

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING

Monday, December 19, 2016
7:00 p.m.

Present: Mayor Woodard; Trustees: Biloski (arrives 7:40 p.m.), Friend, Marshall, McMurry, Robinson and Salton (arrives at 8:55 p.m.); Fire Superintendent Tamborelle; Police Chief Steinmetz; Assistant Superintendent of Public Works Wiese; Superintendent of Public Work Cross; Clerk & Treasurer Mangione; and Attorney Marcus

Call to Order: Mayor Woodard calls the meeting to order at 7:05 p.m.

1. Approval of Meeting Minutes: November 21, 2016 (Exhibit 2017-082)

Resolution #7924

BE IT RESOLVED, THAT: the Village of Cayuga Heights Board of Trustees approves the Meeting Minutes of November 21, 2016 as presented in Exhibit 2017-082.

Motion: Trustee Marshall

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

2. **Report of Fire Superintendent Tamborelle** (Exhibit 2017-083)

Superintendent Tamborelle is asked if there is a reduction in the number of calls during the semester recess. Even though many students are away, there is an increase in falls due to ice and other hazards. Large fire vehicle driver training is in the process of being streamlined into a one day or one weekend training session. Licensing classes are required prior to starting the fire truck specialized training.

3. **Privilege of the Floor**

No members of the public are in attendance.

4. **Report of the Mayor**

- a. Mayor Woodard appoints Thomas Cramer as Village Prosecuting Attorney for the remainder of the 2017 Official Year ending April 3, 2017.

Resolution #7925

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the appointment of Thomas Cramer as Village Prosecuting Attorney for the remainder of the 2017 Official Year ending April 3, 2017 and authorizes Mayor Woodard to sign the contract with Attorney Cramer.

Motion: Robinson

Second: Marshall

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

Nays and Abstentions: none

Motion carried

- b. Designation of a Village polling place for the upcoming election.

Resolution #7926

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees designates Kendal of Ithaca as its Village Election Polling Place for the local election to be held on March 21, 2017.

Motion: McMurry

Second: Friend

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

Nays and Abstentions: none

Motion carried

Historian Bea Szekely explains that the polling place was moved from Marcham Hall to Kendal following introduction of new voting machines in 2010. It is felt that the Court Room is not large enough to protect voters' privacy.

c. Living Wage Certification

Resolution #7927

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees endorses the idea that no one working full-time should earn less than a living wage and authorizes submission of the Tompkins County Workers' Center Living Wage Certification form.

Motion: McMurry

Second: Friend

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

Nays and Abstentions: none

Motion carried

d. Local Laws/Policies

Public Access to Records and Records Retention and Disposition are two subjects that are required by NYS to be locally legislated. As part of the Codification of Local Laws Project, policies addressing these will be developed. The Board of Trustees will review available drafts and discuss them at the January 17, 2017 Board of Trustees Meeting. Following acceptance, these plus the Village's Investment Policy and Procurement Policy will be included in the Local Laws Code. All policies should designate a position name and not the individual who holds the position where responsibility for a policy's action is specified.

During her audit of the Abstract 7 vouchers, Mayor Woodard noted a discrepancy between accounts that the Department Head/Approver had indicated should be debited and the corresponding entry on the voucher. She recommends that closer monitoring of the account designation is warranted.

Trustee Biloski arrives at 7:40 p.m.

5. Report of the Trustees

a. General Code:

There should be no difficulty in having the Organizational Analysis ready for the February 10, 2017 delivery date. General Code has been informed that the Village's zoning code is being rewritten. They will not address any zoning issues until such time that the revised zoning code is sent to them.

b. Cemetery Policing and Plowing:

Both snow plowing as necessary and regular patrolling by CHPD have started within Lakeview Cemetery. The Bike Ped Committee met and believes no affirmative action should be taken to advertise use of the cemetery walkway until a safe crosswalk at the base of the trail is created. There is a crosswalk near the cemetery drive on Lake Street. Walkers, particularly students, are unlikely to walk along Lake Street to the crosswalk before crossing the street. The Village has no equipment at that location to clear that stretch of narrow sidewalk.

c. Planning Board Liaison:

Trustee Marshall reports on the final approval given to the CMC Medical Building application during the November 28, 2016 Planning Board Meeting. The approval was contingent on satisfactory resolution of several conditions which had been attached at the October meeting.

d. TC Energy Roadmap:

Trustee Friend now attends meetings regarding energy decisions on behalf of the Board of Trustees. Brian Eden, the Village's appointee to the Tompkins County Environmental Management Council also sits on these committees. Community Choice Aggregation (CCA) has been approved by the NYS Public Service Commission (PSC). CCA allows a community to buy commodities in bulk providing residents with a lower price option in utility providers. Grants are available through NYSERDA and the committee will continue to explore the possibility of seeking funds.

