

Village of Cayuga Heights

Board of Trustees
Monthly Board Meeting
Marcham Hall
July 17, 2017, 7:00 p.m.
AGENDA



	<u>Exhibit No.</u>
1. Approval of Meeting Minutes: April 10, 2017*	2018-008
2. Approval of Meeting Minutes: May 15, 2017 (available, not complete)	2018-037
3. Approval of Meeting Minutes: June 19, 2017 (available, not complete)	2018-038
4. Guest Speaker: Laurie Konwinski from Catholic Charities	
5. Report of Fire Superintendent Tamborelle – Submitted Report*	2018-039
Surplus Vehicle Sale Resolution	2018-040
6. Privilege of the Floor – 30 minutes - SIGN-UP at 6:45 p.m. Privilege of the Floor Guidelines	unrevised VCH website
7. Report of the Mayor	
a. AMC Revisions and Resolution	2018-041
b. 213 Highgate Rd	
c. Sewer Bills	
d. Waste Water Six Party Agreement Meeting	
e. Zoning Ordinance: Administration and Enforcement, Site Plan Review, Subdivisions, Special Use Permits, and the Zoning Board of Appeals.	
8. Report of the Trustees	
Safe Routes to School: Lakeview Cemetery Agreement – Trustee McMurry	
Unified Solar Application Grant – Trustee Friend	
<u>Understanding Solar PV Permitting and Inspecting in New York State</u> – prepared by NY-Sun Team and the New York State Energy Research and Development Authority (70 page document)	available on the web
Resolution to Adopt The New York State Solar Permit Process	2018-042
9. Report of Police Chief Steinmetz - Submitted reports *	2018-043a, b, c
10. Report of Assistant Superintendent of Public Works Wiese	
11. Report of Superintendent of Public Works Cross	
12. Report of Clerk & Treasurer - Submitted reports *	2018-044 a, b
13. Report of the Attorney	
14. Executive Session: as required	
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
SPECIAL MEETING

Monday, April 10, 2017
7:00 p.m.

Present: Mayor Woodard; Trustees: Biloski, Friend, Marshall, and McMurry; Clerk & Treasurer Mangione

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

There are no members of the public in attendance for the Public Hearing on the Proposed Budget for Fiscal Year Ending May 31, 2018. The Public Hearing is closed.

The only other item on the Agenda is discussion on the Proposed Local Law 2017-A: Override the Tax Cap (Exhibit 2018-004).

VILLAGE OF CAYUGA HEIGHTS

LOCAL LAW 1 OF THE YEAR 2017

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 2017 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 2017 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.

Although the tax rate is proposed to be raised \$0.03/\$1000 of a property's assessed value, which is a 0.05% increase, the total assessed value of the Village's assessed property increased 3.7% over last year. The increase in total assessment is primarily due to the Kendal expansion. In order to comply with the tax cap, the tax rate would need to be reduced by \$0.11/\$1000. There are several deferred capital investments in the budget, making a reduction unwarranted.

Resolution #8021

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes a Public Hearing on Proposed Local Law 2017-A: Tax Cap Override to be held on April 17, 2017 at Marcham Hall, starting at 7:00 p.m.

Motion: Trustee Marshall

Second: Trustee Biloski

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

Nays and Abstentions: none

Motion carried

Mayor Woodard adjourned the meeting at 7:20 p.m.

EXHIBIT 2018-039

July 18, 2017

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights
Monthly Report June 2017

