

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
May 15, 2017, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Approval of Meeting Minutes: March 20, 2017	2018-006
2. Approval of Meeting Minutes: April 4, 2017 (available, not complete)	2018-007
3. Approval of Meeting Minutes: April 10, 2017 (available, not complete)	2018-008
4. Approval of Meeting Minutes: April 17, 2017 (available, not complete)	2018-019
5. Report of Fire Superintendent Tamborelle ó Submitted Report*	2018-020
6. Privilege of the Floor ó 30 minutes - SIGN-UP at 6:45 p.m. Privilege of the Floor Guidelines	unrevised VCH website
7. Report of the Mayor (Re)Appoint Michael Pinnisi to the Zoning Board of Appeals Zoning: review plan; publicizing public hearing schedule Sunset Park: fencing Marcham Hall: landscaping and flooring WWTP: response to NYSDEC findings; capacity analysis; grant opportunity Proposed Local Law: Definition of a Sewer Unit Bolton Point Updates: Water Rate Structure and Intermunicipal Agreement Deer Program	2018-021 2019-022a, b 2019-023 2019-024
8. Report of the Trustees	
9. Report of Police Chief Steinmetz - Submitted reports *	2018-025 a, b, c
10. Report of Assistant Superintendent of Public Works Wiese	2018-026
11. Report of Superintendent of Public Works Cross	2017-027
12. Report of Clerk & Treasurer - Submitted reports *	2017-028 a, b
13. Report of the Attorney	
14. Executive Session	
15. 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, March 20, 2017
7:00 p.m.

Present: Mayor Woodard; Trustees: Biloski (arrives at 7:52 p.m.), Friend, McMurry, and Robinson; Police Chief Steinmetz (arrives at 9:25 p.m.); 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 7:00 p.m.

Approval of Meeting Minutes: January 27, 2017 (Exhibit 2017-006)
Tabled due to lack of meeting attendeesøquorum.

2. **Approval of Meeting Minutes:** February 21, 2017 (Exhibit 2017-106)
Tabled due to lack of meeting attendeesøquorum

3. **Report of Fire Superintendent Tamborelle** (Exhibit 2017-107)
David Donner, lifetime member of the Cayuga Heights Fire Department and former Village Trustee, announces the fire company's intention to hold a yard sale on June 17 and 18, 2017. The yard sale has not been held for the last few years, however when it has been conducted, it is very popular. The Company asks the Board for approval to hold this special event and a waiver from the \$25 Special Event fee.

Resolution #7954

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the request by the Cayuga Heights Fire Company to hold a yard sale to be conducted at the Ronald E. Anderson Fire Station, 194 Pleasant Grove Road, on June 17th and 18th 2017.

IT IS FURTHER RESOLVED THAT: the \$25 Special Event Fee is waived for this event.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Fire Superintendent Tamborelle recounts information pertaining to a house fire at 114 Concord Place. The department was dispatched at 10:25 p.m., Chief Tamborelle arrived at the scene at 10:27, a neighbor's photograph timestamped 10:28, documents the garage fully engulfed in flames. The fire engine arrived at the scene at 10:29 p.m. The cause of the blaze is still under investigation.

He attended the Town of Ithaca Board Meeting and presented a brief overview of current fire department activities.

4. **Privilege of the Floor**

No members of the public are in attendance.

5. **Justice Court's Annual Report** (on the Village website under Departments/Village Court)

The caseload for 2016 was down slightly. The Court does not control the number of cases. It handles all those turned over to them from the Police Department.

The court's files are undergoing digital scanning for input to the Laserfiche system with the goal of shredding the paper files.

There is discussion at the county level concerning the rotation of evening/over-night judicial coverage. This idea is proposed not to save money but to save officers' time and get them back out on the road. Currently, one or two officers must sit with the person in custody until they can find a judge and the judge locates a defense attorney.

6. **Report of the Mayor**

a. *Appointment of the Deputy Clerk*

Mayor Woodard appoints Jeffrey D. Walker as Deputy Clerk for the remainder of the official year.

Resolution #7955

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the appointment of Jeffrey D. Walker as Deputy Clerk for the remainder of the official year.

