with Mr. Faulkner and SRF Associates. Based on that, Mr. Faulkner believes there is adequate parking. His assessment is based on the entire lot. Surveying the site plan, some areas of the lot are not easy to access. A suggestion was made at the Planning Board meeting that perhaps those parking spaces should be considered differently. Mr. Faulkner stated that all parking areas should be considered as part of one shared lot. There are currently approximately 288 spaces and the project is increasing the number to 298.

Since last November, when the applicant first applied and submitted plans showing the building blocking access to Pleasant Grove Road, it has been made clear that reducing Pleasant Grove Road access is problematic. It has been suggested since March that the building may be too large in that context. The Zoning Board of Appeals will address two variances at their meeting this Wednesday. Based on that meeting's outcome the project will come back to the Planning Board or be rejected as it is currently proposed. Mr. Faulkner would like to see access to Pleasant Grove Road kept open. He suggests that it could be maintained to allow right turns only. Additionally, he does not like the fact that the shopping center wants to limit access to Carriage House Apartments to emergency vehicles only. It should be kept open for all vehicles.

Subsequent to hearing from the traffic consultant, the Planning Board completed the NY State Environmental Quality Review short form (SEQR). One question that required discussion is #5 Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, bike or walkway? Everyone agrees that there will be an increase in traffic. In SEQRA terminology, is it a small impact or a moderate to large impact? If the categorization is moderate to large, procedurally it triggers a draft environmental impact statement and likely another traffic study unless there is reasonable and feasible mitigation. Local law has a greater sensitivity to the impact of traffic while SEQRA is an environmental law which does not consider social or economic impacts. NYS DOT guidelines say that if a project will add an additional 100 cars per hour to an intersection then they would categorize the change as significant. The Planning Board could not quantify the increase as that large and therefore decided to characterize the impact as small. This decision yielded a negative SEQRA declaration. The Zoning Board of Appeals will make its determination based on their fairly limited set of criteria.

**2. Report of Fire Superintendent Tamborelle** (Exhibit 2017-063)

The Superintendent's report indicates that the company has been very busy. There is a full recruit class for Fall Training classes.

**3. Privilege of the Floor**

No members of the public are in attendance.

**4. Report of the Mayor** (continued)

a. Mayor Woodard appoints herself as Alternate to the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors for the remainder of Kate Supron's term of one official year. (4/2017)

b. Item already addressed.

c. Intermunicipal Shared Services Agreement: Highway Departments (Exhibit 2017-065)

Attorney Marcus reviewed the agreement and his clarifying revisions have been accepted by the Tompkins County Highway Department. Equipment sharing between municipalities has been the norm. This agreement should be signed each year, although it has not been renewed regularly. The Village tends to share intermunicipally with the Town of Ithaca and the Village of Lansing. The agreement offers more advantages than disadvantages and it is assumed that all municipalities within the County participate.

**Resolution #7903**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign the Tompkins County Highway Department Intermunicipal Shared Services Agreement.

*Motion:* Trustee Salton

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

**d. City of Ithaca Proclamation: Equal Access to Abortion Coverage in Health Insurance (EACH) Woman Act Resolution (Exhibit 2017-066)**

The City of Ithaca has passed a proclamation urging Congress and President Obama to support and reinstate insurance coverage for abortion services for women enrolled in public insurance programs by enacting the EACH Woman Act. It is agreed that this is an important and controversial topic. Setting personal opinions aside, the Board does not believe that it can speak for the Village on this issue.

**e. TWC Access Oversight Committee Request (Exhibit 2017-067)**

The Access Oversight Committee (AOC) is looking into reasons for the poor quality of the public access channels. The AOC sees it as a technical problem that needs to be solved. TWC management thinks this is a question for their lawyers. The AOC's chair, Rich DePaolo, is drafting a letter to Chris Mueller, Director for Governmental Affairs, who has an office in Binghamton, to seek a solution. He would like to write it, not only on behalf of the AOC, but also on behalf of the Franchise Administrators, which for the Village of Cayuga Heights is the Board of Trustees (Section 17(g) of the Village's Franchise Agreement).

