

EXHIBIT 2017-005 page 1 of 15  
**VILLAGE OF CAYUGA HEIGHTS**  
**BOARD OF TRUSTEES**  
**ANNUAL ORGANIZATIONAL MEETING**

**Minutes**  
**Marcham Hall**

**Monday, April 4, 2016**  
**7:00p.m**

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

**Absent:** Trustees Robinson and Salton

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

1. The following officials who were elected on March 15, 2016, affirmed their Oath of Office which was administered by Village Clerk & Treasurer Mangione: Mayor Kathryn Supron; Trustees Maryann Friend, James Marshall, and Linda Woodard
2. **Public Hearing on Proposed Local Law 2016-B: Override Tax Levy Cap for FYE2017 (Exhibit 2016-108)**  
No members of the public were in attendance. The Public Hearing ended at 7:02 p.m.
3. **Report of Fire Superintendent Tamborelle (Exhibit 2017-001)**  
2016 Cayuga Height Fire Department Slate of Officers is presented for approval to the Village of Cayuga Heights Trustees. These officers have been elected by the members of the Cayuga Heights Fire Company and approved by the Cayuga Heights Fire Department Fire Council. All of these officers have met the requirements for their positions according to the by-laws of the Fire Department.

**Resolution # 7768**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves the following Cayuga Height Fire Department Slate of Officers as voted on by the Cayuga Heights Fire Company and approved by the Cayuga Heights Fire Department Fire Council.

Fire Chief George Tamborelle  
Assistant Fire Chief Joe Price  
Assistant Fire Chief John Putnam  
Assistant Fire Chief Robert Shepherd  
Lieutenant Blake Berger  
Lieutenant Jaden Gladstone

*Motion:* Trustee Woodard

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**4. Annual Appointments (Exhibit 2017-002)**

Mayor Supron appoints Peter Salton as Acting Mayor for the 2017 Official Year.

Mayor Supron makes the following appointments with a motion of approval for each:

**Resolution #7769**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Joan Mangione as Clerk for two official years. (4/2018)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7770**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Angela Podufalski as Deputy Clerk for two official years. (4/2018)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7771**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Joan Mangione as Treasurer for two official years. (4/2018)

*Motion:* Trustee Friend

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7772**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Linda Woodard as Deputy Treasurer for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7773**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Joan Mangione as Records Management Officer for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7774**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Building Commissioner for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7775**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Stormwater Management Officer for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7776**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Engineer for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7777**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Zoning Officer for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7778**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Randall Marcus with the law firm of Barney, Grossman, et al as the Official Village Municipal Law Attorney for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Appointment of attorneys to act on behalf of the Village in matters of Litigation and Labor matters is postponed.**

**Resolution #7779**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of David Klein as Acting Village Judge for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7780**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Beatrice Szekely as Historian for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7781**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Patricia Longoria as Deputy Historian for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7782**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Andre Bensadoun as Forester for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7783**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Alison Shull as a Member of the Zoning Board of Appeals for five official years. (4/2015 - 4/2020)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7784**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Rosemarie Parker as a Member of the Zoning Board of Appeals for five official years. (4/2015 - 4/2020)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7785**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Kirk Sigel as a Member of the Zoning Board of Appeals for five official years. (4/2021)

*Motion:* Trustee Biloski

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7786**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mark Eisner as an Alternate on the Zoning Board of Appeals for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7787**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Sue Manning as an Alternate on the Zoning Board of Appeals for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7788**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Diedre Hay as Member on the Planning Board for five official years. (4/2021)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7789**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Meloney McMurry as a Member on the Planning Board for five official years. (4/2021)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7790**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jenny Leijonhufvud as an Alternate Member on the Planning Board for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7791**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves the appointment of Wies Van Leuken as its representative on the Access Oversight Committee for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7792**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Roy Staley and Mayor Kate Supron to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7793**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brian Eden to the Environmental Management Council for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7794**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Kate Supron to the Board of Directors of Tompkins County Council of Governments (TCCOG) for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Mayoral Appointment of an Alternate to the Board of Directors of Tompkins County Council of Governments (TCCOG) will be announced at a later date.**

**Resolution #7795**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Peter Salton as a member of the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7796**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Kate Supron as alternate on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium and for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7797**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Clerk & Treasurer Joan M. Mangione as a member of the Greater Tompkins County Municipal Health Insurance Consortium Joint Committee for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7798**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Maryann Friend to the Communications Committee for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7799**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jennifer Biloski to the Communications Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7800**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Maryann Friend to the Human Resources Committee for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7801**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jennifer Biloski to the Human Resources Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7802**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jennifer Biloski to the Public Safety Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7803**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Peter Salton to the Public Safety Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7804**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Linda Woodard to the Public Safety Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7805**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Maryann Friend to the Public Works Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7806**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of James Marshall to the Public Works Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7807**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Richard Robinson to the Public Works Committee for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7808**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jennifer Biloski to the Finance Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7809**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Richard Robinson to the Finance Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7810**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Linda Woodard to the Finance Committee for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7811**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of James Marshall as Planning Board Liaison for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7812**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Linda Woodard to the Information Technology Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**