Motion: Trustee McMurry

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

b. Zoning Regulation Rewrite

Mayor Woodard explains that the draft, revised, zoning regulation document prepared by the Zoning Task Force is ready for the Board of Trustees to receive and forward to the Planning Board for comment. Attorney Marcus adds that the Planning Board is not required to comment on the draft but the idea is generally favored since it will affect the Planning Board in the future. He believes the draft is well written and the Planning Board should be pleased with it. It is drawn from well written zoning from other municipalities. The intent is to have the Planning Board review it for a predetermined length of time and not to enter another year-long process.

The draft Zoning Ordinance is now available to the public. It is presented on the Village website and will be highlighted in an upcoming eNewsBlast. The Planning Board meetings are open to the public and the public is offered the floor at each meeting. However, the Planning Board will not be holding a formal Public Hearing on the Zoning Ordinance. The Board of Trustees will be holding one or more Public Hearings after it has reviewed and discussed the entire document.

Resolution #7956

WHEREAS, on February 10, 2014, the Village of Cayuga Heights Board of Trustees received a recommendation from the Planning Board regarding the implementation presented in the Comprehensive Plan, especially with respect to zoning changes and including consideration of creating a Zoning Task Force which will review zoning code and rewrite it in its entirety, and;

WHEREAS, the Village of Cayuga Heights Board of Trustees authorized creation of a Zoning Task Force to review and rewrite the Zoning Ordinance, and;

WHEREAS, Mayor Supron appointed and the Village of Cayuga Heights Board of Trustees approved the following members of the Zoning Task Force: Kathryn Supron, Brent Cross, Fred Cowett, Kirk Segal, David Filiberto, and Elaine Quaroni, and;

WHEREAS, Mayor Woodard appointed and the Village of Cayuga Heights Board of Trustees approved Meloney McMurry as a member of the Zoning Task Force to replace Kathryn Supron, and;

WHEREAS, the Zoning Task Force completed the rewrite of Zoning; following review and revisions by Village Attorney Randall Marcus, the Zoning ordinance is presented to the Village of Cayuga Heights Board of Trustees, and;

THEREFORE, BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees asks the Planning Board to present comments on the revised Zoning ordinance within sixty (60) days.

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

c. Law Enforcement Shared Services Initiative: LESS

On March 9, 2016, the Board of Trustees agreed to support Tompkins County, as Lead Local Government, the City of Ithaca and potentially other villages in the pursuit and application for funding for the Tompkins County Law Enforcement Shared Services (LESS) Initiative from the NYS Department of State Municipal Restructuring Fund. Chief Steinmetz has been participating in this initiative as funding was procured and the study has progressed. One of two consulting groups that responded to the request for proposal (RFP) was engaged to determine the feasibility of consolidating law enforcement services. Financial information including detailed data on the village's retirees and prospective retirees. An online survey is being undertaken. A public hearing is underway this evening; Chief Steinmetz is attending that meeting.

Trustee Biloski arrives.

7. Report of the Trustees

a. Local Law Codification: General Code

Trustee McMurry reports that a conference call was held with General Code. There are questions related to how

Articles relate to Laws and Amendments. General Code will be providing the village with an outline that better represents how this will be handled. The committee is behind schedule in providing a response to General Code's Code organizational questionnaire and related documents, which include an updated disposition list containing the adoption date for each law. These materials should be submitted in the next week or so. The editorial phase will follow these communications. General Code's Editorial Analysis is due six months after our organizational response is received.

- b. Clean Energy Community (CEC) and Community Choice Aggregation
Trustee Friend is a member of the CEC group. Several area municipalities are interested in pursuing designation as a CEC. Grants are available to CECs to target energy use and/or greenhouse gas emissions. Two of ten high-impact action items must be adopted to receive CEC designation.

8. Report of Police Chief Steinmetz - Submitted reports (Exhibits 2018-109 a, b, c)
Police Department monthly reports are in the agenda packet. Chief Steinmetz is not in attendance at this time.

9. Report of the Assistant Superintendent of Public Works Wiese (Exhibit 2018-110)
A massive blizzard last week was handled by the PW crew with professionalism and good humor. There were many hours of overtime expended. One highlight of the effort was the dinner hosted by the Cayuga Heights Fire Department for the DPW crew at the fire station. The hot meal and comradery were a welcome respite from the long hours of clearing snow.

A Problem Reporting System is in development on the Laserfiche platform. It will track complaints and requests for work directed to the DPW. It is web based and allows photographs to be attached to the problem report. The system will save time, avoid communication failures, and improve reporting.