**Resolution #7904**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign a letter to be written by the Access Oversight Committee Chair Rich DePaolo to Time Warner Cable's Director of Governmental Affairs, Chris Mueller asking him investigate and address the issue of poor quality on the Public Access channels and to enforce the terms of the franchise agreement.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

**5. Report of the Trustees**

**1. TAP/CMAQ Grant: Update (Exhibit 2017-068)**

Trustee McMurry reports that Fred Cowett and Brent Cross attended the TAP Workshop. A pre-application was submitted by Jenny Leijonhufvud on behalf of the Village. A pre-application conference call with the Region 3 coordinators took place. It was learned that the pool of money is only \$3 million and the process will be extremely competitive. The Bike-Ped Committee decided to scale back the project which now consists of the Kline, Wyckoff, Lakeview Cemetery portion. The Cayuga Heights Road section may be considered a future Phase II. The cost of the redefined project is approximately \$600,000. The Committee is making progress toward submission of the grant application. It is advisable that both the Lakeview Cemetery Right of Way Agreement and the Intermunicipal Police Services Agreement with the Town of Ithaca be fully executed. These are scheduled to be signed in the next few days. The submission goal is to be one or two days before the deadline since the online system could be swamped with applications on that day causing a delay. The cover letter (Exhibit 2017-068) will be signed by Mayor Woodard and attached to the completed application.

**6. Report of Police Chief Steinmetz - Submitted reports (Exhibits 2017-069 a, b, c)**

There was one deer incident on the Route 13 overpass. It was actually outside the Village but no other officers were available to dispatch the animal.

Chief Steinmetz has applied to the Triad Foundation for a grant for additional specialized equipment.

There is an update on an officer's ongoing health condition which Chief Steinmetz will present when the Board enters Executive Session in order to protect the officer's privacy.

**7. Report of the Superintendent of Public Works Cross (Exhibit 2017-070)**

The Village's insurer approved payment of the Waste Water Treatment Plant claim at 100%.

Cayuga Heights Road is at the top of the list of streets due for repaving. Construction of sidewalks on the road is now to be considered with walkability improvements Phase II and a next round of TAP grants will most likely not be available for another three years. Superintendent Cross wants the Board to be aware of this scheduling challenge ahead of fiscal year ending 2018 budget planning.

Around the beginning of the school year, several temporary TCAT bus stop signs popped up around the Village. No permission was asked for or granted for the placement of these signs. TCAT will need to apply to the Board for a license agreement once they determine if the temporary sign locations are suitable for permanent sign placement.

**8. Report of the Clerk & Treasurer Mangione (Exhibits 2017-071a, b and Exhibit-2017-072)**

Former Mayor Supron wishes to purchase the Apple MacBook Air that she used while she was serving the Village. Three sales of similar used laptops have been reviewed. It is currently designated as surplus equipment in inventory.

**Resolution #7905**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes the sale of a surplus Apple MacBook Air to Kate Supron at the established fair market price of \$233.

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

*Discussion:* Trustee Salton disagrees with charging former Mayor Supron for ownership transfer of the used laptop. He wishes to go on record as stating that after six years as mayor, she should be given the surplus equipment at no charge.

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

*Nays:* Trustee Salton

*Abstentions:* none

Exhibit 2017-072 is a letter from ServPro informing resident George Tamborelle of the \$1,000 he owes following his insurance company's payment for water damage cleanup. The damage was caused when a Village owned water main located near his residence rusted from the outside and burst. Mr. Tamborelle is requesting reimbursement of this \$1,000 deductible. General Municipal Law stipulates that a municipality is not liable for damages unless negligence can be proven or there has been prior written notice of a problem.

**Resolution #7906**

**BE IT RESOLVED THAT:** Abstract #005 for FYE2017 consisting of TA vouchers 33 - 41 in the amount of \$14,966.66 and Consolidated Fund vouchers 332 - 416 in the amount of \$219,151.08 is approved and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

**9. Report of the Attorney**

Attorney Marcus has no additional topics to discuss at this time.

**10. Executive Session**

**Resolution #7907**

**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 an executive session 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 subsection (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 Friend

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7908**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees ends its Executive Session and returns to an open meeting.

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7909**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees waives the Special Event Application Fee for Boy Scout Troup #4 celebrating its centennial at Marcham Hall on Sunday, October 23, 2016.

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7910**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes a salary of \$75,000 to be paid to Michael Weise as Assistant Superintendent of Public Works, contingent upon approval by Village Labor Attorney Blaise on the increase in salary from that which was advertised.

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7911**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees authorizes accrual of vacation credit at the rate of three weeks per year to Clerk/Treasurer Mangione upon completion of five years of employment, contingent upon approval by Village Labor Attorney Blaise.

