



Village of Cayuga Heights
Board of Trustees
Monthly Board Meeting
Marcham Hall
Monday, April 15, 2019, 7:00 p.m.
AGENDA

EXHIBIT/PAGE

- 1. Call to Order:**
- 2. Approval of Meeting Minutes:**
 - a. March 18, 2019 2020-001 pgs: 2-9
 - b. April 1, 2019 2020-002 pgs: 9-55
- 3. Report of the Fire Superintendent Tamborelle: Submitted Report**
 - a. Movie Night Special Permit Fee 2020-003 pg: 56
 - b. Fire Council Election 2020-004 pg: 56
- 4. Privilege of the Floor:**
- 5. Report of Mayor Woodard:**
 - a. Public Hearing on Proposed LL B-2019 – Override the Tax Cap 2020-005 pg: 57
 - b. Public Hearing on Proposed LL C-2019 – Road Use 2020-006 pgs: 58-63
 - c. Public Hearing on Proposed FYE 2019-2020 Budget
 - d. Garbage Tag Increase
 - e. Bergmann Update
 - f. North Campus Residential Expansion
 - g. SCLIWC Update
 - h. Village Brochure 2020-007 pgs: 63-65
 - i. GHD To Seek Bids 2020-008 pg: 66
- 6. Report of the Trustees**
- 7. Report of Police Chief Wright: Submitted Report** 2020-009 pgG: 67-68
- 8. Report of Assistant Superintendent of Public Works Wiese:**
- 9. Report of Superintendent of Public Works Cross:**
- 10. Report of Treasurer Mangione: Submitted Report** 2020-010 pgs: 69-70
- 11. Report of Clerk Walker:**

a. Credit Card Policy Update

2020-011 pgs: 71-72

b. Procurement Policy Update

2020-012 pgs: 72-79

12. Report of Attorney Marcus:

13. Executive Session:

14. Adjournment:

EXHIBIT 2020-001

VILLAGE OF CAYUGA HEIGHTS

Monday, March 18, 2019

Marcham Hall

BOARD OF TRUSTEES

7:00 p.m.

MONTHLY MEETING

Present: Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton; Police Chief Wright; Assistant Superintendent of Public Works Wiese; Treasurer Mangione; Clerk Walker; Attorney Marcus

Absent: Village Engineer B. Cross

Call to Order: Mayor Woodard calls the meeting to order at 7:02 p.m.

2. Approval of Meeting Minutes: February 25, 2019 (Exhibit 2019-125)

Resolution # 8359

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the February 25, 2019 meeting minutes as presented.

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustees McMurry, and Salton

Motion Carried

Approval of Meeting Minutes: February 28, 2019 (Exhibit 2019-126)

Resolution # 8360

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the February 28, 2019 special meeting minutes as presented.

Motion: Trustee Marshall

Second: Trustee McMurry

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

Nays: none

Abstentions: Trustee Robinson, and Salton

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2019-127)

- The Public Employee Safety and Health Bureau (PESH) inspected the CHFD last week. Overall there were no issues and a formal report will be mailed to Chief Tamborelle.

4. Privilege of the Floor: No members of the public wished to speak

5. Report of Mayor Woodard:

a. Davey Contract Update: Members of the Shade Tree Committee met with the Davey Consulting Group and decided that early May would be the ideal time to conduct the Village tree inventory. The inventory should take 2-3 people a few weeks to complete.

b. Bergmann Contract Update: Mayor Woodard would like the Board to consider moving the start date for the traffic study to this fall. Treasurer Mangione will make sure this project gets put into the proposed 2019-2020 budget.

c. Sunset Park Grant Update: The Tompkins County 2019 budget includes \$50,000 to fund small grants for towns and villages within Tompkins County that wish to make improvements to municipal parks and/or trails. The fund is administered by the Department of Planning and Sustainability. The Village was awarded \$5000 for enhancements to Sunset Park.

d. Proposed LL A of 2019 Planned Development Zone: The basic changes proposed are to clarify density, height and setbacks and lot coverage (dimensional requirements). Section 8.2 B lists the factors and guidelines for the PDZ for the Board to consider. An applicant has to establish that the results of the PDZ are going to achieve better results than the underlying zoning and follow the comprehensive plan goals. All zoning has to follow the Village Comprehensive Plan.