A study of the Public Works equipment inventory identified the need for a multi-year equipment replacement schedule. A key piece of equipment is a loader; the one currently owned has a good trade-in value. A transaction to trade-in and replace it is recommended by ASPW Wiese.

Resolution #7957

WHEREAS, assessment of the DPW equipment inventory and development of a seven (7) year plan for optimal service and best value related to that inventory has been completed, and;

WHEREAS, the opportunity to trade-in the current bucket loader for \$60,000 and purchase a new one at state procurement pricing of \$140,000 is available, and;

THEREFORE, BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes the purchase of a new bucket loader by trading-in the existing loader and spending \$10,662 from the General Fund Contingency account (A1990.400) and remaining equipment funds (200 accounts) from General, Water, and Sewer.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

10. Report of the Superintendent of Public Works Cross (Exhibit 2018-xxx)
Superintendent Cross adds his complements to the DPW crew on their excellent performance during the recent blizzard. He adds his thanks to the fire department for the interdepartmental cooperation of providing dinner to the crew.

Comments stemming from from the NYSDEC to the Village's annual inspection report has been anticipated for the last few months. He heard today that the DEC doesn't expect any results until next month.

The conveyor belt delivery for the replacement belt press has been delayed a few days.

Replacement of WWTP lighting with LED lighting is under review. A projected energy projection is being prepared. Cash rebates for some fixtures are available from NYSERDA through NYSEG.

Driven by the DEC inspection report, the WWTP headworks building appears to need replacement. Instead of waiting on the replacement, it is advised that the engineering firm GHD be contracted to conduct a comprehensive study. This requires additional analysis and the scope of work expansion is covered by Amendment #1 to their current contract.

Resolution #7958

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign Amendment #1 of the GHD headworks study in the amount of an additional \$4,500.

Motion: Trustee Robinson
Second: Trustee McMurry
Ayes: Mayor Woodard; Trustees Biloski, Friend, McMurry, and Robinson
Nays and Abstentions: none
Motion carried

A new industrial wastewater treatment customer, Macom, located in the Village of Lansing is regulated by the DEC due to the possibility of potentially hazardous discharge from the facility. A permit required by NYSDEC between the Village of Cayuga Heights, Village of Lansing, and Macom has been prepared by Attorney Marcus. The Village of Lansing is holding a board meeting this evening; it is anticipated that the permit will be approved. Macom has requested no changes. Approval of the permit allows Superintendent Cross to issue an operating permit.

Resolution #7959

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to sign the permit between the Village of Cayuga Heights, Village of Lansing, and Macom as prepared.

Motion: Trustee Robinson
Second: Trustee Biloski
Ayes: Mayor Woodard; Trustees Biloski, Friend, McMurry, and Robinson
Nays and Abstentions: none
Motion carried

11. Report of the Clerk & Treasurer Mangione (Exhibits 2018-xxxxa, b)

Indicators used by the NYSOSC to determine if a municipality is in or is in danger of becoming in fiscal stress are shown to be very favorable.

Resolution #7960

BE IT RESOLVED THAT: Abstract #010 for FYE2017 consisting of TA vouchers 85 ó 93 in the amount of \$16,304.08 and Consolidated Fund vouchers 771 - 854 in the amount of \$207,700.11 is approved and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson
Second: Trustee Friend
Ayes: Mayor Woodard; Trustees Biloski, Friend, McMurry, and Robinson
Nays and Abstentions: none
Motion carried

Resolution #7961

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the Meeting Minutes of January 27, 2017 as presented in Exhibit 2017-97b.

Motion: Trustee McMurry
Second: Trustee Biloski
Ayes: Mayor Woodard; Trustees Biloski, Friend, McMurry, and Robinson
Nays and Abstentions: none
Motion carried

12. Report of the Attorney

A significant amount of time was devoted to FOIL requests during the past few months.

13. Executive Session

Resolution #7961

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 (d) discussions regarding proposed, pending or current litigation.