June was a very busy month for the fire department with a total of 54 calls. We had 22 calls in the Village of Cayuga Heights, 26 calls in the Town of Ithaca and 6 requests for mutual aid. There were 21 EMS calls and 33 fire runs. We seemed to fight a lot of fire in June. Early in the month we were requested by Lansing to assist with a car fire on the Rt. 13 exit ramp at Triphammer Road. E203 responded and arrived first to find a fully involved truck fire. The truck had an auxiliary fuel tank in the bed that contained 80 gallons of fuel and was hauling a trailer with a logging skidder attached to the trailer. The crew quickly pulled an attack line and within 2 minutes of arriving the fire was controlled and the fuel tank cooled off. On June 12th we were requested to the Forrest Home area for a possible drowning. A kayak was spotted in the creek with no occupant. A quick search of the area found that the kayak had gotten away from the owner and drifted down the creek with nobody in it. We were requested to Varna on June 14th for a barn fire on Mount Pleasant. We quickly responded with two engines and manpower. E203 responded to the scene and assisted with suppression of the fire. E202 was responding to the fire and was requested to set up water supply operations at the Varna Fire Station to fill tankers. Both units were on the scene for 5 hours that evening. On June 15th we were again in the Forrest Home area for person stuck in the middle of the creek with an ankle injury. Crews arrived to find the person had been walking across the creek and slipped causing an ankle injury. Crews moved across the creek and assisted her back to shore and she was transported by Bangs Ambulance. It was a very busy month and we find that the busier it is with interesting calls the higher the morale is at the station.

We had several training evenings in June. The main focus of the training nights this month was to get all members fit tested on the new SCBA masks. Fit testing is an annual requirement for all department members. Fit testing requires the firefighter to don an SCBA mask that is attached to the fit testing machine and perform a set of skills to ensure a tight mask seal. Each individual test takes 14 minutes so while it is not strenuous it is very time consuming for those doing the testing so we space it out over two training nights. All members who are still in town for the summer have been tested and we will get the rest done in August as people return to town. While the fit testing was being done we also did some familiarization on the new equipment that we took delivery on in June. EMS training for June was airway management. This training covered BLS airway management as well as advanced techniques for controlling a patient's breathing.

All of the large trucks went out for their annual services in June. The trucks are rotated one at a time to Tyler Fire Equipment in Elmira every June. The trucks are put through pump tests that are an annual requirement as well as a general preventive maintenance check. The technicians at Tyler go through the lights, electrical systems, pumps and on the service the entire ladder on 231. The village DPW does all of the oil changes and lubrications and this is a substantial savings but the more in depth servicing needs to be done by a company that specializes in fire apparatus. The new gear washer that was ordered in May was installed in June. This new unit is able to wash 40 lbs worth of fire gear at a time which equates to several full sets of gear at one time versus one set of gear at a time with the old washer. This unit required some substantial plumbing work in the utility room but now we have the washer, a sink to clean SCBA masks and a separate utility sink. This was a great project that is focused on reducing the cancer risk to our members.

The yard sale was a great success. Everyone who participated worked extremely hard to ensure that this event went well. There were a couple of very busy weeks for pickups and someone was staffing the drop off area every day from noon until 9:00 at night. The couple of days leading up to the sale were hectic with sorting and pricing but it was worth it in the end. The Movies at the Station have started and the first one was very well attended. We showed The Sandlot on the inside screen because the weather had been on and off rain all day. It was fun and we are looking forward to a summer full of smiles and laughter from the kids and adults who attend.

We hope everyone has a safe summer.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2018-040

WHEREAS the Village of Cayuga Heights Fire Department acquired a 1998 Chevy Responder, VIN# 1GCHK33R9WF041712, and;

WHEREAS repair costs on the vehicle have been determined to be not cost-effective, and;

WHEREAS the vehicle does not meet road safety standards of the Cayuga Heights Fire Department, and;

WHEREAS a new replacement vehicle has been ordered and will be delivered this season,

THEREFORE, BE IT RESOLVED the Village of Cayuga Heights Board of Trustees considers 1998 Chevy Responder, VIN# 1GCHK33R9WF041712, as a surplus vehicle and authorizes its sale.