RESOLUTION # 8361

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing on April 15, 2019 at 7:00 p.m. to take comments on Proposed Local Law A- 2019 Planned Development Zone (PDZ) as modified.

Motion: Trustee McMurry

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

e. Proposed LL B of 2019: This local law allows flexibility with budgeting the new fiscal year. The Board recognizes that there were a large number of increased assessments throughout the Village. The Board is allowed to pass a local law to adopt a budget for the fiscal year commencing in 2019 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

RESOLUTION # 8362

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing on April 15, 2019 at 7:00 p.m. to take comments on Proposed Local Law B- 2019 to override the tax levy limit.

Motion: Trustee Salton

Second: Trustee Friend

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

Nays: none

Abstentions: none

Motion Carried

•Trustee Robinson suggests and the Board agreed to move the Public Hearing for Proposed Local Law A of 2019 to April 1, 2019 at the Village Organizational Meeting.

RESOLUTION # 8363

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby reschedules a Public Hearing from April 15, 2019 at 7:00 p.m. to April 1, 2019 at 7:00 p.m. to take comments on Proposed Local Law A- 2019 Planned Development Zone (PDZ) as modified.

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: none

Motion Carried

f. Proposed LL C of 2019: The intent of this Local Law is to establish rules, regulations and conditions to preserve and protect the condition of the public roads of the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees (the “Board”) has determined that future development projects in the Village and in the vicinity of the Village may result in extraordinary, high-intensity traffic to and from development sites,

causing significant and measurable damage to the Village's roads that jeopardizes the health and safety of residents and others who use those roads.

- Mayor Woodard informs the Board that the North Campus Residential Expansion (NCRE) vehicle construction traffic route will use North Triphammer Road to Hanshaw Road and turning onto Pleasant Grove Road. Alternatively, the traffic could exit RT. 13 at Warren Road, turning onto Hanshaw Road and then Pleasant Grove Road.
- The project estimates over 10,000 heavy construction vehicles trips on the Village roads.
- North Triphammer Road was resurfaced in 2018 and the heavy truck traffic will accelerate damage.
- The Village has access to D.O.T Scales to ensure proper truck load weights, and part-time Police Officer D. Barr has communicated with the City of Ithaca to determine the best method of enforcement.
- Trustee McMurry inquired on how money is recouped or measured in a situation like this. Attorney Marcus stated that a use agreement is typically how this issue is resolved and the Village engineer would have to determine a value and secure some form of bond or cash security for future costs to repair the damaged roads.
- Mayor Woodard will inform the Village of Lansing of the NCRE truck route.

RESOLUTION # 8364

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing on April 15, 2019 at 7:10 p.m. to take comments on Proposed Local Law C- 2019 Road Preservation Law.

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

g. Budget Workshop: The Board discussion about moving the workshop to March 30, 2019 was tabled.

h. GHD Update: GHD updated the liability insurance coverage from one to five million for the WWTP expansion project. At the April 1, 2019 Organization meeting the Board will be ready to authorize the Mayor to sign the contract.

• An article in the Cornell Sun mentioned a Village ordinance limiting Jessup Fields to only intramural sports teams. The Board has no knowledge of such an ordinance.

6. Report of the Trustees:

a. Bike/Ped: In February, Limebike Director Jeff Goodmark, spoke to the Village Bike-Ped Committee. He reports that last year there were 9000 rides with 600 bikes; 98% of those trips were in the City of Ithaca with an average ride length of a ride as .6 miles. Limebike will be introducing class one Ebikes and Escooters.