Motion: Trustee Friend

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

Resolution #7962

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

Motion: Trustee Friend

Second: Trustee McMurry

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

Nays and Abstentions: none

Motion carried

14. Mayor Woodard adjourns the meeting at 9:40 p.m.

EXHIBIT 2018-020

May 9, 2017

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report April 2017

The month of April was busy with 51 calls. We had 20 calls in the Village of Cayuga Heights, 27 calls in the Town of Ithaca and 4 requests for mutual aid. There were 31 EMS calls and 20 fire runs. The month was fairly routine with a mix of fire and EMS calls.

In April, we did our annual SCBA re-certifications. We do this to ensure that all our members are able to complete a recertification check sheet to maintain status as a firefighter. All members must go through this process. Exterior firefighters need to demonstrate that they can go from street clothes to breathing air in two minutes. Interior firefighters must additionally demonstrate their ability to move through several obstacles while breathing air, do a search for victims in a dark room and perform a bailout from the second-floor window using their escape system. The recertification is a very physical process and is evaluated by the chief officers of the department.

During the month, we did some work in the gear washing room. We had Donahue and Halverson come in and move the existing slop sink and we added a stainless steel two bay sink to wash SCBA masks. We had been using 5 gallon buckets with the sanitizer and rinse water for several years. This new sink will allow us a much cleaner and more efficient way to ensure that our masks are sanitary. The plumbing was also run for the new gear washer which was delivered in April. It was placed on an 8" base and bolted to the floor but we determined that to ensure proper drainage we needed to increase the height another 4" so a new base has been ordered. We will get a full credit for the old base and pay the difference for the new one. The new rescue truck has been ordered with a 10-week delivery time that should have it to us in mid to late June. We anticipate it taking until the middle to late July before we will be ready to put the unit in service.

The New York State Health Department has approved the requirement for all Advanced Life Support ambulances and rescues to carry narcotics. Rescue Director Colleen Price has gotten all the paperwork approved at the local and state level and we are prepared to move forward. Our narcotics vault is mounted in the rescue area and has been programmed with the PINs for the three paramedics and Lindsay who will act as our narcotics control officer. The state will come some time in the near future to look over our paperwork and give us approval to start carrying narcotics. After we have been inspected and approved we will start carrying morphine and versed in the vault. We are the only first response rescue in the area to go through this process. All other agencies that were ALS have dropped their status.

The annual installation dinner was held in April. All department officers were installed by the Mayor at the banquet. It was a wonderful night and all who attended seemed to enjoy the evening.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent



James M. Steinmetz
Chief of Police

May 9, 2017

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

Re: Report of the Police Department for April, 2017

In the month of April, the police department received 353 calls for service. In addition to these calls 68 uniform traffic tickets were issued and 27 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony complaints received.

3 Penal Law Misdemeanor complaints were handled, 1 for Fraud and 2 for Larceny. The Fraud complaint was reported by a third party and the primary complainant has not been able to be reached for further information. The first theft complaint involves a bank bag being taken with an undisclosed amount of money items. The investigation of this incident is ongoing. The second incident was reported as a larceny from a vehicle. The complainant stated that someone had entered his unsecured vehicle and taken computer related items without permission. There are no suspects at this time.

There were 2 Misdemeanor Vehicle and Traffic incidents handled. After investigation of two traffic stops arrests were made for 1-Suspended Registration and 1-Aggravated Unlicensed Operation of a MV.

1 Penal Law Violation of Disorderly Conduct was reported. A female subject reported that 2 male subjects were standing outside the area of their residence and were harassing and annoying other female residents of the home. Upon officer arrival the complainant and the 2 male subjects of interest had left the area. No further information was reported.

6 Local Law violations was received, 4 for Noise and 2 for Dog Control. One noise complaint came in as a single gunshot fired. Upon officers arrival the noise appeared to be construction being done in a nearby area. The other 3 noise complaints involved several residents stating that loud music was coming from a house in the neighborhood. During officer's arrival on the first two occurrences, no violations were observed. Upon the third complaint, officers found a large unregistered party taking place. The contact person for the home was identified a citation for Local Law-Loud Party/Social Gathering was issued. 1 of the Dog Control complaints involves a person being bitten by an unknown dog. The identity of the dog and/or dog owner is still under investigation. The second report of a dog control violation was for a barking dog. After investigation, the officers found the dog owners to be out of town and the dog to be in the care of a teenaged subject. The dog had been left outside for the duration of the owners being gone and had been persistently barking. Upon return of the owners a Local Law-Dog control violation had been issued.

