

**Present:** Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, and Robinson; Clerk Walker; Treasurer Mangione; Attorney Marcus.

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

- 1. Oath of Office:** The following officials who were elected on March 20, 2018, affirmed their Oath of Office which was administered by Deputy Clerk Jeff Walker: Trustees Meloney McMurry, Maryann Friend, and James Marshall.
- 2. Annual Appointments (Exhibit 2019-001)**

Mayor Woodard appoints Trustee Meloney McMurry as Deputy Mayor for the 2019 official year.

Mayor Woodard makes the following appointments with a motion of approval by the Board of Trustees for each:

Mayor Woodard appoints Jeffrey D. Walker as Clerk for the 2019 official year

**Resolution #8147**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jeffrey D. Walker as Clerk for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Tayo Johnson as Deputy Clerk for one official year. (4/2019)

**Resolution #8148**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Tayo Johnson as Deputy Clerk for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Joan M. Mangione, Treasurer for one official year. (4/2019)

**Resolution #8149**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Joan M. Mangione, Treasurer for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:*

**Motion carried**

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Mayor Woodard appoints Trustee Jennifer Biloski, Deputy Treasurer for one official year. (4/2019)

**Resolution #8150**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Jennifer Biloski, as Deputy Treasurer for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* Trustee

**Motion carried**

Mayor Woodard appoints Jeffrey D. Walker as Records Management Officer for one official year. (4/2019)

**Resolution #8151**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jeffrey D. Walker as Records Management Officer for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Brent Cross as Building Commissioner for one official year. (4/2019)

**Resolution #8152**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Building Commissioner for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Brent Cross as Stormwater Management Officer for one official year. (4/2019)

**Resolution #8153**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Stormwater Management Officer for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Brent Cross as Engineer for one official year. (4/2019)

**Resolution #8154**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Engineer for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Trustee Biloski arrives- 7:12 p.m.

Mayor Woodard appoints Brent Cross as Zoning Officer and Code Enforcement Officer for one official year. (4/2019)

**Resolution #8155**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brent Cross as Zoning Officer and Code Enforcement Officer for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Randall Marcus with the law firm of Marcus, Orkin, Tesi LLP as the Village Municipal Law Attorney for one official year. (4/2019)

**Resolution #8156**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Randall Marcus with the law firm of Marcus, Orkin, Tesi LLP as the Village Municipal Law Attorney for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints David Klein as Acting Village Judge for one official year. (4/2019)

**Resolution #8157**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of David Klein as Acting Village Judge for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints the firm of Coughlin & Gerhardt, LLP to act as Village Labor Law Attorneys for one official year. (4/2019)

**Resolution #8158**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of the firm of Coughlin & Gerhardt, LLP to act as Village Labor Law Attorneys for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Attorney Thomas Kramer to act as Village Prosecutor for one official year. (4/2019)

**Resolution #8159**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Attorney Thomas Kramer to act as Village Prosecutor for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Beatrice Szekely as Historian for one official year. (4/2019)

**Resolution #8160**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Beatrice Szekely as Historian for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Andre Bensadoun as Forester for one official year. (4/2019)

**Resolution #8161**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Andre Bensadoun as Forester for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Mark Eisner as an Alternate on the Zoning Board of Appeals for one official year. (4/2019)

**Resolution #8162**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mark Eisner as an Alternate on the Zoning Board of Appeals for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Marshall

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Elaine Quaroni as an Alternate on the Planning Board for one official year. (4/2019)

**Resolution #8163**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Elaine Quaroni as an Alternate on the Planning Board for one official year. (4/2019)

*Motion:* Trustee Biloski

*Second:* Trustee McMurry

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

*Nays and Abstentions:* none

**Motion carried**

**EXHIBIT 2019-001 page 5 of 17**

Mayor Woodard appoints Roger Segelken as a Member of the Planning Board for five official years. (4/2023)

**Resolution #8164**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Roger Segelken as a Member of the Planning Board for five official years. (4/2023)

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Wies Van Leuken as its representative on the Access Oversight Committee for one official year. (4/2019)

**Resolution #8165**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves the appointment of Wies Van Leuken as its representative on the Access Oversight Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Roy Staley and herself to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2019)

**Resolution #8166**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Roy Staley to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays and Abstentions:* none

**Motion carried**

**Resolution #8167**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment Mayor Linda Woodard to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Friend

