

**EXHIBIT 2017-097 page 1 of 4**

Minutes  
Anderson Fire Station

**VILLAGE OF CAYUGA HEIGHTS  
BOARD OF TRUSTEES  
MONTHLY MEETING**

**Tuesday, January 17, 2017  
7:00 p.m.**

**Present:** Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, (leaves the meeting at 8:02 p.m. returning at 8:24 p.m.) and Salton; 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 7:04 p.m.

**1. Approval of Meeting Minutes: December 19, 2016 (Exhibit 2017-090)**

**Resolution #7935**

**BE IT RESOLVED, THAT:** the Village of Cayuga Heights Board of Trustees approves the Meeting Minutes of December 21, 2016 as presented in Exhibit 2017-090.

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays:* none

*Abstention:* Salton abstains due to his late arrival to the December 19<sup>th</sup> meeting.

**Motion carried**

**2. Report of Fire Superintendent Tamborelle (Exhibit 2017-091)**

Superintendent Tamborelle reports that the number of calls has been somewhat lighter this past month, providing a respite for those responders who have been available during the Cornell semester break. A spring recruitment class may not be held, which will allow for additional focus on the current recruits. The very popular, but time consuming CHFD yard sale may be held during late August this year. Superintendent Tamborelle shares the laudable information that the department's call response time is approximately 2.5 minutes. The rapid response is made possible substantially because of the bunker program. This statistic will be shared with residents through the bi-weekly eNewsBlast.

**3. Privilege of the Floor**

No members of the public are in attendance.

**4. Report of the Mayor**

- 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.

*Motion:* Robinson

*Second:* Marshall

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

*Nays and Abstentions:* none

**Motion carried**

- b. Policy Review

Public Access to Records Policy

**Resolution #7937**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts the Public Access to Records Policy with modification to the draft deleting references to any specific individuals and to identify contacts as Clerk or Mayor as appropriate.

*Motion:* McMurry

*Second:* Robinson

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

*Nays and Abstentions:* none

**Motion carried**

The full text of the Public Access to Records Policy is found as Attachment A at the end of these minutes.

**EXHIBIT 2017-097 page 2 of 4**

**Records Management Policy**

**Resolution #7938**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts the Records Management Policy with modifications to the draft deleting references to any specific individuals and to identify contacts as Clerk or Mayor as appropriate.

*Motion:* Salton

*Second:* Friend

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

Nays and Abstentions: none

**Motion carried**

The full text of the Records Management Policy is found as Attachment B at the end of these minutes.

**Procurement Policy**

**Resolution #7939**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts revisions to the Procurement Policy with modifications to the draft deleting references to any specific individuals and to identify contacts as Clerk, Treasurer or Mayor as appropriate.

*Motion:* Salton

*Second:* Robinson

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

Nays and Abstentions: none

**Motion carried**

The full text of the Procurement Policy is found as Attachment C at the end of these minutes.

c. Smart Meters

On January 4, 2017, Mayor Woodard, Village Environmental Management Council Delegate Brian Eden, and Clerk & Treasurer Mangione attended a meeting with NYSEG (Avangrid) about the Smart Grid Program and Energy Smart Community. Keith Lorenzetti, Director – Business Effectiveness, explained that all properties in Cayuga Heights will have smart meters for both electric and gas, where appropriate, to replace the old meters. The Village is the only complete municipality affected by the pilot program which will be starting in the next few months. Areas of the City of Ithaca, Village of Lansing, and Town of Dryden are also included in the program. Information about the program will be sent to property owners and they will be asked to schedule their meter replacement. It will be similar to the process used by Bolton Point during the recent water meter replacement effort. Village staff and officials will stay informed in order to respond to residents' questions.

d. Staffing

Deputy Clerk Podufalski resigned her position effective January 3, 2017. The position is listed with Tompkins County Personnel. Applications will be reviewed and interviews conducted by Mayor Woodard, Trustees Friend and McMurry, and Clerk & Treasurer Mangione.

e. Wastewater Treatment Plant (WWTP)

During the recent DEC annual inspection of the WWTP, it was rated at an overall grade of marginal. Water quality is satisfactory, but the physical plant had enough grades of unsatisfactory and marginal to earn the overall marginal grade. Mayor Woodard and Trustee Marshall subsequently toured the WWTP and were able to discuss the report with operator, John McGrath. They describe the difficult environment of the plant and believe that it is being run effectively day-to-day. They observe that the Yaw's workers have tried to save the Village money throughout the years by repeatedly repairing equipment. Some of the equipment has reached the point when replacement is a better choice than further repair. Superintendent Cross describes the steps that have been taken to respond to the twenty-two (22) points raised in the annual inspection report. Coincidentally, GHD Engineering has been contracted to provide an analysis of WWTP capacity and perform a headworks analysis. Communication with the DEC has confirmed that the headworks analysis will satisfy some of the questions raised by the inspection report. GHD's report will include a visual conditional analysis of the plant.

**5. Report of the Trustees**

a. General Code:

Work is continuing on the Organizational Analysis due to be sent to General Code by February 10<sup>th</sup>. Trustee Biloski adds that the next step of the codification effort is the editorial and legal analysis. It is a chapter-by-chapter review of the Village's legislation and will likely be much more time intensive. General Code will be asked for an example of legislation regarding flood insurance. In General Code's questions pertaining to Village legislation, a recommendation is made to update or change Article 20 relating to flood insurance which was added in 1977.

**6. Report of Police Chief Steinmetz - Submitted reports (Exhibits 2017-093 a, b, c)**

Since there are no questions on the Chief's submitted reports, he reports on the recent court case prosecuted by Attorney Kramer regarding lack of property care. The property owner has been granted six months to demonstrate that the local law will be observed.

The Law Enforcement Shared Services Initiative is underway. A list of information requested by CGR, the contractor leading the initiative, is referenced. Providing this information will necessitate input from other departments.

**7. Report of the Assistant Superintendent of Public Works Wiese (Exhibit 2017-094)**

It has been a quiet period at the DPW primarily due to the lack of snow. This has allowed the crew to perform maintenance and make improvements to the offices at the barn. The office carpeting has been replaced with laminate flooring.

A job tracking form and tracking method are being implemented.

ASPW Wiese reports that he is conducting a paving analysis on the parking lot at Marcham Hall, 836 Hanshaw Road. The area around Marcham is not owned by the Village, but it has responsibility for maintaining its functionality and appearance. Complete removal and replacement of the paving would have a longer usable life, whereas a topcoat would last approximately 10 years. Further discussion by the Board will take place before action is planned.

The surplus truck sold at auction for \$5,850; this is about twice what it was expected to bring.

**8. Report of the Superintendent of Public Works Cross (Exhibit 2017-095)**

The bid for a belt press for the WWTP was authorized at the December Board of Trustees Meeting. The DEC has approved this solution and advises the Village to move ahead with its purchase and installation. The vendor provided a formal quote of \$37,484 including shipping. The old press will be removed and the area cleaned and prepared for the replacement's installation. A crane and skilled operator will be sought to unload the 10-ton press and maneuver it into the building.

Yaw's Environmental delivered the first monthly status report earlier in the day. They will now prepare an accounting of activities for each 30-day time span going forward.

A new industrial customer, Macom, is located in the Village of Lansing. GHD Engineering has recommended that Cayuga Heights issue a specialized permit which grants it the authority to impose a fine on Macom should a violation take place.

Superintendent Cross has informed the owner of 914 Highland Road that his fence is in the Village's right-of-way. The owner will think about his options and respond at a future time.

The camper/trailer parked on a lot located on E. Upland Road has a current license plate making it legal to be parked there.

**9. Report of the Clerk & Treasurer Mangione (Exhibits 2017-096a, b)**

The Fiscal Year Ending May 31, 2017 Budget Calendar is discussed. The Budget Workshop will be held on Saturday, March 25, 2017 from 9:00 a.m. until noon. It is determined that in order to schedule a timely public hearing on the budget the April monthly Board of Trustees meeting date will be changed as follows.

**Resolution #7940**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees reschedules its April monthly meeting to April 10<sup>th</sup> instead of April 17, 2017.

*Motion:* Marshall

*Second:* Friend

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7941**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes payment upon delivery for the belt-press to be drawn from Sewer Fund Balance.

*Motion:* Robinson

*Second:* Biloski

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7942**

**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.

*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**

No additional matters to discuss.

**11. Executive Session**

**Resolution #7943**

**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 Robinson

*Second:* Trustee Salton

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #7944**

**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 McMurry

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

*Nays and Abstentions:* none

**Motion carried**

**12.** Mayor Woodard adjourns the meeting at 10:00 p.m.