2 Motor vehicle accidents were investigated.

There were no incidents reported involving deer.

1 Subject was arrested on an Arrest Warrant. The wanted subject had been identified during a traffic stop made by a collaborating agency. CHPD officers took custody of the subject, who was arraigned before Cayuga Heights Court and released to appear at a later date.

In summary, 5 persons were arrested and the following 5 charges were filed: 1 LL-Barking Dog, 1-Suspended Registration, 1-Aggravated Unlicensed Operation of a MV, 1- Execution of an Arrest Warrant, and 1-LL-Noise/Loud Party or Gathering.

Over the course of this month police department members took part in the following trainings and events: April 4th, part time officers completed semi-annual fire arms training while full time officers recertified on April 11th.

The full-time officers worked a total of 40 hours of overtime and the part time officers worked a total of 230.5 hours.

Sincerely,
Chief James Steinmetz

EXHIBIT 2018-025b
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 4/1/17 to 4/30/17

<u>Date</u>	<u>Offense</u>	<u>Location</u>
04/01/17	306b Uninspected Motor Vehicle 07/16	Pleasant Grove Rd
04/01/17	306b Uninspected Motor Vehicle 02/17	Hanshaw Rd
04/01/17	3191u Operating Without Insurance	Hanshaw Rd
04/03/17	1110a Disobeyed Traffic Control Device	Cayuga Heights Rd
04/04/17	306b Uninspected Motor Vehicle	Hanshaw Rd
04/07/17	3752a3No/Insufficient Tail Lamps	North Triphammer Road
04/07/17	1110a Disobeyed Traffic Control Device	S/R 13 S
04/08/17	1110a Disobeyed Traffic Control Device	Pleasant Grove Rd
04/09/17	1180d Speed In Zone	Pleasant Grove Rd
04/09/17	1180d Speed In Zone	Pleasant Grove Rd
04/10/17	1123b Left Pavement To Pass On Right	N. Triphammer Rd
04/10/17	3191u Operating Without Insurance	N. Triphammer Rd
04/12/17	1110a Disobeyed Traffic Control Device	Cayuga Heights Rd
04/13/17	1180d Speed In Zone	Cayuga Heights Rd
04/13/17	3752a1 No/Inadequate Lights	N Triphammer Rd
04/15/17	1225c2a Op Mv- Mobile Phone	Pleasant Grove Rd
04/15/17	1110a Disobeyed Traffic Control Device	North Triphammer Road
04/15/17	37540b Inadequate Or No Stop Lamps	Winthrop Drive
04/15/17	1225d Oper Mv While Using Portable Elec Dev	Triphammer Road
04/15/17	5091 Unlicensed Operator	Triphammer Road
04/15/17	1110a Disobeyed Traffic Control Device	Triphammer Road
04/15/17	1229c3No Seat Belt	North Triphammer Road
04/17/17	1110a Disobeyed Traffic Control Device	Triphammer Rd.
04/17/17	4011a Unregistered Motor Vehicle	Triphammer Rd.
04/20/17	512 Operating While Registration Susp/Revoked	Pleasant Grove Rd
04/20/17	1110a Disobeyed Traffic Control Device	Cayuga Heights Rd
04/21/17	3752a1 No/Inadequate Lights	N Triphammer Rd
04/21/17	3752a1 No/Inadequate Lights	N Triphammer Rd
04/22/17	306b Uninspected Motor Vehicle (10-Day)	Cayuga Heights Rd
04/22/17	3752a1 No/Inadequate Lights (Lf)	Pleasant Grove Rd
04/22/17	3191u Operating Without Insurance	Pleasant Grove Rd
04/22/17	1110a Disobeyed Traffic Control Device	Triphammer Rd
04/23/17	1180d Speed In Zone	Triphammer Rd
04/24/17	1180c Speeding In School Zone	Hanshaw Rd
04/24/17	1180d Speed In Zone	Pleasant Grove Rd
04/25/17	1110a Disobeyed Traffic Control Device	State Route 13
04/25/17	3191u Operating Without Insurance	State Route 13
04/25/17	1110a Disobeyed Traffic Control Device	Triphammer Rd
04/25/17	306b Uninspected Motor Vehicle	Parkway Pl
04/25/17	1110a Dis Traffic Control Device 33/15 S Z	Hanshaw Rd
04/26/17	1225c2a Op Mv- Mobile Phone	N Triphammer Rd
04/26/17	1225c2a Op Mv- Mobile Phone	N Triphammer Rd
04/26/17	1225d Oper Mv While Using Portable Elec Dev	N Triphammer Rd
04/26/17	37540 Inadequate Or No Stop Lamps	N Triphammer Rd
04/26/17	1225d Oper Mv While Using Portable Elec Dev	N Triphammer Rd
04/26/17	5111a Aggravated Unlic Op 3rd (Misd)	N Triphammer Rd