EXHIBIT 2018-041

Report of the Mayor

a. Revised AMC

SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BOLTON POINT WATER SYSTEM
AGREEMENT TO CHANGE WATER RATE SCHEDULE

THIS AGREEMENT to change Water Rate Schedule is made as of the 1st day of January, 2018, between the TOWN BOARD OF THE TOWN OF DRYDEN, Tompkins County, New York, on its own behalf and on behalf of all water districts in the TOWN OF DRYDEN served by the Southern Cayuga Lake Intermunicipal Water Commission, (hereafter referred to as “Dryden”), the TOWN BOARD OF THE TOWN OF ITHACA, Tompkins County, New York (hereinafter referred to as “Ithaca”), the TOWN BOARD OF THE TOWN OF LANSING, Tompkins County, New York, on its own behalf and on behalf of the Town of Lansing Consolidated Water District and the Town of Lansing Consolidated Water District Extension #1 & #2 (the Town of Lansing and such districts are hereinafter collectively referred to as “Lansing Town”), VILLAGE OF LANSING, on its own behalf and as successor to LANSING WATER DISTRICT 1, Tompkins County, New York, (hereinafter referred to as “Lansing Village”), and VILLAGE OF CAYUGA HEIGHTS, Tompkins County, New York, (herein after referred to as “Cayuga Heights”), all of the parties hereto sometimes collectively or individually referred to hereinafter as “Municipalities” or “Municipality”,

WITNESSETH:

WHEREAS, the above named municipalities have entered into an amended, supplemental, restated and consolidated agreement of municipal cooperation for construction, financing and operation of an intermunicipal water supply and transmission system dated as of June 5, 1979 as the same has been amended from time to time (the “Agreement”); and

WHEREAS, pursuant to the Agreement each municipality agreed to pay to the Southern Cayuga Lake Intermunicipal Water Commission (hereinafter referred to as “Commission”), water revenues based upon, in part, a water rate schedule annexed as Exhibit I of Schedule A to the Agreement; and

WHEREAS, based on changes in costs, the Commission believes it is advisable to adopt a new water rate schedule in the form annexed to this modification agreement; and

WHEREAS, Schedule A of the Agreement provides that the water rate schedule may not be changed by the Commission without the written agreement to such change of all the parties; and

WHEREAS, Exhibit I of Schedule A to the Agreement has been amended from time to time since the initial date of the Agreement; and

WHEREAS, the parties believe it is necessary to amend Exhibit I of Schedule A further; and

WHEREAS, the parties are willing to agree to such change;

NOW, THEREFORE, in consideration of the premises and the mutual undertakings of the parties pursuant to the Agreement, the parties hereby agree that Exhibit I of Schedule A annexed to the Agreement be amended effective January 1, 2018 to read as set forth on the Exhibit I annexed hereto, and such exhibit is adopted as Exhibit I, the water rate schedule, for all purposes under the Agreement.

This modification agreement may be executed in multiple counterparts which, when taken together, shall constitute a complete document even though each of the counterparts may not bear the signatures of all of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement to become effective as of the day and year set forth above.

Signature pages for all parties follow.

EXHIBIT 2018-042

RESOLUTION TO ADOPT THE NEW YORK STATE SOLAR PERMIT PROCESS

WHEREAS, the New York State Energy Research and Development Authority (“NYSERDA”), together with the New York Power Authority (“NYPA”) and City University of New York (“CUNY”), developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes, and;

WHEREAS, municipalities across the state that adopt the New York State Unified Solar Permit are eligible to receive between \$2,500 and \$5,000 depending on population size through the New York State Cleaner, Greener Communities Program, and;

WHEREAS, the Village of Cayuga Heights wants to promote the streamlining of the application process for small-scale photovoltaic system installations by adopting the New York State Unified Solar Permit application form and implementing the new procedures;

NOW THEREFORE, BE IT RESOLVED that the Village of Cayuga Heights adopts the New York State Unified Solar Permit and the document titled "Understanding Solar PV Permitting and Inspecting in New York State;" and

IT IS FURTHER RESOLVED that the Village of Cayuga Heights Code Enforcement Officer is hereby directed to use the New York State Unified Solar Permit application form and procedures in issuance of building permits for the installation of small-scale solar photovoltaic systems; and

IT IS FURTHER RESOLVED that the fee for solar installations is set by resolution of the Village of Cayuga Heights Board.