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion carried**

Mayor Woodard appoints Brian Eden to the Environmental Management Council for one official year. (4/2019)

**Resolution #8168**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Brian Eden to the Environmental Management Council for one official year. (4/2019)

*Motion:* Trustee Biloski

*Second:* Trustee Friend

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

*Nays and Abstentions:* none

**Motion carried**

**EXHIBIT 2019-001 page 6 of 17**

Mayor Woodard appoints herself and appoints Trustee Meloney McMurry as Alternate to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for one official year. (4/2019)

**Resolution #8169**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Board of Directors of Tompkins County Council of Governments (TCCOG) for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion carried**

**Resolution #8170**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Meloney McMurry as Alternate to the Board of Directors of Tompkins County Council of Governments (TCCOG) for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* Trustee McMurry

**Motion carried**

Mayor Woodard appoints Trustee James Marshall to the Tompkins County Council of Governments (TCCOG) subcommittee on Community Choice Aggregation for one official year. (4/2019)

**Resolution #8171**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee James Marshall to the Tompkins County Council of Governments (TCCOG) subcommittee on Community Choice Aggregation for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* Trustee Marshall

**Motion carried**

Mayor Woodard appoints Trustee Maryann Friend to the Tompkins County Council of Governments (TCCOG) subcommittee on Energy Smart for one official year. (4/2019)

**Resolution #8172**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Maryann Friend to the Tompkins County Council of Governments (TCCOG) subcommittee on Energy Smart for one official year. (4/2019)

*Motion:* Trustee Biloski

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Trustee Friend

**Motion carried**

**EXHIBIT 2019-001 page 7 of 17**

Mayor Woodard appoints Clerk Jeffrey D. Walker as a member of the Greater Tompkins County Municipal Health Insurance Consortium Joint Committee for one official year. (4/2019)

**Resolution #8173**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Clerk Jeffrey D. Walker as a member of the Greater Tompkins County Municipal Health Insurance Consortium Joint Committee for one official year. (4/2019)

*Motion:* Trustee Biloski

*Second:* Trustee Robinson

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

*Nays and Abstentions:* none

**Motion carried**

Mayor Woodard appoints Trustee Peter Salton as a member of the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2019)

**Resolution #8174**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Peter Salton as a member of the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee McMurry

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

*Nays: Abstentions:* none

**Motion carried**

Mayor Woodard appoints herself as an Alternate on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2019)

**Resolution #8175**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard as Alternate on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion carried**

Mayor Woodard appoints Trustee Maryann Friend and Clerk Jeffrey D. Walker to the Communications Committee for one official year. (4/2019)

**Resolution #8176**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Maryann Friend to the Communications Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* Trustee Friend

**Motion carried**

**Resolution #8177**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jeffrey D. Walker to the Communications Committee for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee Friend

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

*Nays:* *Abstentions:* none

**Motion carried**

Mayor Woodard appoints Trustee Maryann Friend to the Human Resources Committee for one official year. (4/2019)

**Resolution #8178**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Maryann Friend to the Human Resources Committee for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* Trustee Friend

**Motion carried**

Mayor Woodard appoints Trustee Meloney McMurry to the Human Resources Committee for one official year. (4/2019)

**Resolution #8179**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Meloney McMurry to the Human Resources Committee for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* Trustee McMurry

**Motion carried**

Mayor Woodard appoints herself to the Human Resources Committee for one official year. (4/2019)

**Resolution #8180**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Human Resources Committee for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:*

*Abstentions:* Mayor Woodard

**Motion carried**

Mayor Woodard appoints Trustee Maryann Friend to the Public Safety Committee for one official year. (4/2019)

**Resolution #8182**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Maryann Friend to the Public Safety Committee for one official year. (4/2019)

*Motion:* Trustee Marshall

*Second:* Trustee McMurry

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

*Nays:* none



*Abstentions:* Trustee Friend

**Motion carried**

Mayor Woodard appoints Trustee Jennifer Biloski to the Public Safety Committee for one official year. (4/2019)

**Resolution #8181**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Public Safety Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* Trustee Biloski

**Motion carried**

Mayor Woodard appoints Trustee Peter Salton to the Public Safety Committee for one official year. (4/2019)

**Resolution #8183**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Peter Salton to the Public Safety Committee for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

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

*Nays:* *Abstentions:* none

**Motion carried**

Mayor Woodard appoints herself to the Public Works Committee for one official year. (4/2019)

**Resolution #8184**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Public Works Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion carried**

Mayor Woodard appoints Trustee James Marshall to the Public Works Committee for one official year. (4/2019)

**Resolution #8185**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee James Marshall to the Public Works Committee for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Trustee Marshall

**Motion carried**

Mayor Woodard appoints Trustee Richard Robinson to the Public Works Committee for one official year. (4/2019)

**Resolution #8186**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Richard Robinson to the Public Works Committee for one official year. (4/2019)

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

Mayor Woodard appoints Trustee Jennifer Biloski to the Finance Committee for one official year. (4/2019)

**Resolution #8187**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Finance Committee for one official year. (4/2019)

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

Mayor Woodard appoints Trustee Richard Robinson to the Finance Committee for one official year. (4/2019)

**Resolution #8188**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Richard Robinson to the Finance Committee for one official year. (4/2019)

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

Mayor Woodard appoints herself to the Finance Committee for one official year. (4/2019)

**Resolution #8189**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Finance Committee for one official year. (4/2019)

*Motion:* Trustee McMurry  
*Second:* Trustee Friend  
*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays and Abstentions:* Mayor Woodard  
**Motion carried**

Mayor Woodard appoints Trustee Meloney McMurry as Planning Board Liaison for one official year. (4/2019)

**Resolution #8190**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Meloney McMurry as Planning Board Liaison for one official year. (4/2019)

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

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Mayor Woodard appoints herself to the Information Technology Committee for one official year. (4/2019)

**Resolution #8191**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Linda Woodard to the Information Technology Committee for one official year. (4/2019)

*Motion:* Trustee Biloski

*Second:* Trustee Robinson

*Ayes:* Trustees Biloski, Friend, Marshall, McMurry, and Robinson

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion carried**

Mayor Woodard appoints Trustee Richard Robinson to the Information Technology Committee for one official year. (4/2019)

**Resolution #8192**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Richard Robinson to the Information Technology Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* Trustee Robinson

**Motion carried**

Mayor Woodard appoints Trustee Peter Salton to the Information Technology Committee for one official year. (4/2019)

**Resolution #8193**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Peter Salton to the Information Technology Committee for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Biloski

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

*Nays: Abstentions:* none

**Motion carried**

Mayor Woodard appoints Fred Cowett, Jenny Leijonhufvud, Trustee Meloney McMurry, and Trustee Maryann Friend to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2019)

**Resolution #8194**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Fred Cowett, to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2019)

*Motion:* Trustee Robinson

*Second:* Trustee Maryann

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

*Nays: Abstentions:* none

**Motion carried**

**Resolution #8195**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Jenny Leijonhufvud, to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays: Abstentions:* none

**Motion carried**

**Resolution #8196**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Meloney McMurry, to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2019)

*Motion:* Trustee Friend

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Trustee McMurry

**Motion carried**

**Resolution #8197**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Maryann Friend, to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2019)

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Trustee Friend

**Motion carried**

**3. Annual Resolutions**

**(Exhibit 2019-002)**

**a. The Village's Newspaper of Record:**

**Resolution #8198**

**WHEREAS:** The Ithaca Journal has general circulation within the Village; and

**WHEREAS:** The Ithaca Journal is not published in the village, but the Board of Trustees determines that it is broadly distributed with in the Village; and

**WHEREAS:** Designation of an official newspaper is generally effective for one year.

**THEREFORE, BE IT RESOLVED THAT:** the Ithaca Journal is designated the official newspaper of record for the Village of Cayuga Heights Official Year beginning April 2, 2018.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays and Abstentions:* none

**Motion carried**

**b. Rules of Procedure:**

**Resolution 8199**

**WHEREAS:** New York State law does not establish meeting procedures for village boards of trustees; and

**WHEREAS:** Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure.

**THEREFORE, BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees establishes the following Meeting Rules of Procedure:

I. **REGULAR MEETINGS:** The date, location, and time for regular meetings of the Board of Trustees is established as the 3rd Monday of each month at Marcham Hall starting at 7:00 p.m. as follows: May 21st, June 18th, July 16th, Aug 20th, Sept 17th, Oct 15th, Nov 19th, Dec 17th, 2018; Jan 22nd, (Tuesday after Martin Luther King Day - held at the

CHFD), Feb 19th, (Tuesday after President's Day - held at the CHFD), Mar 18th, Apr 1st, 2019 – Organizational meeting held the 1<sup>st</sup> Monday of April each year.

II. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee member of the Board of Trustees by

III.

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IV. telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hours' notice.

V. **QUORUM:** A quorum of the Board of Trustees must be physically present to conduct business. A quorum is a majority of the total legally authorized membership of the body, regardless of vacancies or absences. Although a quorum is required to conduct a meeting, a majority vote of the total legally authorized membership of the body is still required to pass most measures.

VI. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

VII. **AGENDAS:** The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or

via email at least 24 hours before the meeting's start time. The agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

VI. **VOTING:** Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present and their votes must be entered in the minutes.

VII. **GENERAL RULES:**

- a. The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise, but must be recognized by the presiding officer before making motions and speaking.
- b. Every motion must be seconded before being put to a vote: all motions must be recorded in their entirety in the Board's minutes.
- c. Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

VIII. **GUIDELINES FOR PUBLIC COMMENT:** Privilege of the Floor guidelines are as established at January 9, 2012 Board of Trustee meeting as follows:

**Privilege of the Floor at Meetings of the Board of Trustees of the Village of Cayuga Heights**

Thank you for attending a Village Board of Trustees meeting. The following policy on public participation in Board meetings is intended to invite your participation in the interest of open government.

Meetings of the Board of Trustees of the Village of Cayuga Heights take place in accordance with New York State law, for the purpose of Village governance. Meetings are convened by the Mayor or by an appointed deputy.

Discussion takes place among the members of the Board with the Village professional staff. Minutes are recorded by the Clerk. As provided in the New York State Open Meetings Law, all Board meetings are open to the public, and members of the public are very welcome to attend.

Although not required by law, the Mayor and the Trustees of Cayuga Heights offer Privilege of the Floor in order to provide individuals in the audience with the opportunity to voice their opinion on Village affairs.

In the interest of expediting the flow of Village business during its lengthy meetings, Privilege of the Floor is open for 30 minutes only, ordinarily following any scheduled Public Hearings.

Fifteen (15) minutes prior to the commencement of any regularly scheduled Board of Trustee's meeting, a sign-in sheet will be placed on a table inside the meeting room. Upon arrival, all attendees are requested to sign in, indicating if they wish to speak. The speakers may give their name and address if they choose. If a speaker does not want to provide their name, they

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must sign in as "Anonymous Speaker" and then they are responsible for remembering the number associated with their place on the list.

Attendees will be called to speak in the order shown on the sign-in sheet on a first come, first to speak basis.

Speakers are asked to stand unless prevented by a disability, to give their name and address if they so choose, and must limit their remarks to two minutes of time. Please note that a speaker's time may not be yielded to other speakers.

Speakers are requested to observe standards of courtesy and good taste and may be asked to terminate remarks at any time by the Mayor or another presiding officer. Audience members are asked not to engage with the speaker, or with each other.

The Village Clerk keeps time and gives notice when 30 seconds are remaining. Occasionally, Board members may ask a speaker for clarification.

Speakers are very welcome to submit their comments to the Board in writing for consideration and attachment to the meeting minutes. The minutes will include all the speakers' names, if provided by the speaker, with a brief statement of their positions.

Although the public is only invited to speak during Privilege of the Floor, the Board may, at its discretion, allow the public to speak at other times. Speakers must be recognized by the Mayor or by another presiding officer.

Anyone with an interest in any facet of Village government is encouraged to contact the Mayor, the Board of Trustees and the Village staff through email addresses found on the Village of Cayuga Heights web site ([www.Cayuga-Heights.ny.us](http://www.Cayuga-Heights.ny.us)).

Adopted by the Board of Trustees, Village of Cayuga Heights, December 12<sup>th</sup>, 2011

IX. MINUTES:

- a. The Clerk is responsible for taking the minutes of the board. Minutes must consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes must be taken of any executive action that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b. Minutes must also include the following:
  - i. Name of the Board;
  - ii. Date, place and time of meeting;
  - iii. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;
  - iv. Name and title of other village officials and employees present and the approximate number of attendees;
  - v. Record of communications presented to the Board;
  - vi. Record of reports made by Board or other village personnel; and
  - vii. Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c. Minutes may contain a summary of the discussion leading to action taken but should not include verbatim comments unless a majority of the Board resolves to have the Clerk do so.

- d. The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustees by a majority vote.

X. ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a. Call to order;
- b. Roll call;
- c. Approval of minutes of previous meeting;
- d. Report of officers and committees (Fire, Historian, Forester, as scheduled)
- e. Public comment period;
- f. Report of officers and committees (Mayor, Trustees, Police, Public Works, Clerk & Treasurer including Appropriations and Auditing);
- g. Attorney; and
- h. Adjournment

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- XI. GUIDELINES FOR USE OF RECORDING EQUIPMENT: All member of the public and all public officials are allowed to tape or video record public meeting. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.
- XII. ADJORNMENT: Meeting may be adjourned by motion.
- XIII. AMENDMENTS TO THE RULES OF PROCEDURE: The forgoing procedure may be amended from time to time by a majority vote of the Board.

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: Abstentions: none

**Motion carried**

**c. Depository Designation:**

**Resolution #8200**

**WHEREAS:** the Board of Trustees has determined that Village Law § 4-412 (3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

**THEREFORE, BE IT RESOLVED THAT:**

Section 1. The Board of Trustees designates the Tompkins Trust Company, Ithaca, NY as official depository for all Village funds received by the Village Clerk & Treasurer and receiver of taxes for the Fiscal Year June 1, 2018 – May 31, 2019, with a maximum deposit of \$4,500,000

Section 2. The Clerk is authorized to notify Tompkins Trust Company of the following names to be honored on checks for the Fiscal Year June 1, 2018 – May 31, 2019 with two signatures required for each check.

Linda Woodard, Mayor or Jennifer Biloski, Deputy Treasurer, Joan M. Mangione, Treasurer or Jeffrey D. Walker, Clerk

Section 3. This resolution is effective immediately.

Motion: Trustee Marshall

Second: Trustee Friend

Ayes: Trustees Friend, Marshall, McMurry, and Robinson

Nays: none

Abstentions: Mayor Woodard, Trustee Biloski

**Motion carried**

**d. Date and Time for Next Board of Trustees Meeting**

**Resolution #8201**

**BE IT RESOLVED THAT:** The date and time for the next Village of Cayuga Heights Board of Trustees Monthly Meeting is April 16, 2018 at Marcham Hall, starting at 7:00 p.m.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nay: Abstentions:* none

**Motion carried**

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**e. Planning Board Meeting Schedule**

**Resolution #8202**

**BE IT RESOLVED THAT:** The date, location, and time for regular meetings of the Planning Board is established as the 4<sup>th</sup> Monday of the month at Marcham Hall starting at 7:00 p.m.: April 23rd, May 29th, June 25th, July 23rd, Aug 27th, Sept 24th, Oct 22nd, Nov 26th, Dec 24<sup>th</sup> 2018; Jan 28th, Feb 25th, Mar 25th, 2019.

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion carried**

**Zoning Board of Appeals Meeting Schedule**

**Resolution #8203**

**BE IT RESOLVED THAT:** The date and time for regular meetings of the Zoning Board of Appeals is scheduled on an as needed basis (historically the 1<sup>st</sup> Monday of the month).

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

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

*Nays: Abstentions:* none

**Motion carried**

**f. Code of Ethics**

**Resolution #8204**

**BE IT RESOLVED THAT:** The Mayor must insure that a copy of the Code of Ethics is distributed to each officer and employee of the village. In addition, the Village Mayor must insure that a copy of General Municipal Law §§ 800-809 is posted in each public building under the Village's jurisdiction. Failure to either distribute or receive a copy of the local Code of Ethics does not affect an officer's/employee's duty to comply with the code, nor does it affect the enforcement of provisions of the code.

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays: Abstentions:* none

**Motion carried**

**g. Advance Approval of Claims**

**Resolution #8205**



**WHEREAS:** The Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

**WHEREAS:** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS:** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount that Board of Trustees disallows.

**THEREFORE, BE IT RESOLVED THAT:**

Section 1. The Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freights and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount of Board of Trustees disallows.

Section 2. This resolution is effective immediately.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays: Abstentions:* none

**Motion carried**

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**4. Executive Session:**

**Resolution #8206**

**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 (d) for the purpose of discussions regarding proposed, pending or current litigation

*Motion:* Trustee Marshall

*Second:* Trustee McMurry

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

*Nays: Abstentions:* none

**Motion carried**

**Resolution #8207**

**BE IT RESOLVED THAT:** the Board of Trustees exited executive session and returned to an open meeting.

*Motion:* Trustee Robinson

*Second:* Trustee Friend

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

*Nays: Abstentions:* none

**Motion carried**

**5. Adjournment**