6. Report of Police Chief Steinmetz - Submitted reports (Exhibits 2017-085 a, b, c)

There are no questions on the Chief's reports. He is pleased to report that all full-time officers are back on regular duty. The CHPD was involved in the apprehension of a murder suspect when an officer spotted the BOLO subject vehicle. The following day a debriefing for all officers involved, not just CHPD but Sheriff's Deputies, IPD, and Dispatchers.

7. Report of the Assistant Superintendent of Public Works Wiese (Exhibit 2017-086)

ASPW Wiese highlights a few items on his report. He presents information on a truck available for sale and recommends that the online auctioneer, Teitsworth be engaged.

Resolution #7928

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves sale of the surplus DPW 2005 Sterling Dump Truck, VIN# 2FZAAZCV25AN73476 using Teitsworth Auctioneers with a \$2,000 sale reserve.

Motion: Robinson

Second: Marshall

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

Nays and Abstentions: none

Motion carried

8. Report of the Superintendent of Public Works Cross (Exhibit 2017-087)

The annual inspection of the Wastewater Treatment Plant (WWTP) performed by NYSDEC took place on December 5, 2016. The inspection was completed by different examiners for the first time in approximately ten years. Superintendent Cross anticipates that the report will contain recommended improvements. The plant's operator, John McGrath will be preparing a Five-year Capital Plan. He believes that it may be time to replace the pumps. Additionally, he believes that the belt press used to dewater sludge is in need of replacement (Item 8b on the Agenda). The current circa 1984 belt press breaks down regularly. A new belt press costs approximately \$400,000; engineering costs could increase that amount by around 10%. It is Superintendent Cross's opinion that use of a belt press remains the technology of choice for dewatering. A replacement project would take around a month to complete. During the project and currently when the belt press is not functioning, the liquid sludge is hauled to the Ithaca WWTP. There it is incinerated to co-generate power for their plant. There are used belt presses available; one is located in Chippewa Falls, WI. It is almost identical in design and blueprint to the one in use; it looks to be in excellent condition. The DEC will need to approve any proposed selection. In order to comply with the Procurement Policy, a request for quote (RFQ) including equipment specifications and prevailing wage rate requirements will be prepared.

Resolution #7929

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes Superintendent of Public Works Cross to solicit bids/quotes on a replacement belt press for the Village's WWTP.

Motion: Robinson

Second: Biloski

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

Nays and Abstentions: none

Motion carried

The Town of Lansing will soon be requesting that the Village of Cayuga Heights commit to treatment of sewage from a new sewer district in the Town, at the WWTP. In order to confidently evaluate current and potential future capacity, a study by GHD Engineering Services is proposed.

Resolution #7930

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign a contract with GHD Services to conduct an engineering study not to exceed \$16,000 to assess the current status of capacity available at the Cayuga Heights WWTP and to develop an order-of-magnitude estimate of the cost for incremental increase in capacity headwater.

Motion: Robinson

Second: McMurry

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

Nays and Abstentions: none

Motion carried

Trustee Salton arrives at 8:55 p.m.

The Village is a member of the Tompkins County Stormwater Coalition. The sub-contract to the Tompkins County Soil and Water Conservation District is up for renewal and per Coalition by-laws each member municipality must sign the agreement annually.

Resolution # 7931

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign the Tompkins County Stormwater Coalition intermunicipal agreement renewing the contract with the Tompkins County Soil and Water Conservation District for administrative services.

Motion: Salton

Second: Marshall

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

Nays and Abstentions: none

Motion carried

A decorative fence recently installed at 914 Highland Road encroaches into the Village Right of Way by approximately ten (10) feet. Superintendent Cross has spoken with the property owner. The discussion concludes with the determination that a letter should be sent to the property owner stating that the issue is before the Board. There are multiple ROW encroachments throughout the Village and the question of how to address them is an open issue.

9. Report of the Clerk & Treasurer Mangione (Exhibits 2017-088a, b)

Resolution #7932

BE IT RESOLVED THAT: Abstract #007 for FYE2017 consisting of TA vouchers 51 - 59 in the amount of \$16,608.64 and Consolidated Fund vouchers 520 - 601 in the amount of \$160,941.38 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

10. Report of the Attorney

Attorney Marcus announces that his law firm is undergoing a friendly transition as of January 1, 2017. Peter Grossman and Andrew Dubois are leaving the firm. The rest of the firm is staying in place with the same address and phone number. Attorney Marcus will communicate new email addresses when they are established.

Police Chief Steinmetz recalls an update on the Law Enforcement Shared Services Initiative Task Force proposal. One of the respondent agencies to the Task Force's RFP had submitted a proposed cost significantly more than the \$50,000 grant with which the Task Force planned to fund the study. The City of Ithaca and Tompkins County are each willing to contribute \$10,000 to bringing the available funds equivalent to the survey's cost.

11. Executive Session

Resolution #7933

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.

Motion: Trustee Salton

Second: Trustee McMurry

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

Nays and Abstentions: none

Motion carried

Resolution #7934

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

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays and Abstentions: none

Motion carried

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