EXHIBIT 2018-025b
CAYUGA HEIGHTS POLICE DEPARTMENT
Uniform TRAF Tickets 4/1/17 to 4/30/17

<u>Date</u>	<u>Offense</u>	<u>Location</u>
04/26/17	1129a Following Too Closely	Pleasant Grove Rd
04/26/17	1180d Speed In Zone	Pleasant Grove Rd
04/26/17	1110a Disobeyed Traffic Control Device	Pleasant Grove Rd
04/27/17	306b Uninspected Motor Vehicle 5/16	Pleasant Grove Rd
04/27/17	4011a Unregistered Motor Vehicle	Pleasant Grove Rd
04/28/17	1225d Oper Mv While Using Portable Elec Dev	Pleasant Grove Rd
04/28/17	306b Uninspected Motor Vehicle (12/16)	Pleasant Grove Rd
04/28/17	1180d Speed In Zone	Triphammer Rd
04/28/17	306b Uninspected Motor Vehicle (2/17)	Triphammer Rd
04/28/17	4011a Unregistered Motor Vehicle	Triphammer Rd
04/28/17	1110a Disobeyed Traffic Control Device	North Triphammer
04/28/17	1110a Disobeyed Traffic Control Device	Hanshaw Rd
04/28/17	1163d Improper/No Signal	Hanshaw Rd
04/28/17	1110a Disobeyed Traffic Control Device	Hanshaw Rd
04/28/17	1110a Disobeyed Traffic Control Device	Hanshaw Rd
04/28/17	3191u Operating Without Insurance	Hanshaw Rd
04/28/17	1128a Moved From Lane Unsafely	The Parkway
04/28/17	1180a Speed Not Reasonable & Prudent	The Parkway
04/28/17	1110a Dis Traffic Control Device 45/30 Speed	Pleasant Grove Rd
04/28/17	4011a Unregistered Motor Vehicle	Pleasant Grove Rd
04/29/17	3752a3No/Insufficient Tail Lamps	Sr 13 N
04/30/17	306b Uninspected Motor Vehicle	Sr 13 S

EXHIBIT 2018-025c

CAYUGA HEIGHTS
POLICE DEPARTMENT
April 2017

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
1202-1B	ON SIDEWALK	1
306-B	UNINSPECTED	1
7B LL#1-96	NO PARKING ZONE	10
7C LL#1-96	WRONG SIDE TO CURB OR EDGE	1
7D LL#1-96	OVERNIGHT PARKING	14
Report Totals		27

Village of Cayuga Heights

Assistant Superintendent of Public Works Report

5/15/2017

Streets/Capital Improvement:

- ❖ Texas Lane, Sheldon Road, and Marcham Hall all were all paved. Suite-Kote was contracted to do this work through the village. Once nicer weather sets in we will schedule a painter to paint the parking spaces.
- ❖ Crews have started to repair ground damage done along the sidewalks throughout the village. The damage has been more significant this year due to the warmer temperature which kept the ground soft.
- ❖ Granite Curbing was installed along North Triphammer road. Geneva Granite was brought in to do this work which took them one day to complete.

General:

- ❖ 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.
 - In contact with NYSEG to discuss options of NYSEG taking ownership of the street lights.
- ❖ See the attached Work Order tracking sheet which shows all items that the DPW has address or will address.
- ❖ DPW Signs – New signs have been installed at the DPW which clarify what the facility is and the hours of operation.



ENGINEER'S REPORT

Topics for Trustee review on the meeting agenda on 5/15/17:

1. The Village currently has GHD Engineers working on a review of the influent at the WWTP to analyze what would be the best way to expand the permitted capacity of the plant. This is often known as a "headworks study". In addition to the initial contract for the headworks study, We have signed an amendment #1 to the contract for them to do a physical inspection of the equipment and building where the influent comes into the wwtp. This is also known as the "headworks building". This is the part of the facility that the NYSDEC observed several pieces of equipment, including the comminutor, bar screen, and grit auger, were not in good condition. We have just received GHD's amendment #1 report (attached) and they concur that the headworks equipment and building are in need of replacement. Therefore, they have now prepare a proposal amendment #2 which is for engineering services to do a preliminary design of what would be needed for construction to upgrade the entire "headworks building". The work product will be an Engineer's Report that is needed to seek NYSDEC approval before moving to final design/construction, as well the ER is used to get on the Environmental Facilities Corp's (EFC) Intended Use Plan (IUP). Separately, we will also make an application for NYSDEC Grant/Finance approval, which makes awards based on the EFC's IUP list. The cost of the Engineer's Report is estimated at \$25,500. This is not be confused with the previous proposed \$27,000 amendment that would have done a planning study of the whole facility for purposes of getting the whole plant on the EFC IUP list in case we want to move forward with a capacity expansion project. That project has been put on hold to wait for the announcement of the next round of funding that could be accessed to help offset some of that cost.
2. At one time, the Village was preparing to hire a Landscape Architect to prepare a report about how to address the Palmer Woods slope which included the idea of a structural fence and a natural buffer between the DPW facility and the slope. To cover the cost of this design project, the Trustees put \$10,000 into a capital reserve account. Treasurer Mangione confirmed the money is still there. One aspect of the plan for protecting Palmer Woods was to do a stormwater management project at the DWP facility to prevent run-off from overflowing onto the slope. This is also something that the NYSDEC is expecting the Village to do before their next inspection. The last inspection was done on 9/26/2014. Since inspections are supposed to be done on a 5 year cycle, we might expect to see NYSDEC come back about 9/26/2019. Therefore, we have about 2 years to get the drainage and stormwater management plan in place. To move forward on this project, I have received a quote from TG Miller Engineers to prepare a Stormwater Management Plan for the DPW. The fee for the Stormwater Improvement design is \$10,000. At one time (just before the Plantations concerns about the slope), we had put some money into a Capital Fund for the cost of construction of the new stormwater project. Since we did not use that money, it looks like it was taken out of the budget until we knew better what the scope of the slope project would be.
3. It is time for the Annual Report for the Village's Stormwater Management Program. As usual, we have had the benefit of using the Tompkins County Stormwater Coalition to help prepare the document on behalf of the Village. There is no Trustee action needed, but there is a specific requirement that the Annual Report be presented to the Mayor at an open meeting of the Trustees. I usually give a brief verbal report and then ceremonially hand the document to the Mayor for signature. The Annual Report is then submitted to NYSDEC and will be linked on the website for the general public to view.

VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
May 15, 2017

1. Administration:

FOIL requests have been being processed. An additional request was received last week.

Review and approve invoicing for clerk, treasurer, building, court, attorney, deer management and others.
Co-ordinate production of Property Tax bills with TC Assessment. Bills are ready to mail on May 30th.

2. Records Management:

Efforts are ongoing to migrate files from the server to Laserfiche this month.

3. Communication:

eNewsBlasts are sent every other Friday. A print newsletter will only be produced once annually in September.

4. Computer System Administration:

Mentoring on the use of Microsoft e365 needs to be scheduled.

5. Reporting and Audit:

Preparation of the Annual Update Document (AUD) fiscal year reporting to the NYSOSC is underway. It is due within sixty (60) days from the end of fiscal year 2017 on May 31, 2017.

6. Policies and Local Laws:

7. Budget:

All Fiscal Year Ending 2018 Budget reports have been submitted to the OSC.

8. Debt: Interest on Sewer bonds due this month.

9. Revenues & Expenditures:

April 2017 Bank to Book Reconciliation by Trustee & Deputy Treasurer Biloski has been delayed.

All Sewer billings to other municipalities have been sent for current quarters.

10. Current Expenses - Unaudited Abstract #012 dated May 15, 2017 as distributed.

11. Approval of April Abstract –

BE IT RESOLVED THAT: Abstract #012 for FYE2017 consisting of TA vouchers 103 ó 111 in the amount of \$16,278.61 and Consolidated Fund vouchers 929 ó 1013 in the amount of \$279,904.73 is approved and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione