

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.

**1. Approval of Meeting Minutes:** January 27, 2017 (Exhibit 2017-097b)  
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 companyø 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 17<sup>th</sup> and 18<sup>th</sup> 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 neighborø 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 courtø 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 officersøtime 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 it will be handled. The committee will be sending an updated disposition list containing the adoption date for each law. Specific village policies will also be sent for inclusion. The editorial phase will follow these communications.

- 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-xxxx, 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.