*Motion:* Trustee Friend

*Second:* Trustee Salton

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard adjourns the meeting at 10:05 p.m.

**EXHIBIT 2017-075**

November 18, 2016

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report October 2016

October was another 53 call month for the fire department. There were 32 calls in the Village of Cayuga Heights, 14 calls in the Town of Ithaca and 7 mutual aid requests. We had 31 EMS responses and 22 fire calls. The increase in fire calls was attributed to the wind and rain we had in the middle of the month. We responded to many calls for water in the basement and trees down in the roadway. We work closely with the village DPW on calls for trees down in the road. For these calls we ensure that there are no power lines involved and if it is safe to do so, we will cut the tree into manageable sizes and remove them from the road. If the call happens during business hours most are handled by the DPW after the area is deemed safe. If the call happens at night or on the weekend, then the fire department will cut the tree up and the on-call crew from the DPW will come in and remove large pieces. We do our best to safely remove the hazards from the roadway quickly to keep traffic moving.

We did all three of our fall recruit classes over the course of two weekends in October. All 17 recruits worked hard and at the end of each day they were exhausted but proud of their accomplishments. Many of the recruits had never started a chainsaw and had no idea how complex a fire hydrant is. They have all started on their checklists and many of them are motivated enough to have a good number of first sign offs complete. We set a deadline for first sign offs to be done by the time Cornell's winter break starts. We did hold several checklist sessions through the month to help the new members out. Each time we hold a recruit class it takes all of the senior membership to assist during the full day sessions to run multiple stations at a time. Many of the recruits are already looking forward to starting their state fire training and are looking for EMT classes in the area to take in the spring. We did hold several other trainings through the month for the rest of the membership.

Lieutenant Jaden Gladstone was hired by the New York City Fire Department in October. Jaden was an invaluable asset to the department and will be missed but we all wish him luck in his new career. Jaden was a bunker so we will be filling his spot in the coming month.

We have used a portion of the credit we have with KME to purchase some loose equipment. We have ordered several new gear racks as our membership has exceeded the number of existing racks. We did get some new smooth bore nozzles for our high rise packs and 2.5" hand-lines and some equipment organizers for the pump operator's compartment on the apparatus. We will continue to evaluate our equipment needs and work through this credit in the coming months.

We are in the final phase of our project with HSC Associates to upgrade the HVAC system at the station. In the past two years we have replaced all of the air handling units in the station and now we are working with them to replace all of the outdated thermostats and relays that are connected to the units. Once this is done we should have a much more energy efficient system that does not need servicing several times a year.

Sincerely,  
George Tamborelle  
Fire Chief/Fire Superintendent

EXHIBIT 2017-076

**4.a. Cornell University Community Advisory Committee Update**

The committee is conducting a comprehensive review of future housing needs on and around campus. Mr. Gillespie has agreed to attend on behalf of the Village and to share information as it becomes available.

Link to Cornell University's page on the Master Plan:

<http://scl.cornell.edu/about-us/housing-master-plan>

Link to a video of the last presentation by the planning consultant that identifies North Campus sites for housing:

<https://cornell.mediasite.com/Mediasite/Play/80767b6cf9144a00bc3d92050c6a8d671d>

**b. DPW Vehicle Requirement**

A used vehicle for ASPW Wiese to use while traveling in the Village and surrounding area is recommended. The logistics of purchasing a used vehicle dictates the ability to act reasonably quickly when a suitable used vehicle is identified.

Resolution:

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the purchase of a used vehicle for the use of ASPW Wiese not to exceed \$\_\_\_\_\_ to be debited to account(s) \_\_\_\_\_.

**c. Village Water Rate for 2017**

The current Village upcharge for water usage is 79%. In order to increase the Fund Balance to a percentage of annual expenditures that will allow for unplanned emergencies requiring unbudgeted expenses.



**Village of Cayuga Heights  
Police Department**

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James M. Steinmetz  
Chief of Police

November 15, 2016

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

Re: Report of the Police Department for October, 2016

In the month of September the police department received 377 calls for service. In addition to these calls 60 uniform traffic tickets were issued and 11 parking violations were cited. A breakdown of the calls for service is as follows:

1 Felony complaint of Burglary was received. A resident stated that his home had been entered while he was away and items belonging to a third party were missing. After investigation the officer discovered that the suspect assumed that he was able to make entry into the home and to retrieve his belongings. This case has been disposed of as a civil complaint.

3 Penal Law Misdemeanor complaints were handled including 1 for Criminal Mischief, 1 for Fraud, and 1 for Menacing. The Criminal Mischief complaint came in as a resident stating that eggs had been thrown at his vehicle. The investigating officer continues to attempt contact with the suspect. In the Fraud complaint, the resident stated that they received a phone call stating they were a family member and had been in an accident. The officer recognized the phone call to be that of a scam and informed the complainant of how to go about handling any future complaints. The Menacing complaint was originally reported as a harassment incident. After officer investigation it was found that it involved two coworkers in which one was said to have attempted to harm the other with a blunt object. An arrest was made on the charge of Menacing 2<sup>nd</sup>.

1 vehicle and traffic stop led to 1 misdemeanor charge of Suspended Registration.

2 Local Law violations were handled, 1 for Dog Control and 1 for Noise. While on patrol, the on duty officer observed a dog barking at a subject passing by, who was walking another dog. The subject expressed that the barking dog was loose and had been making it hard for them to control their own dog, which was on a leash. The officer contacted the loose dog's owner. The owner was notified of the village's local law and advised to keep them on a leash when outside their property. The noise complaint consisted of residents stating that loud music was coming from another home in the neighborhood. The officer located the source of the music and made contact with the manager of the facility. All permits were obtained and the gathering would be ending soon. No citations were issued.

1 Subject was taken into custody under the 9.41 Mental Hygiene Law. The subject was transported to a local hospital for medical attention.

An arrest warrant was executed after investigation of charges filed for Stalking in the month of September. A collaborating agency had custody of the suspect and after confirmation of the Cayuga Heights PD warrant, was turned over to CHPD for arraignment on the previously filed charges. A Bench Warrant Arrest was executed by a CHPD officer who came into contact with a subject with an active bench warrant out of a collaborating agency. The subject was turned over to the originating agency.

There were 6 Motor vehicle accidents investigated, none of which involved deer.

No other incidents involving deer were reported.

In summary, 5 persons were arrested and the following 5 charges were filed: 1-Menacing-2<sup>nd</sup>, 1-Suspended Registration, 2-Execute Warrant, 1-Mental Health 9.41.

**EXHIBIT 2017-077a 2 of 2**

Over the course of this month police department members took part in the following trainings and events: On Oct 1<sup>st</sup> Officers Terry O'Pray and Hillari Forney took part in the Annual Cayuga Heights Fire Department Open House. On the 26<sup>th</sup> Part Time officers completed their fall fire arms qualification. On the 31<sup>st</sup> officers Brandon Manheim and Adam Langlois escorted students in the annual Northeast Elementary School Halloween Parade.

The full time officers worked a total of 39.5 hours of overtime and the part time officers worked a total of 264.5 hours.

Sincerely,

Chief James Steinmetz

**EXHIBIT 2017-077b**

CAYUGA HEIGHTS  
POLICE DEPARTMENT  
October 2016

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7D LL#1-96	OVERNIGHT PARKING	11
Report Totals		11

**EXHIBIT 2017-077c**  
**CAYUGA HEIGHTS POLICE DEPARTMENT**  
**Uniform TRAF Tickets 10/1/16 to 10/31/16**

<u>Date</u>	<u>Offense</u>	<u>Mph/Mph Zone</u>	<u>Location</u>
10/23/16	306b	Uninspected Motor Vehicle Exp 2/2016	Triphammer Rd
10/23/16	1110a	Disobeyed Traffic Control Device	600 Blk Cayuga Heights Rd
10/1/16	1110a	Disobeyed Traffic Control Device	Pleasant Grove Rd
10/1/16	3191u	Operating Without Insurance	Pleasant Grove Rd
10/11/16	1110a	Disobeyed Traffic Control Device	N. Triphammer
10/22/16	3752a1	No/Inadequate Lights	Pleasant Grove Rd
10/22/16	3191u	Operating Without Insurance	Pleasant Grove Rd
10/24/16	3752a1	No/Inadequate Lights	State Route 13
10/25/16	1110a	Disobeyed Traffic Control Device	Triphammer Road
10/25/16	1110a	Disobeyed Traffic Control Device	Triphammer Road
10/25/16	3191u	Operating Without Insurance	Triphammer Road
10/25/16	1110a	Disobeyed Traffic Control Device	Pleasant Grove Road
10/25/16	306b	Uninspected Motor Vehicle	Pleasant Grove Road
10/25/16	3752a1	No/Inadequate Lights	Hanshaw Road
10/25/16	3752a1	No/Inadequate Lights	N. Triphammer Road
10/1/16	1144a	Fld/Yld Rt-Of-Way To Emerg Vehicle	St Rt 13
10/4/16	1110a	Disobeyed Traffic Control Device	Cayuga Heights Rd
10/4/16	5091	Unlicensed Operator	Cayuga Heights Rd
10/8/16	1110a	Disobeyed Traffic Control Device	Pleasant Grove Rd
10/12/16	306b	Uninspected Motor Vehicle 8/16	Triphammer Rd
10/12/16	1110a	Disobeyed Traffic Control Device	Triphammer Rd
10/12/16	306b	Uninspected Motor Vehicle 8/16	N Triphammer Rd
10/12/16	3752a1	No/Inadequate Lights	N Triphammer Rd
10/13/16	3752a1	No/Inadequate Lights	Hanshaw Rd
10/13/16	1110a	Disobeyed Traffic Control Device	Triphammer Rd
10/13/16	3752a1	No/Inadequate Lights	Triphammer Rd
10/20/16	1110a	Disobeyed Traffic Control Device	Pleasant Grove Rd
10/20/16	1110a	Disobeyed Traffic Control Device	Cayuga Heights Rd
10/23/16	1180d	Speed In Zone	Pleasant Grove Rd
10/23/16	3752a1	No/Inadequate Lights	St Rt 13
10/29/16	1180d	Speed In Zone	Pleasant Grove Rd
10/29/16	5091	Unlicensed Operator	Pleasant Grove Rd
10/29/16	512	Operating While Registration Susp/Revoked	St Rt 13
10/22/16	1110a	Disobeyed Traffic Control Device	Pleasant Grove Rd
10/22/16	3752a1	No/Inadequate Lights	N Triphammer Rd
10/22/16	306b	Uninspected Motor Vehicle	N Triphammer Rd
10/22/16	3752a1	No/Inadequate Lights	N Triphammer Rd
10/22/16	3191u	Operating Without Insurance	N Triphammer Rd
10/22/16	3752a1	No/Inadequate Lights	N Triphammer Rd
10/3/16	4011a	Unregistered Motor Vehicle (Exp 03/31/16)	Hanshaw Rd
10/10/16	4011a	Unregistered Motor Vehicle (Exp 10/06/16)	North Triphammer Rd
10/11/16	1110a	Disobeyed Traffic Control Device (Speed)	Triphammer Rd
10/11/16	306b	Uninspected Motor Vehicle (None Visible)	Triphammer Rd
10/14/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/14/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/14/16	306b	Uninspected Motor Vehicle	Triphammer Rd
10/14/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/14/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/18/16	1225c2a	Op Mv- Mobile Phone (Left Ear)	North Triphammer Rd
10/19/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/19/16	1110a	Disobeyed Traffic Control Device (Stop)	North Trip Rd@ Hanshaw Rd
10/20/16	3752a	No Headlamps/Inclement (Rain/Fog)	Hanshaw Rd
10/24/16	1110a	Disobeyed Traffic Control Device (Speed)	Cayuga Heights Rd
10/24/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/24/16	3191u	Operating Without Insurance (Exp 12/04/15)	Hanshaw Rd
10/26/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/27/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/27/16	1110a	Disobeyed Traffic Control Device (Speed)	Hanshaw Rd
10/27/16	3752a	No Headlamps/Inclement (Rain)	Hanshaw Rd
10/31/16	4011a	Unregistered Motor Vehicle (Exp 10/14/16)	Hanshaw Rd

**EXHIBIT 2017-078**

Dear Mayor Woodard and Trustees,

It is a great pleasure to let the Trustees know that Mike Wiese, new Assistant SPW, has started work and is getting up to speed quickly. He is spending most of his time getting familiar with the DPW operations, but I have been going over a list of tasks that he will be taking over from Tim and me. He has drafted the first version of the work order tracking log, and we hope to implement it for the beginning of 2017. Mike is already following up on some misc loose ends like N. Triphammer Road street lighting.

Since Mike will be needing a vehicle to drive during the work day within the Village, we have been looking around for a used smaller SUV's that would work. We had a couple of them located in the \$6,000 range, but for various reasons they are no longer available. Instead of rushing to find a suitable vehicle before the Board Meeting on Monday, we are recommending that the Trustees authorize a purchase of a vehicle up to a certain value that could be bought without needing to wait until next month's meeting. We would still hope to find something in the \$6,000-\$8,000 range, but it might be good to have a cushion to work with. We have not used all of the budget for equipment purchases in this FY, so no appropriation is needed to cover the cost.

The DPW crew has completed sidewalk replacement (of asphalt with concrete) on Hanshaw Road, down to Hillside Drive. They will finish the job down to Cayuga Heights Road in the Spring.

Attorney Marcus has drafted a letter of agreement to address Mr. Rubenstein's concern about the Village taking ownership of the land under the food scrap shed. The Mayor reviewed and is willing to sign it, but we are in the process of seeing if Tompkins County wouldn't be the appropriate party to sign instead of Village.

TCAT has publicly announced that they are moving forward with their "what is a bus stop" project. This is an adjustment in the current policy of stopping anywhere/anytime, to stopping at only designated locations that will have signage. I spoke to Nancy Oltz on Tuesday to remind her that such signage will need to be presented to the Village and the Trustees will need to approve a legal license to allow for the installation of new permanent signage.

The overgrown brush at Sunset Park has been trimmed down and the viewshed has been restored (many compliments from neighbors).

The Public Works Committee has requested that I seek quotes from professional traffic engineers to evaluate the best options to address the current "level of service" through the N. Triphammer/Hanshaw/Pleasant Grove road intersections. I will be sending out a Request for Proposal to the list of engineers who have been pre-approved by NYSDOT.

Chemung Supply will be here next week to do guardrail installation at various sites throughout the Village. They are scheduled for 2 days. One day will be spent installing new guardrail, and the other day will be used to repair various damage to the existing guardrail along the lower part of Remington Road.

As previously requested by a concerned neighbor, signs to alert drivers to "curves ahead" and "hidden driveway" on Pleasant Grove Road have been delivered and should be installed by then end of this week.

Sincerely,  
Brent

**EXHIBIT 2017-079a**  
**VILLAGE OF CAYUGA HEIGHTS**  
**CLERK & TREASURER'S REPORT**  
**NOVEMBER 21, 2016**

**1. Communication:**

The next print newsletter is being developed for early December. Articles or ideas for articles should be submitted to Deputy Clerk Podufalski. Suggestions for eNewsBlast items should be submitted to Information Aide Johnson. Several positive comments have been received regarding the biweekly eNewsBlasts.

**2. Computer System Administration:**

Installation of the new anti-virus was easily completed for the Clerk's office, the DPW, and the Engineer. Issues were encountered when interacting with the Police Department's Spillman software. Bitdefender was chosen due to its ability to identify ransomware in addition to all other standard malware and virus detection. Ransomware has been labeled as a primary threat to small municipalities by the OSC. HPM is working closely with the PD, Tompkins County IT, and Spillman to correct these issues. Bitdefender is shown to have been configured to work with Spillman in the past.

**3. Reporting and Audit:**

Justice Court onsite audit work was completed November 8, 2016. All remaining village financial audit questions have been addressed.

**4. Policies:**

NYS recommends that each municipality review, modify as necessary, and reapprove its Policies on an annual basis. For those areas where policies have not been written and enacted, it is advised that they be written and adopted as soon as possible. A draft Fund Balance Policy is under review by the Finance Committee.

**5. Budget: no modifications required**

**6. Debt:**

The principal payment on a fire station bond was paid via wire transfer on November 14<sup>th</sup> in the amount of \$70,000. An interest payment of \$9,000 was paid via ACH. An equivalent payment of principal and interest will be remitted on December 14, 2016. Following these payments each bond balance will be \$230,000 with total debt on the firestation of \$460,000.

**7. Relevy Unpaid Real Property Taxes: Exhibit 2017-080**

**8. Revenues & Expenditures:**

October 2016 Bank to Book Reconciliation was conducted by Trustee & Deputy Treasurer Biloski. Revenue and Expenditure Reports are available for YTD through the first five months of the Fiscal Year Ending May 31, 2017.

**9. Current Expenses - Unaudited Abstract #006 dated November 21, 2016 as distributed.**

**10. Approval of November Abstract –**

**BE IT RESOLVED THAT:** Abstract #006 for FYE2017 consisting of TA vouchers 42 - 50 in the amount of \$14,133.15 and Consolidated Fund vouchers 417 - 519 in the amount of \$525,876.77 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,  
*Joan M. Mangione*

**EXHIBIT 2017-079b**

11/08/2016 14:18:38

**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 October, 2016:

DATED: November 8, 2016

  
 \_\_\_\_\_  
 TREASURER

	Balance 09/30/2016	Increases	Decreases	Balance 10/31/2016
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	-245,876.35	1,391,543.98	1,136,718.28	8,949.35
CASH - SAVING	1,774,112.96	186.86	350,000.00	1,424,299.82
CERTIFICATE OF DEPOSIT	1,010,816.88	821.40	0.00	1,011,638.28
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-22,047.91	2,152.16	0.00	-19,895.75
<b>TOTAL</b>	<b>2,517,455.58</b>	<b>1,394,704.40</b>	<b>1,486,718.28</b>	<b>2,425,441.70</b>
<b>F WATER FUND</b>				
CASH - CHECKING	198,085.19	2,569.10	3,774.85	196,879.44
<b>TOTAL</b>	<b>198,085.19</b>	<b>2,569.10</b>	<b>3,774.85</b>	<b>196,879.44</b>
<b>G SEWER FUND</b>				
CASH - CHECKING	407,034.98	245,272.60	94,171.85	558,135.73
CASH - SAVINGS	392,212.02	41.31	0.00	392,253.33
CERTIFICATE OF DEPOSIT	401,065.37	80.55	0.00	401,145.92
<b>TOTAL</b>	<b>1,200,312.37</b>	<b>245,394.46</b>	<b>94,171.85</b>	<b>1,351,534.98</b>
<b>H CAPITAL FUND</b>				
CASH - CHECKING	162,345.86	8.49	11,653.30	150,701.05
<b>TOTAL</b>	<b>162,345.86</b>	<b>8.49</b>	<b>11,653.30</b>	<b>150,701.05</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	8,005.76	131,931.70	133,227.30	6,710.16
<b>TOTAL</b>	<b>8,005.76</b>	<b>131,931.70</b>	<b>133,227.30</b>	<b>6,710.16</b>
<b>TOTAL ALL FUNDS</b>	<b>4,086,204.76</b>	<b>1,774,608.15</b>	<b>1,729,545.58</b>	<b>4,131,267.33</b>

  
 9/11/16

**EXHIBIT 2017-080**

11-18-16  
09:37:35

**Village of Cayuga Heights  
2016 - 2017 Village Taxes  
All Unpaid Effective - 11-18-2016 - by Bill #  
ALL SWIS CODES**

Bill #	Tax Map #	Name	Unpaid Amount	(8.00%) Penalty	Late Fee	Total Due
27	1.-3-9	Austin Kent	\$4,069.80	325.58	2.00	\$4,397.38
105	2.-8-5	Echeverri Holdings, LLC	\$2,519.40	201.55	2.00	\$2,722.95
255	5.-2-3	Schell Susan L	\$1,098.20	87.86	2.00	\$1,188.06
281	5.-3-10.11	Starr Linda L	\$2,103.82	168.31	2.00	\$2,274.13
541	8.-3-12	Serog Estate of Deborah S	\$3,445.83	275.67	2.00	\$3,723.50
918	15.-1-2	Harper Brian	\$1,421.20	113.70	2.00	\$1,536.90
<b>Total Swis Code 503001 (6 properties)</b>			<b>\$14,658.25</b>	<b>\$1,172.67</b>	<b>\$12.00</b>	<b>\$15,842.92</b>
<b>Grand Total (6 properties)</b>			<b>\$14,658.25</b>	<b>\$1,172.67</b>	<b>\$12.00</b>	<b>\$15,842.92</b>

Resolution

**WHEREAS**, Diligent efforts to collect unpaid taxes by the Village of Cayuga Heights of the Town of Ithaca in the County of Tompkins have been made; and,

**WHEREAS**, The Collector of Taxes has certified a list consisting of the taxes remaining unpaid upon the Village Tax Roll; and

**WHEREAS**, Pursuant to the Real Property Tax Law of the State of New York § 1442, an alternative method for collection of delinquent village taxes exists.

**THEREFORE, BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees requests the collection of delinquent Village of Cayuga Heights real property tax in the amount of \$14,658.25 on six (6) properties with \$1,172.67 in penalties and \$12.00 in late fees totaling \$15,842.92 be submitted to Tompkins County.

**EXHIBIT 2017-081**

**Executive Session**

Resolution

**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 an executive session 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 (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 and (h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.