**Resolution #7813**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Richard Robinson to the Information Technology Committee for one official year. (4/2017)

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7814**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Peter Salton to the Information Technology Committee for one official year. (4/2017)

*Motion:* Trustee Biloski

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7815**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Joan Mangione to the Information Technology Committee for one official year. (4/2017)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7816**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of James Steinmetz to the Information Technology Committee for one official year. (4/2017)

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**5. Annual Resolutions (Exhibit 2017-003)**

**a. The Village's Official Newspaper**

**Resolution #7817**

**WHEREAS:** The Ithaca Journal has general circulation within the Village; and

**WHEREAS:** The Ithaca Journal is not published in the village, but the Board of Trustees determines that it is broadly distributed with the Village; and

**WHEREAS:** Designation of an official newspaper is generally effective for one year.

**THEREFORE BE IT RESOLVED THAT:** That the Ithaca Journal is designated the official newspaper of record for the Village of Cayuga Heights Official Year beginning April 4, 2016.

*Motion:* Trustee Woodard

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**b. Rules of Procedure**

**Resolution #7818**

**WHEREAS:** New York State law does not establish meeting procedures for village boards of trustees; and

**WHEREAS:** Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure.

**THEREFORE BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees establishes the following Meeting Rules of Procedure:

- i. **REGULAR MEETINGS:** The date, location, and time for regular meetings of the Board of Trustees is established as the 3rd Monday of each month at Marcham Hall starting at 7:00 p.m. as follows: May 16<sup>th</sup>, June 20<sup>th</sup>, July 18<sup>th</sup>, Aug 15<sup>th</sup>, Sept 19<sup>th</sup>, Oct 17<sup>th</sup>, Nov 21<sup>st</sup>, Dec 19<sup>th</sup>, 2016; Jan 17<sup>th</sup>, (Tuesday after Martin Luther King Day - held at the CHFD), Feb 20<sup>th</sup>, Mar 20<sup>th</sup>, Apr 3<sup>th</sup>, 2017 ó Organizational meeting held the 1<sup>st</sup> Monday of April each year.
  - a. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hours notice.
- ii. **QUORUM:** A quorum of the Board of Trustees must be physically present to conduct business. A quorum is a majority of the total legally authorized membership of the body, regardless of vacancies or absences. Although a quorum is required to conduct a meeting, a majority vote of the total legally authorized membership of the body is still required to pass most measures.
- iii. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.
- iv. **AGENDAS:** The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting's start time. The agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.
- v. **VOTING:** Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present and their votes must be entered in the minutes.
- vi. **GENERAL RULES:**
  - a. The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise, but must be recognized by the presiding officer before making motions and speaking.
  - b. Every motion must be seconded before being put to a vote: all motions must be recorded in their entirety in the Board's minutes.
  - c. Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.
- vii. **GUIDELINES FOR PUBLIC COMMENT:** Privilege of the Floor guidelines are as established at January 9, 2012 Board of Trustee meeting as follows.

**Privilege of the Floor at Meetings of the Board of Trustees of the Village of Cayuga Heights**

Thank you for attending a Village Board of Trustees meeting. The following policy on public participation in Board meetings is intended to invite your participation in the interest of open government.

Meetings of the Board of Trustees of the Village of Cayuga Heights take place in accordance with New York State law, for the purpose of Village governance. Meetings are convened by the Mayor or by an appointed deputy.

Discussion takes place among the members of the Board with the Village professional staff. Minutes are recorded by the Clerk. As provided in the New York State Open Meetings Law, all Board meetings are open to the public, and members of the public are very welcome to attend. Although not required by law, the Mayor and the Trustees of Cayuga Heights offer Privilege of the Floor in order to provide individuals in the audience with the opportunity to voice their opinion on Village affairs.

In the interest of expediting the flow of Village business during its lengthy meetings, Privilege of the Floor is open for 30 minutes only, ordinarily following any scheduled Public Hearings. Fifteen (15) minutes prior to the commencement of any regularly scheduled Board of Trustees meeting, a sign-in sheet will be placed on a table inside the meeting room. Upon arrival, all attendees are requested to sign in, indicating if they wish to speak. The speakers may give their name and address if they choose. If a speaker does not want to provide their name, they must sign in as "Anonymous Speaker" and then they are responsible for remembering the number associated with their place on the list.

Attendees will be called to speak in the order shown on the sign-in sheet on a first come, first to speak basis.

Speakers are asked to stand unless prevented by a disability, to give their name and address if they so choose, and must limit their remarks to two minutes of time. Please note that a speaker's time may not be yielded to other speakers.

Speakers are requested to observe standards of courtesy and good taste and may be asked to terminate remarks at any time by the Mayor or another presiding officer if the speaker's language is repetitive, profane, boisterous, threatening, offensive, or unruly. Audience members are asked not to engage with the speaker, or with each other.

The Village Clerk keeps time and gives notice when 30 seconds are remaining. Occasionally, Board members may ask a speaker for clarification.

Speakers are very welcome to submit their comments to the Board in writing for consideration and attachment to the meeting minutes. The minutes will include all the speakers' names, if provided by the speaker, with a brief statement of their positions.

Although the public is only invited to speak during Privilege of the Floor, the Board may, at its discretion, allow the public to speak at other times. Speakers must be recognized by the Mayor or by another presiding officer.

Anyone with an interest in any facet of Village government is encouraged to contact the Mayor, the Board of Trustees and the Village staff through email addresses found on the Village of Cayuga Heights web site ([www.Cayuga-Heights.ny.us](http://www.Cayuga-Heights.ny.us)).

Adopted by the Board of Trustees, Village of Cayuga Heights, January 9<sup>th</sup>, 2012

viii. MINUTES:

- a. The Clerk is responsible for taking the minutes of the board. Minutes must consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes must be taken of any executive action that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b. Minutes must also include the following:
  - Name of the Board;
  - Date, place and time of meeting;
  - Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;
  - Name and title of other village officials and employees present and the approximate number of attendees;
  - Record of communications presented to the Board;
  - Record of reports made by Board or other village personnel; and
  - Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c. Minutes may contain a summary of the discussion leading to action taken but should not include verbatim comments unless a majority of the Board resolves to have the Clerk do so.
- d. The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustees by a majority vote.

ix. ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a. Call to order;
- b. Roll call;
- c. Approval of minutes of previous meeting;
- d. Report of officers and committees (Fire, Historian, Forester, as scheduled)
- e. Public comment period;
- f. Report of officers and committees (Mayor, Trustees, Police, Public Works, Clerk & Treasurer including Appropriations and Auditing);
- g. Attorney; and
- h. Adjournment

- x. GUIDELINES FOR USE OF RECORDING EQUIPMENT: All member of the public and all public officials are allowed to tape or video record public meeting. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.

- xi. ADJORNMENT: Meeting may be adjourned by motion.

- xii. AMENDMENTS TO THE RULES OF PROCEDURE: The forgoing procedure may be amended from time to time by a majority vote of the Board.

Motion: Trustee Marshall

Second: Trustee Woodard

Ayes: Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

Nays and Abstentions: none

**Motion carried**

**c. Depository Designation**

**Resolution #7819**

**WHEREAS:** the Board of Trustees has determined that Village Law § 4-412 (3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

**THEREFORE BE IT RESOLVED THAT:**

Section 1. The Board of Trustees designates the Tompkins Trust Company, Ithaca, NY as official depository for all Village funds received by the Village Clerk & Treasurer and receiver of taxes for the Fiscal Year June 1, 2016 ó May 31, 2017, with a maximum deposit of \$4,500,000.

Section 2. The Clerk is authorized to notify Tompkins Trust Company of the following names to be honored on checks for the Fiscal Year June 1, 2016 to May 31, 2017 with two signatures required for each check.

Kathryn D. Supron, Mayor or Peter Salton, Deputy Mayor

Joan M. Mangione, Clerk & Treasurer or Linda Woodard, Deputy Treasurer

Section 3. This resolution is effective immediately.

*Motion:* Trustee Friend

*Second:* Trustee Biloski

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**d. Date and Time for Next Board of Trustees Meeting**

**Resolution #7820**

**BE IT RESOLVED THAT:** The date and time for the next Village of Cayuga Heights Board of Trustees Monthly Meeting is April 11, 2016 at Marcham Hall, starting at 7:00 p.m.

*Motion:* Trustee Marshall

*Second:* Trustee Woodard

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**e. Planning Board Meeting Schedule**

**Resolution #7821**

**BE IT RESOLVED THAT:** The date, location, and time for regular meetings of the Planning Board is established as the 4<sup>th</sup> Monday of the month at Marcham Hall starting at 7:00 p.m.: April 25<sup>th</sup>, May 23<sup>rd</sup>, June 27<sup>th</sup>, July 25<sup>th</sup>, Aug 22<sup>nd</sup>, Sept 26<sup>th</sup>, Oct 24<sup>th</sup>, Nov 28<sup>th</sup>, Dec 26<sup>th</sup>, 2016; Jan 23<sup>rd</sup>, Feb 27<sup>th</sup>, Mar 27<sup>th</sup>, 2017.

*Motion:* Trustee Woodard

*Second:* Trustee Marshall

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**f. Planning Board Meeting Schedule**

**Resolution #7822**

**BE IT RESOLVED THAT:** The date and time for regular meetings of the Zoning Board of Appeals is scheduled on an as needed basis (historically the 1<sup>st</sup> Monday of the month).

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**g. Code of Ethics**

**Resolution #7823**

**BE IT RESOLVED THAT:** The Mayor must insure that a copy of the Code of Ethics is distributed to each officer and employee of the village. In addition, the Village Mayor must insure that a copy of General Municipal Law §§ 800-809 is posted in each public building under the Village's jurisdiction. Failure to either distribute or receive a copy of the local Code of Ethics does not affect an officer's/employee's duty to comply with the code, nor does it affect the enforcement of provisions of the code.

*Motion:* Trustee Biloski

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**h. Advance Approval of Claims**

**Resolution #7824**

**WHEREAS:** The Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

**WHEREAS:** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS:** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount that Board of Trustees disallows.

**THEREFORE BE IT RESOLVED THAT:**

Section 1. The Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freights and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount of Board of Trustees disallows. Section 2. This resolution is effective immediately.

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

**6. Report of the Mayor**

- a.** Resolution of Gratitude to Sean Cunningham

**Resolution: #7825**

**IN APPRECIATION FOR OUTSTANDING PUBLIC SERVICE BY SEAN CUNNINGHAM**

**WHEREAS,** the Village Board of Trustees appointed Sean Cunningham to serve as the Alternate member of the Planning Board in September 2009, a position he held until June 2011; and

**WHEREAS,** the Village Board of Trustees appointed Sean as a member of the Planning Board in June 2011, a position he held until March 2016; and

**WHEREAS,** Sean's input over these years was very valuable,

**THEREFORE BE IT RESOLVED,** the Village of Cayuga Heights Board of Trustees recognizes and appreciates Sean Cunningham's service to the Village of Cayuga Heights Planning Board.

*Motion:* Trustee Marshall

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays and Abstentions:* none

**Motion carried**

- b.** Proposed Local Law 2016-B: Override Tax Levy Cap for FYE2017 (Exhibit 2016-108) The Board discussed the passing a tax levy cap override provision again this year.

**Resolution #7826**

**BE IT RESOLVED THAT:** The Proposed Local Law B of 2016: Override tax cap is passed.

**VILLAGE OF CAYUGA HEIGHTS**

**LOCAL LAW B OF THE YEAR 2016**

**A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN  
GENERAL MUNICIPAL LAW §3-C**

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

**Section 1 Legislative Intent:** It is the intent of this local law to allow the Village of Cayuga Heights to adopt a budget for the fiscal year commencing in 2016 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

**Section 2 Authority:** This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c which expressly authorizes a local governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

**Section 3 Tax Levy Limit Override:** The Board of Trustees of the Village of Cayuga Heights, County of Tompkins, is hereby authorized to adopt a budget for the fiscal year commencing in 2016 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

**Section 4 Severability:** If a court determines that any clause, sentence, paragraph, subdivision or part of this local law or the application thereof to any person firm or corporation or circumstance is invalid or unconstitutional the court order or judgment shall not affect impair or invalidate the remainder of this local law but shall be confined in its operation to the clause sentence paragraph subdivision or part of this Local Law or in its application to the person individual firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

**Section 5 Effective Date:** This Local Law shall take effect immediately upon filing with the Secretary of State.

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays & Abstentions:* none

**Motion carried**

- c. Proposed Budget for Fiscal Year beginning June 1, 2016 and ending May 31, 2017  
Capital projects funding is an area of the budget yet to be established. Stormwater control on Winthrop Drive is a complex problem; several homes experience flooding due to the topography of the area. No definitive solution is apparent since the village has no authority to perform work on private property. Additional discussion is postponed on the Proposed Budget until Trustees Robinson and Salton are available.
- d. Deer Management Reports  
Since the beginning of the Village's program, deer population has been reduced by 70%. Detailed reports on the year's population control activities from Cornell and White Buffalo have been received and are posted on the website. The Village has the most successful deer population control program in the United States according to Cornell's Paul Curtis and White Buffalo's Tony DeNicola. A yearly expenditure of \$25,000 to maintain a desirable deer population is the program cost target.

**Resolution #7827**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees accepts the annual deer population reports from White Buffalo and Cornell University.

*Motion:* Trustee Woodard

*Second:* Trustee Friend

*Ayes:* Mayor Supron, Trustees Biloski, Friend, Marshall, and Woodard

*Nays & Abstentions:* none

**Motion carried**

Mayor Supron adjourned the meeting at 8:24 p.m.