**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

James M. Steinmetz
Chief of Police

July 11, 2017

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

Re: Report of the Police Department for June, 2017

In the month of June the police department received 362 calls for service. In addition to these calls 59 uniform traffic tickets were issued and 14 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony complaints received.

4 Penal Law Misdemeanor complaints were handled, 3 for Larceny and 1 for charges which ensued during arrest. In the 3 Larceny complaints, residents stated that items were taken from their property. There are no suspects at this time and the investigation is ongoing. While executing a traffic stop, the driver of the vehicle attempted to flee the scene and refused to comply with officer directions. The subject was placed under arrest for Obstruction of Governmental Administration and Resisting Arrest.

4 Misdemeanor Vehicle and Traffic incidents were handled. After investigation of 4 traffic stops the following arrests were made: 1 for Aggravated Unlicensed Operation of a MV 3rd, 1-Aggravated Unlicensed Operation of a MV 2nd, 1 for Suspended Registration and 1 for Drugs, see below.

2 Penal Law Violation reports were received. 1 for Drugs and 1 for Trespass. Investigation of a traffic stop led to 2 arrests for Unlawful Possession of Marijuana. Subjects pulled over for a traffic violation were found to be in possession of marijuana.

3 Local Law violations was received, 1 for Noise and 2 for Care of Property. The noise complaint was reported as a loud party in the area. Upon officer's arrival there was no violation observed. 2 Care for Property incidents were reported, 1 in which a resident who had been out of town had not made arrangements for the lawn to be mowed. Upon notification of the violation arrangements were made and the lawn was mowed. The second complaint involved a subject who had been notified for repeated violations. The homeowner was cited for violation of care and mowing of property.

1 Bench Warrant was executed. During investigation of a traffic stop, the driver was found to be wanted out of an adjoining county for felony charges. The officer took the suspect into custody and turned him over to the wanting agency.

There were 4 motor vehicle accidents reported.

There were no incidents reported involving deer.

In summary, 7 persons were arrested and the following 11 charges were filed: 1-Obstruction of Governmental Administration, 1-Possession of Burglar Tools, 1-Resisting Arrest, 1-Suspended Registration, 1-Aggravated Unlicensed Operation MV 3rd, 1-Aggravated Unlicensed Operation MV 2nd, 2-Unlawful Possession of Marijuana, 1-Trespass, 1-Local Law-Care of Property, and 1- Execution of a Bench Warrant.

Over the course of this month police department members took part in the following trainings and events: On the 17th, Ofc. Mike Gray attended the "Things on Wheels" Truck Show which was hosted by Ithaca Community Childcare Center. A CHPD patrol vehicle was displayed for along with many other vehicles during the event.

The full time officers worked a total of 107.5 hours of overtime and the part time officers worked a total of 165 hours.

Sincerely, Chief James Steinmetz

EXHIBIT 2018-043b page 1 of 2
CAYUGA HEIGHTS POLICE DEPARTMENT
UNIFORM TRAF TICKETS 6/1/17 TO 6/30/17

<u>Date</u>	<u>Offense</u>	<u>Location</u>
06/01/17	1110a Disobeyed Traffic Control Device	N. Triphammer Rd
06/02/17	1225d Oper Mv While Using Portable Elec Dev	N Triphammer Rd
06/03/17	5091 Unlicensed Operator	Hanshaw Rd
06/03/17	512 Operating While Registration Susp/Revoked	Hanshaw Rd
06/03/17	1225c2a Op Mv- Mobile Phone	Hanshaw Rd
06/03/17	3752a1 No/Inadequate Lights No Right Brake Light	Parkway Rd
06/04/17	1110a Disobeyed Traffic Control Device	Pleasant Grove Road
06/04/17	1110a Disobeyed Traffic Control Device	Triphammer Road
06/06/17	1143 Fld/Yld Rt-Of-Way When Enterg Rdwy	Hanshaw Rd
06/06/17	1110a Disobeyed Traffic Control Device	Cayuga Heights Rd
06/07/17	4011a Unregistered Motor Vehicle	E. Upland Road
06/07/17	3191u Operating Without Insurance	E. Upland Road
06/08/17	4011a Unregistered Motor Vehicle	Cayuga Heights Rd
06/08/17	1225d Oper Mv While Using Port Elec Dev (R-Hand)	North Triphammer Rd
06/08/17	5112a4 Agg Unlicensed Oper - 2nd Degree (Misd)	Pleasant Grove Rd
06/08/17	1102 Failed To Comply W/Lawful Order	Pleasant Grove Rd
06/08/17	5091 Unlicensed Operator	Pleasant Grove Rd
06/08/17	306b Uninspected Motor Vehicle	Pleasant Grove Rd
06/08/17	3191u Operating Without Insurance	Pleasant Grove Rd
06/08/17	4101 Unregistered Motorcycle	Pleasant Grove Rd
06/09/17	1225d Oper Mv W Using Port Elec Dev (Both Hands)	North Triphammer Rd
06/09/17	1225c2a Op Mv- Mobile Phone (R-Hand/R-Ear)	North Triphammer Rd
06/09/17	3191u Operating Without Insurance (Exp 5/28/16)	North Triphammer Rd
06/09/17	5111a Aggravated Unlic Op 3rd (Misd)	North Triphammer Rd
06/11/17	1110a Disobeyed Traffic Control Device	N Triphammer Rd
06/12/17	306b Uninspected Motor Vehicle	Hanshaw Rd
06/13/17	4011a Unregistered Motor Vehicle	Pleasant Grove Rd
06/13/17	4011a Unregistered Motor Vehicle	Pleasant Grove Rd
06/13/17	37512a No/Illegal Front Windshield (Cracked)	Pleasant Grove Rd
06/13/17	306b Uninspected Motor Vehicle	Pleasant Grove Rd
06/13/17	4011a Unregistered Motor Vehicle	Pleasant Grove Rd
06/14/17	4011a Unregistered Motor Vehicle	Hanshaw Rd
06/14/17	1180d Speed In Zone	Pleasant Grove Road
06/19/17	3752a3 No/Insufficient Tail Lamps	N Triphammer Rd
06/20/17	1110a Disobeyed Traffic Control Device	Hanshaw Road
06/20/17	1180c Speeding In School Zone	Hanshaw Road
06/20/17	1110a Disobeyed Traffic Control Device	Cayuga Heights Rd
06/20/17	306b Uninspected Motor Vehicle 5/17	Cayuga Heights Rd
06/22/17	1110a Disobeyed Traffic Control Device	Pleasant Grove Road
06/24/17	1110a Disobeyed Traffic Control Device	Pleasant Grove Road
06/24/17	1110a Disobeyed Traffic Control Device	S/R 13s
06/25/17	4011a Unregistered Motor Vehicle (Exp 06/03/17)	North Triphammer Rd
06/25/17	3191u Operating Without Insurance (Exp 7/12/14)	North Triphammer Rd
06/26/17	1225d Oper Mv While Using Port Elec Dev (R-Hand)	North Triphammer Rd
06/26/17	3191u Operating Without Insurance (Exp 04/27/16)	North Triphammer Rd
06/26/17	306b Uninspected Motor Vehicle	Triphammer Road
06/26/17	3191u Operating Without Insurance	Triphammer Road
06/26/17	306b Uninspected Motor Vehicle	Cayuga Heights Road
06/27/17	1225d Oper Mv While Using Port Elec Dev (R-Hand)	North Triphammer Rd

EXHIBIT 2018-043b page 2 of 2

**CAYUGA HEIGHTS POLICE DEPARTMENT
UNIFORM TRAF TICKETS 6/1/17 TO 6/30/17**

<u>Date</u>	<u>Offense</u>	<u>Location</u>
06/27/17	3191u Operating Without Insurance (Exp 04/28/17)	North Triphammer Rd
06/28/17	306b Uninspected Motor Vehicle	North Triphammer Rd
06/28/17	3191u Operating Without Insurance (Exp 6/19/16)	North Triphammer Rd
06/28/17	1225d Oper Mv While Using PortElec Dev (L-Hand)	North Triphammer Rd
06/28/17	5091 Unlicensed Operator (No Proof Shown)	North Triphammer Rd
06/28/17	37524a Oper Mv/Mc/Bic W/More 1 Earphone	North Triphammer Rd
06/29/17	4011a Unregistered Motor Vehicle (Exp 06/14/17)	Hanshaw Rd
06/30/17	1229c3 No Seat Belt	Pleasant Grove Road
06/30/17	1128a Moved From Lane Unsafely	S/R 13 N
06/30/17	1110a Disobeyed Traffic Control Device	S/R 13 S

**EXHIBIT 2018-043c
CAYUGA HEIGHTS
POLICE DEPARTMENT
June 2017**

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
1203C-4	HANDICAPPED ZONE	1
306-B	UNINSPECTED	1
7B LL#1-96	NO PARKING ZONE	4
7C LL#1-96	WRONG SIDE TO CURB OR EDGE	1
7D LL#1-96	OVERNIGHT PARKING	7
Report Totals		14

EXHIBIT 2018-044a
VILLAGE OF CAYUGA HEIGHTS
CLERK & TREASURER'S REPORT
July 17, 2017

Administration:

Receipt of property tax revenues was strong during June. At month's end, just under \$200,000, approximately the same amount as last year, remains uncollected.

Reviewed and approved invoicing for clerk, treasurer, building, court, attorney, deer management and others.

Facilitated job postings, new employee hiring paperwork, and background check communication with PD for two (2) new employees.

Completed annual Personnel Certification for submission to Tompkins County personnel.

Trained Deputy Clerk Walker on these last two HR related tasks. Continued to provide guidance, advice, and training to staff members.

Discovered a problem in the Trust and Agency AFLAC account. Three employee's withholding amounts were inaccurate. The withholding errors dated back for most of the FYE2017. The affected employees have been contacted and the two who had underpaid have agreed to a plan to payback the Village. A revision to the voucher preparation procedure in the Internal Controls Document precludes any similar error from happening.

Records Management:

Boxes of property files for scanning were picked up by Alan Thomas of Challenge. It seems that some of the boxes of records which were previously sent, were not scanned. This may be due to the identification system that Challenge uses to indicate boxes that have been completed. When the same boxes are reused and not correctly retagged, they are assumed to have been done.

Communication:

eNewsBlasts are sent every other Friday. Work on the print newsletter for September is underway. Ideas and articles are always appreciated.

Computer System Administration:

It has been determined that the Court Room printer should be made available on the in-house network. J. Brehm is performing an analysis of space and connectivity. Password resets are performed in-house. Mentoring on the use of Microsoft e365 needs to be scheduled.

Reporting and Audit:

Preparation of the Annual Update Document (AUD) fiscal year reporting to the NYSOSC continues. It is due within sixty (60) days from the end of the Fiscal Year on May 31, 2017. Progress on the AUD has been slow due to the significant number of requirements on Clerk & Treasurer's time. Additional hours evenings and weekends will be necessary to ensure an on-time submission.

Policies and Local Laws:

The Computer Use Policy draft is stalled due to demand on Clerk & Treasurer's time.

Budget: No FYE2018 Budget Modifications requested.

Debt: Firetruck BAN financing is up for renewal. The balance of \$230,000 is due on July 27. I am in the process of working with financial institutions and the NYC based attorneys to complete the refinancing. The Budget plans on the Village making a payment of \$65,000 and financing the remaining \$165,000.

Revenues & Expenditures:

May 2017 Bank to Book Reconciliation review by Trustee & Deputy Treasurer Biloski has been delayed due to availability.

Current Expenses: Abstract #2 for expenditures for Fiscal Year End May 31, 2018, dated July 17, 2017 as distributed.

Approval of July Abstract:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #02 for FYE2018 consisting of TA vouchers 7 - 14 in the amount of \$16,027.08 and Consolidated Fund vouchers 22 - 103 in the amount of \$195,070.89 and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione