

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Anderson Fire Station
January 17, 2017, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Approval of Meeting Minutes: December 19, 2016 (Resolution #7935)	2017-090
2. Report of Fire Superintendent Tamborelle – Submitted Report*	2017-091
3. Privilege of the Floor – 30 minutes - SIGN-UP at 6:45 p.m. Privilege of the Floor Guidelines	unrevised VCH website
4. Report of the Mayor	2017-092
a. Michael Pinnisi	
b. Policies	
c. Electric and gas smart meters Update: meeting with NYSEG, Cornell Cooperative Extension.	
d. Wastewater Treatment Plant Report	
e. Staffing	
5. Report of the Trustees	
a. General Code: Organizational Analysis due 2/10/17	
b. Flood Insurance	
6. Report of Police Chief Steinmetz - Submitted reports *	2017-093 a, b, c
7. Report of Assistant Superintendent of Public Works Wiese	2017-094
8. Report of Superintendent of Public Works Cross Belt Filter Press	2017-095
9. Report of Clerk & Treasurer - Submitted reports *	2017-096 a, b
10. Report of the Attorney	
11. Executive Session	2017-097
12. Adjournment	

* 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, 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 responsibility 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 David 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.

EXHIBIT 2017- 091

January 19, 2017

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report December 2016

We slowed a bit through the month of December with a total of 36 calls. We had 20 calls in the Village of Cayuga Heights, 14 calls in the Town of Ithaca and 2 requests for mutual aid. There were 22 EMS calls and 14 fire runs. We closed 2016 with a total of 576 calls for the year, up 35 calls from 2015. It was a very busy year of calls and training. For 2016 we ran 299 calls in the Village, 211 calls in the Town of Ithaca and we responded to 66 requests for mutual aid. There we 319 EMS calls and 257 fire and other type runs. In those fire and other type calls we had 2 fires inside of structures, 2 car fires, 7 motor vehicle crashes, 6 gas leaks, 106 detector activations of various sorts and 134 other calls for the year. It was a busy yet safe year. All the members of the department stepped up and covered calls throughout the year and everyone came back to the station safely. Our average time from dispatch to response was 2.5 minutes, an amazing accomplishment for a volunteer department.

December training slowed down with the winter break upon us. Early in the month we had a search training scheduled for the training facility at the mall but we ended up holding the training at the station due to extreme cold weather. The training was very well attended especially by our probationary members who used the evening to work on new skills and then checklist work. Our new members all completed their required first sign offs for their checklists. This deadline we placed on the first sign offs has worked very well for us for the past couple of recruit classes. It makes the new members focus on getting the first sign offs done and makes it a priority for them and then makes the second sign offs seem much easier. We will pick up the training schedule again in late January with our required annual OSHA update. This is an all-day training at the station that all members are required to attend. On this full day of training we cover all of the required OSHA topics as well as CPR recertification for those members with expiring cards. The chief officers split the topics up and we each teach a section. It is a long day but well worth the effort. We are looking at the VFIS training schedule for 2017 and the chief officers of the department are planning to attend the Emergency Vehicle Operators Instructor Course sometime in early 2017. This will allow us to teach the EVOC class in house and it will probably become part of the new member training. It is difficult to find an EVOC class in the area for our members and we require the class before we allow a person to drive any vehicle with lights and sirens. The class is also required for anyone taking the Pump Operators course and the lack of local classes has proven problematic in the past couple of years.

We were not able to get HSC Associates in to the station in late December because of emergency calls for them. We are still hoping to get the issue of malfunctioning relays and thermostats resolved in the next month.

We are looking forward to the end of the Christmas break and the return of many of our members. The bunkers who stayed in the area, the members who live in Ithaca and the chiefs have been running a lot of calls and are ready for a bit of relief. Firefighter Alex Gresov, an interior firefighter and bunker, has taken a job with the Ithaca Fire Department and will be leaving the department in February. Alex will be greatly missed as a leader, trainer and friend of all in the department.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2017-092

- a. Mayor Woodard appoints Michael Pinnisi as a member of the Zoning Board of Appeals for the remainder Kirk Segal's term.

Resolution #7936

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the appointment of Michael Pinnisi as a member of the Zoning Board of Appeals for the remainder Kirk Segal's term.

- b. Policies:
 - Public Access to Records Policy

 - Records Management Policy

 - Procurement Policy
- c. Electric and gas smart meters
Update: meeting with NYSEG, Cornell Cooperative Extension.
- d. Wastewater Treatment Plant Report
- e. Staffing



James M. Steinmetz
Chief of Police

**Village of Cayuga Heights
Police Department**

836 Hanshaw Road • Ithaca, New York 14850-1590 • Phone: (607) 257-1011
E-mail: jsteinmetz@cayuga-heights.ny.us • Fax: (607) 257-3474

January 9, 2017

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

Re: Report of the Police Department for December, 2016

In the month of December, the police department received 413 calls for service. In addition to these calls 54 uniform traffic tickets were issued and 6 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony complaints received.

2 Penal Law Misdemeanor complaints for Fraud were handled. 1 of the fraud complaints came in as a resident receiving a fraudulent check from a company stating that they would provide a tutoring service. Upon depositing the check at the bank, the complainant was informed that it was a scam. The complainant wanted a report filed in the event that the suspects attempted future contact. The second report of fraud involved a resident stating that they had compromised their identity by filling out an on line questionnaire that was received from a company stating they needed updated contact information. Credit card information was given as well. The complainant requested a new credit card however needed a report on file for the company to issue a new number.

4 vehicle and traffic stops led to 5 misdemeanor charges; 3- Aggravated Unlicensed Operation of a motor vehicle 3rd, 2-Suspended Registration.

No Penal Law Violations were received.

3 Local Law violations were handled, 1 for Dog Control and 2 for Noise. A resident reported that as she was about to take her dog for a walk she noticed that a loose dog had wandered onto her property. The on duty officer advised contact be made with the local SPCA. A member of the SPCA was notified and the dog was retrieved. The first complaint of noise was received as loud voices coming from an apartment in a local complex. The on duty officer made contact with the tenants in question and were advised to keep their voices down in accordance with the Village's local law. The second noise complaint consisted of a loud party taking place in which subjects were intoxicated and parking in "no parking zones". A citation was issued to the individual in charge of the property and the party was instructed to end.

A Bench Warrant was executed after investigation. A collaborating agency had custody of the suspect and after confirmation of the Cayuga Heights PD warrant, was turned over to CHPD for arraignment. The subject was released on their own recognizance for appearance at a later date.

There were 4 Motor vehicle accidents investigated, none of which involved deer.

No incidents involving deer were reported.

In summary, 6 persons were arrested and the following 7 charges were filed: 3-Aggravated Unlicensed Operation of MV, 2 Driving with a Suspended Registration, 1-Local Law-Noise/Loud Gathering, 1-Execute Bench Warrant.

Over the course of this month police department members took part in the following trainings and events: On December 14th Sergeant Jerry Wright and Officer Jim Landon participated in delivering gifts for Cops, Kids and Toys. On the 16th Chief Steinmetz welcomed a visit from a local Girl Scouts Troop. The troop was given a tour of the police department and vehicles. Each child received a Junior Officer Badge sticker.

The full time officers worked a total of 59 hours of overtime and the part time officers worked a total of 248 hours.

Sincerely,
Chief James Steinmetz

EXHIBIT 2017-093b
CAYUGA HEIGHTS
POLICE DEPARTMENT
December 2016

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7C LL#1-96	WRONG SIDE TO CURB OR EDGE	1
7D LL#1-96	OVERNIGHT PARKING	5
Report Totals		6

EXHIBIT 2017-093c page 1 of 2
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 12/1/16 to 12/31/16

<u>Date</u>	<u>Offense</u>	<u>Location</u>	
12/2/16	306b	Uninspect Motor Vehicle	Pleas Grove Rd
12/2/16	3752a1	No/Inadequate Lights	N Trip Rd
12/2/16	3191u	Operating Without Insurance	CHRD
12/2/16	512	Operating While Reg. Susp/Revoked	CHRD
12/4/16	4011a	Unregistered Motor Vehicle	Pleas Grove Rd
12/4/16	306b	Uninspect Motor Vehicle	Trip Rd
12/4/16	306b	Uninspect Motor Vehicle	Hanshaw Rd
12/6/16	1110a	Disobey Traffic Control Device (34/15)	Hanshaw Rd
12/6/16	3752a1	No/Inadequate Lights	Hanshaw Rd
12/6/16	5111a	Agg Unlic Op 3rd (Misd) (Susp 04/28/16)	CHRD
12/6/16	3752a1	No/Inadequate Lights	Grove Rd
12/6/16	3752a3	No/Insufficient Tail Lamps	Pleas Grove Rd
12/7/16	4011a	Unregistered Motor Vehicle	Hanshaw Rd
12/7/16	37540	Inadequate Or No Stop Lamps	N Trip Rd
12/7/16	37540	Inadequate Or No Stop Lamps	Hanshaw Rd
12/7/16	306b	Uninspect Motor Vehicle 11/16	Hanshaw Rd
12/7/16	3752a1	No/Inadequate Lights	Trip Rd
12/7/16	3191u	Operating Without Insurance	Trip Rd
12/7/16	306b	Uninspect Motor Vehicle	CHRD
12/7/16	1110a	Disobey Traffic Control Device	Hanshaw Rd
12/8/16	306b	Uninspect Motor Vehicle	Trip Rd
12/8/16	1180c	Speeding In School Zone	Hanshaw Rd
12/10/16	1120a	Failed To Keep Right	W Remington Road
12/10/16	3752a1	No/Inadequate Lights	N Trip Rd
12/10/16	1110a	Disobey Traffic Control Device	Pleas Grove Rd
12/10/16	3191u	Operating Without Insurance	Pleas Grove Rd
12/10/16	3752a1	No/Inadequate Lights	North Trip Road
12/12/16	4011a	Unregistered Motor Vehicle (Exp 08/14/16)	CHRD
12/13/16	512	Operating While Registration Susp/Revoked	Hanshaw Rd
12/14/16	3191u	Operating Without Insurance	CHRD
12/14/16	3752a1	No/Inadequate Lights	Pleas Grove Rd
12/15/16	1172a	Fld to Stop @ Stop Sign	N Trip Rd
12/15/16	1110a	Disobey Traffic Control Device	Hanshaw Rd
12/16/16	3752a1	No/Inadequate Lights	Hanshaw Rd
12/16/16	3752a1	No/Inadequate Lights	CHRD
12/16/16	3191u	Operating Without Insurance	CHRD
12/16/16	3752d	No Additional Headlights	CHRD
12/17/16	1225d	Oper Mv While Using Portable Elec Dev	North Trip Rd
12/17/16	1110a	Disobey Traffic Control Device	Pleas Grove Rd
12/17/16	1110a	Disobey Traffic Control Device Speed	N. Trip Rd.
12/17/16	1110a	Disobey Traffic Control Device Speed	Pleas Grove Rd
12/17/16	1110a	Disobey Traffic Control Device Speed	Pleas Grove Rd
12/18/16	4011a	Unregistered Motor Vehicle	CHRD
12/20/16	3191u	Operating Without Insurance	Pleas Grove Rd
12/22/16	306b	Uninspect Motor Vehicle	Pleas Grove Rd

EXHIBIT 2017-093c page 2 of 2
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 12/1/16 to 12/31/16

<u>Date</u>		<u>Offense</u>	<u>Location</u>
12/22/16	1180d	Speed In Zone	Trip Road
12/23/16	4011a	Unregistered Motor Vehicle	Hanshaw Rd
12/25/16	1110a	Disobey Traffic Control Device	Trip Rd.
12/27/16	3191u	Operating Without Insurance	Hanshaw Rd
12/29/16	1110a	Disobey Traffic Control Device Speed 44/30	Pleas Grove Rd
12/31/16	1225d	Oper Mv While Using Portable Elec Dev	Pleas Grove Rd
12/31/16	5111a	Agg Unlic Op 3rd (Misd)	Pleas Grove Rd
12/31/16	4011a	Unregistered Motor Vehicle	Trip Rd
12/31/16	306b	Uninspect Motor Vehicle	Trip Rd

EXHIBIT 2017-094

Village of Cayuga Heights

Assistant Superintendent of Public Works Report

1/11/2017

Street:

- ❖ Crew continues to address pot holes that occur throughout the village.

Refuse:

- ❖ Crew continues to pick up Christmas trees throughout village.
- ❖ Sunset Park – Started to push bark chips over the bank to help with the smothering process. This will help slow the plant growth.

Snow:

- ❖ New salt is getting good reviews from crew. They can see it on the roads and they also notice that it starts melting the snow on the roads faster.

General:

- ❖ Continue compiling an equipment list so we can evaluate our current vehicle inventory and status
- ❖ Disconnect switch for street lights – Brent, Tim and I met with Ted Hanson of NYSEG to discuss the possibility of installing a disconnect switch. Ted was going to review the different feeds for the street lights and get us in contact with someone who could cut the power to the street lights for us. This would give the village a window to hire a contractor to install a disconnect switch.
 - Conference call scheduled for Wednesday 1/18/2017
- ❖ Rehab of Village Parking lot – Tim and I had conversations with a Sult-Kote representative and he feels the parking lot needs more than sealant. The parking lot shows significant wear and should have a top coat of asphalt installed or completely replaced.
- ❖ Sale of 2004 Sterling Dump truck.
 - Truck auction ended on 1/10 and the truck sold for \$5,850

EXHIBIT 2017-095 page 1 of 2

Engineer's Report

Security Cameras at the DPW: I have asked Mike Wiese to seek fresh quotes for this work. I have also asked him to review the quotes with Chief Steinmetz and Chief Tamborelle before we bring them back to the PWC for consideration. I anticipate we would have some prices to look at next PWC. We can then decide whether to proceed or add this work to the upcoming budget.

Safe Routes To School: Although we are still waiting for an announcement of the grant award, we have received "support" from the Town of Ithaca to proceed with the submittal of a crosswalk design to the NYSDOT. Once a permit is issued by the NYSDOT, we will want to see if the Town will participate in the work. I anticipate that most/all of the work can be performed by DPW staff.

N. Triphammer Street Lights: Mike was able to get a meeting together with the NYSEG field engineer on this topic. Prior to moving forward with the installation of switch gear(s) to allow our electrician to fix the problem, I have requested a price from NYSEG to "take over" the system. I anticipate that the cost will be high enough that it will not be feasible to turn it over to them. We have another meeting with them next week.

Rubenstein Easement Agreement (for food scrap shed): Tompkins County has agreed to sign the agreement letter with Mr. Rubenstein. I have received a re-draft of the letter from TC Counsel. I will forward it to Randy before taking it to Mr. Rubenstein.

Town of Lansing Sewer District: While we are in the process of evaluating sewer metrics and treatment capacity, the Town of Lansing is proposing to form a new sewer district based on a memorandum of understanding with the Village for 100 sewer units. The initial draft of the MOU was reviewed by Randy and myself and sent back to the Town for re-draft.

Tompkins County agreement with Airbnb: Tompkins County Assessor's Department has an annual meeting with the municipal code officials. Since Airbnb is a hot topic in most towns, the Assessors have invited the County program administrator, who signed the agreement, to come to our meeting. I expect that he will be asked some very pointed questions, like "...how can the county collect room tax from illegal rentals?"

TCAT Bus Stop Signs: In December, the Mayor and I visited the person in charge of this program. The Mayor made it clear that the temporary signs are not acceptable, and that they were installed without permission. They were asked about the installation of permanent signs and that they will need a license agreement from the Board of Trustees. We have since received a written plan from them in which they intend to seek approval for permanent signage in the spring of 2017 and plan to install the new signs in the summer of 2017.

Sunset Park Embankment: With the ground frozen, the DPW was able to drive trucks across the lawn and distribute wood chips over the top of the leaves that were put there this fall.

Cemetery Plowing and Signage: The DPW has begun plowing. Signage is planned to be done when the crosswalk project across Lake Street is completed.

DPW Database: With the new year, Mike has begun the process of assigning tracking numbers to work orders. He will manage a program to document details (I will let explain further)

Fence 914 Highland: I drafted a letter and had Randy review it. The owner was informed that I had presented his case to the Trustees and that there was not a lot of support for him to leave it there. The letter informed him that he will have to move the fence in the springtime.

EXHIBIT 2017-095 page 2 of 2

New Business:

We have received approval from NYSDEC to move forward with the Belt Filter Press Replacement Project. Since the Village will be purchasing used equipment, the bidding requirement is waived. I am also seeking quotes from 3 contractors for the installation work. They will be quoting availability as well as cost.

I have been working on a formal response to the NYSDEC annual inspection which is due on 1/20/17. It is mostly complete, but I still have misc items that I am collecting for the response. I will be reviewing the full document with the Mayor for her signature before it is sent to NYSDEC.

I sent out a report about the pending permit for MACOM's industrial discharge. We will be working with the Village of Lansing to create a 3 party agreement. I expect that the details of this permit will be ready for consideration by the Trustees at the February meeting.

EXHIBIT 2017-096a

**VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
January 17, 2016**

1. Administration:

2. Communication:

Your feedback and ideas are needed for the bi-weekly eNewsBlast.

3. Computer System Administration:

It was necessary to add a security feature to the new Cayuga Heights History web domain address established in order to remove the Weebly nomenclature from the address name to deter spammers targeting the administrator's email address

4. Reporting and Audit:

Draft versions of the Justice Court and Village Financial Audit Reports should be available soon.

5. Policies and Local Laws:

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.

Required Local Laws on Public Access to Records and Records Management have been drafted.

The Procurement Policy has been amended to add ASPW Wiese as an Individual Responsible for Purchasing.

6. Budget: Calendar – ATTACHMENT A

7. Debt:

8. Revenues & Expenditures:

December 2016 Bank to Book Reconciliation was conducted by Trustee & Deputy Treasurer Biloski.

Revenue and Expenditure Reports are available for YTD through the first seven months of the Fiscal Year Ending May 31, 2017.

9. Current Expenses - Unaudited Abstract #008 dated January 17, 2017 as distributed.

10. Approval of January Abstract –

BE IT RESOLVED THAT: Abstract #008 for FYE2017 consisting of TA vouchers 60 - 72 in the amount of \$21,569.33 and Consolidated Fund vouchers 602 - 679 (excluding 631, 632, and 635) in the amount of \$175,143.77 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

EXHIBIT 2017-096b

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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 December, 2016:

DATED: January 9, 2017


TREASURER

	Balance 11/30/2016	Increases	Decreases	Balance 12/31/2016
A GENERAL FUND - VILLAGE				
CASH - CHECKING	-503,006.64	751,335.45	346,843.16	-98,514.35
CASH - SAVING	1,424,445.76	125.38	500,000.00	924,571.14
CERTIFICATE OF DEPOSIT	1,012,487.77	822.76	0.00	1,013,310.53
Petty Cash	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-19,895.75	0.00	0.00	-19,895.75
TOTAL	1,914,481.14	752,283.59	846,843.16	1,819,921.57
F WATER FUND				
CASH - CHECKING	255,427.58	12,723.59	93,735.72	174,415.45
TOTAL	255,427.58	12,723.59	93,735.72	174,415.45
G SEWER FUND				
CASH - CHECKING	553,730.52	78,315.48	70,225.95	561,820.05
CASH - SAVINGS	392,293.52	34.53	0.00	392,328.05
CERTIFICATE OF DEPOSIT	401,229.17	80.58	0.00	401,309.75
TOTAL	1,347,253.21	78,430.59	70,225.95	1,355,457.85
H CAPITAL FUND				
CASH - CHECKING	149,434.38	9.50	3,179.00	146,264.88
TOTAL	149,434.38	9.50	3,179.00	146,264.88
TA TRUST & AGENCY				
CASH - CHECKING	-1,304.90	183,942.19	178,716.75	3,920.54
TOTAL	-1,304.90	183,942.19	178,716.75	3,920.54
TOTAL ALL FUNDS	3,665,291.41	1,027,389.46	1,192,700.58	3,499,980.29

Jennifer Belcher
1/12/17

EXHIBIT 2017-096 ATTACHMENT

VILLAGE OF CAYUGA HEIGHTS
FYE2018 BUDGETCALENDAR

FISCAL YEAR June 1, 2017 – May 31, 2018

STEP 1: The Budget Officer notifies administrative units in writing of the necessity for and form of estimates of revenues and expenditures for the ensuing fiscal year by February 3rd. (Village Law Section 5-502[1])

STEP 2: The heads of administrative units submit estimate to the Budget Officer by March 3rd. (Village Law Section 5-502[2])

IMPORTANT DATES:

Board of Trustee Meeting March 20, 2017

Village Election March 21, 2017

STEP 3: The Budget Officer prepares the Tentative Budget, furnishes a copy to each member of the Board of Trustees, reproduces copies for public distribution and files the tentative budget with the Village Clerk by March 24th. (Village Law Section 5-504)

Budget Workshop:

Saturday March 25th (*Legal Notice Required*)

Annual Organizational Meeting: Monday April 3rd

STEP 4: The Village Clerk presents the Tentative Budget to the Board; the Board reviews and modifies the Tentative Budget by April 10th. (Village Law Section 5-508[1])

First Publication of Tentative Budget At least five (5) days prior to Public Hearing
(Village Law Section 5-508[3])

STEP 5: Notice of public hearing on Tentative Budget; at least five days shall elapse between first publication and date specified for the hearing, which is to be held **not later than APRIL 14th**. (Village Law Section 5-508[3])

Board of Trustee Meeting April 17th

STEP 6: Public hearing may be adjourned from day to day, but **not beyond April 21th**. (Village Law Section 5-508[3])

STEP 7: Final revision of tentative budget **AFTER PUBLIC HEARING BUT PRIOR TO ADOPTION**. (Village Law Section 5-508[4])

STEP 8: Adoption of Budget **BY MAY 1st**. (Village Law Section 5-508[4])