Currently there are no staged Limebikes in the Village but a memo could be drafted with some recommendations for placement of Limebikes in the Village.

Trustee Salton suggests the Village should charge rent to Limebike for placing bikes on Village property.

In March, a local advocacy group, Bike-Walk Tompkins, met with to the Village Bike-Ped Committee. The active transportation coordinator, Hector Chang suggested the committee put together a survey to get Village feedback on factors related to biking in the Village. This information would help the Village prioritize resources related to bicycle and pedestrian infrastructure.

- b. General Code:** The full manuscript will be presented at the Organizational Meeting on April 1, 2019.
- c. NYS Senator O'Mara:** Trustee Salton is setting up a meeting to discuss the Village Waste Water Treatment Plant.
- d.** Trustee Salton also reports that interviews for the Tompkins County Health Consortium Director position are entering the interview stage.

7. Report of Police Chief Wright: Submitted Report (Exhibit 2019-131)

- Chief Wright states that the department is finally up to full staff. Field Training will start next week for the 2 new part-time officers.
- Trustee McMurry inquired as to the status of patrolling the cemetery. Under the TAP application agreement the walkway through the cemetery must be open to pedestrian traffic 24 hours a day. Chief Wright confirmed and adds that the park is closed to vehicle traffic after 10:00 p.m.

8. Report of ASPW Wiese:

- The Public Employee Safety and Health Bureau (PESH) also inspected the DPW last week. Overall there were no real concerns and a formal report will be mailed to ASPW Wiese.

9. Report of Engineer Cross:

- Engineer B. Cross is on vacation

10. Report of Treasurer Mangione: Submitted Report (Exhibit 2019-132)

- The Village annual INSERO audit findings were very much the same as always, all internal policies and procedures are in place.
- Abstract #9 was reduced by \$36,614.54 and corrected in Abstract #10 for the Tompkins County Health Consortium overpayment.

RESOLUTION # 8365

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes treasurer Mangione to reduce Abstract #9 in the amount \$36,614.54 to correct an oversight on the Tompkins County Health Consortium monthly check.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Resolution # 8366

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves Abstract #10 for FYE2019 consisting of TA vouchers 84-92 in the amount of \$17,332.70 and Consolidated Fund vouchers 679-743 in the amount \$169,908.50 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

- Trustee Salton noticed on the INSERO audit that the cash position declined by one million. Treasurer Mangione will provide the last ten-year fund balance worksheets for the budget workshop.

11. Report of Clerk Walker: Submitted Report (Exhibit 2019-133)

- NYS requires mandatory Sexual Harassment Training. Clerk Walker has updated the Village of Cayuga Heights employee manual and Village policy on sexual harassment. Village employee training will begin in May 2019.

Resolution # 8367

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves the revised Sexual Harassment Policy as being the Village of Cayuga Heights current policy.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

12. Report of Attorney Marcus:

- The White Buffalo contract has been reviewed and is ready for Board approval and Mayor Woodard to sign.

13. Executive Session: The Board enters Executive Session at 9:24 p.m.

Resolution #8368

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees enters into an executive session (F) for 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.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution # 8369

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees exit executive session (F) for 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 and return to an open meeting at 9:42 p.m.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution # 8370

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign a contract with White Buffalo with funds from the fiscal year 2018, not to exceed \$21,320.

Motion: Trustee Friend

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 9:43 p.m.

EXHIBIT 2020-002

**Minutes
Marcham Hall**

**VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES**

**Monday, April 1, 2019
7:00p.m**

ANNUAL ORGANIZATIONAL MEETING

Present: Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton; Superintendent of Public Works Cross; Clerk Walker; Attorney Marcus.

Call to Order: Mayor Woodard calls the meeting to order at 7:10 p.m.

- 1. Oath of Office:** The following officials who were elected on March 19, 2019, affirmed their Oath of Office which was administered by Village Clerk Walker: Trustees, Jennifer Biloski, Richard Robinson, and Peter Salton.
- 2. Mayor Woodard opens the Public Hearing at 7:13 p.m.**
 - No members of the public wished to speak

Mayor Woodard closes the Public Hearing at 7:13 p.m.

Resolution # 8372

BE IT RESOLVED THAT: The Board of Trustees adopts Proposed Local Law -A of 2019 as Local Law #1 of 2019.

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW A OF THE YEAR 2019

A LOCAL LAW TO AMEND

THE VILLAGE OF CAYUGA HEIGHTS ZONING LAW

ARTICLE 8, "PLANNED DEVELOPMENT ZONE,"

TO CLARIFY CERTAIN TERMS OF THIS ARTICLE

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

SECTION I PURPOSE AND INTENT

It is the intent of this Local Law to clarify and resolve potential ambiguity in certain terms of Article 8, “Planned Development Zone,” of the Zoning Law (the “Zoning Law”) of the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees has determined that certain terms of this Article could be stated more clearly or to eliminate possible inconsistencies. The purpose of this Local Law is to modify some of the text of Zoning Law Article 8 as stated below.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal home Rule Law.

SECTION III AMENDMENT OF ZONING LAW ARTICLE 8, “PLANNED DEVELOPMENT ZONE”

The following text of Zoning Law Article 8, “Planned Development Zone,” shall wholly replace the former text of said Article. In the text below, words that are being deleted from the former text are stricken, and words that are being added are underlined, for ease of reference to the revisions. Notwithstanding the foregoing, the text of Article 8 shall hereafter appear in the Village’s laws with these revisions incorporated, without words stricken or underlined.

Article 8. Planned Development Zone

§ 8.1. Purpose.

- A. The purpose of the Planned Development Zone (sometimes referred to in this Zoning Law as a “PDZ”) is to permit, where appropriate, a degree of flexibility in conventional land use and zoning district regulations which will encourage development in an imaginative and innovative way in order to facilitate development or uses, now or in the future, which are not expressly permitted by the other terms of this Zoning Law, but which would promote the objectives or recommendations of the Village's Comprehensive Plan if such development or uses adhere to specific predetermined performance and design standards and conditions.
- B. A Planned Development Zone may be utilized for both residential and nonresidential development, as well as for mixed use development (as such term is defined in Section 3.3 of this Zoning Law).
- C. A Planned Development Zone shall modify the underlying zoning district regulations of this Zoning Law for the area proposed for the PDZ to the minimum extent possible in order to achieve the benefits of the PDZ, and the PDZ shall not be utilized to circumvent the requirements of this Zoning Law.

D. A Planned Development Zone shall not be utilized where the objectives or recommendations of the Village's Comprehensive Plan can otherwise be accomplished in accordance with the zoning district regulations of this Zoning Law.

§ 8.2. Establishment and location.

A. A Planned Development Zone may be established by the Village's Board of Trustees in any zoning district and shall be subject to the requirements set forth in this Article and to any special conditions imposed by the Village's Board of Trustees which shall supersede any requirements set forth in this Article.

B. Factors to be considered by the Board of Trustees in its decision to establish a Planned Development Zone may include but are not be limited to the following:

1. Preserving and enhancing neighborhood character;
2. Compatibility with adjacent development and land uses;
3. Mitigating negative impacts on traffic, parking, and stormwater management;
4. Avoidance of an undue burden on the Village's infrastructure;
5. Protection of natural resources;
6. Promoting environmental sustainability;
7. Provision of safe and convenient vehicular, bicycle and pedestrian circulation;
8. Provision of space for recreation and other public use;
9. Coordination with the requirements of County, State, and federal statutes; and
10. Consistency with the Village's Comprehensive Plan.

C. The ability of the Board of Trustees to establish a Planned Development Zone imposes no obligation on the Board of Trustees to approve a specific project proposed for an approved Planned Development Zone.

§ 8.3. Requirements.

A. A minimum tract of five (5) acres is required for the establishment of a Planned Development Zone.

B. Permitted land uses:

1. Residential land use.
2. Non-residential and non-commercial land use, such as recreational space, community facilities, parkland, etc., if:
 - a. Such use will contribute to the quality of the proposed development for the area;

b. Such use will enhance the surrounding neighborhood, including but not limited to by preservation of open space, by providing enhancements to vehicular and pedestrian traffic movement, by the addition of landscaping, by conservation of natural features, or by some combination of such components.

3. Commercial land use if the area proposed for a PDZ is not in the Commercial Zone if such commercial use is integral with, but clearly ancillary to, residential use of the area within the Planned Development Zone, such as in mixed use development that includes two or more land uses.

4. Commercial land use if the area proposed for a PDZ is in the Commercial Zone.

C. Density. The number of dwelling units provided in a Planned Development Zone shall not exceed the number of units that would ordinarily be permitted in the PDZ's area in accordance with the regulations of the underlying zone or district, unless the Village's Board of Trustees determines in accordance with Section 8.12 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.

§ 8.4. Size of Lots.

Lot size shall be specified in the Board of Trustees' approval of a Planned Development Zone.

§ 8.5. Yards.

Buildings in a Planned Development Zone shall be located not less than seventy-five (75) feet from any public road right-of-way line existing at the time of the PDZ application, or one hundred (100) feet from any other existing property line bordering the PDZ, unless the Village's Board of Trustees determines in accordance with Section 8.12 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.

§ 8.6. Height of Buildings.

A. No building in a Planned Development Zone shall be more than two (2) stories high, and no building shall exceed a height of thirty-five (35) feet from the average finished grade to the average height between the eaves and ridgeline of a pitched roof or the highest point of a flat roof as measured from the average finished grade to the highest point of the building, unless the Village's Board of Trustees determines in accordance with Section 8.12 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.

B. In cases where the proposed finished grade is higher than the existing grade, the change must be approved by the Code Enforcement Officer at the time of issuance of the building permit.

C. The height limitations of this Section § 8.6 shall not apply to chimneys, ventilators, skylights, or other necessary features ordinarily extending above roofs nor to spires of churches or other buildings if such features are in no way used or usable for living purposes.

§ 8.7. Lot Coverage. The total lot coverage for all buildings in the Planned Development Zone shall not exceed the lot coverage requirements of the underlying zoning district, unless the Village's Board of Trustees determines in accordance with Section 8.12 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.

§ 8.8. Natural Features.

Existing natural features within a Planned Development Zone shall be preserved to the maximum extent feasible and incorporated into the site design.

§ 8.9. Stormwater Runoff.

The rate of stormwater runoff from a Planned Development Zone after development is complete shall not exceed the rate that would occur under a natural undeveloped condition as calculated for a one hundred (100) year storm and is in compliance with the Village's Stormwater Local Law and applicable State law and regulations.

§ 8.10. Site Planning Requirements.

A. Roads. All proposed roads in a Planned Development Zone shall be designed and constructed to meet Village standards and specifications and shall be approved by the Village Engineer.

B. Service Areas. Loading and service areas that face or are visible from a public road, including areas for the storage of solid waste and trash, shall be screened from public view by a vertical screen at least six (6) feet high. A landscaped buffer strip or a combination of landscaping and fencing may be used to provide the required screening.

C. Public Transit and Parking. Appropriate provisions shall be made for public transit and an adequate amount of off-street parking will be provided for the proposed use. No off-street parking space shall be located less than twenty-five (25) feet from any existing property line. All parking areas containing more than four (4) spaces shall be landscaped and shall be otherwise in compliance with Article 12 of this Zoning Law.

D. Underground services. All electric, telephone, and television lines and cables shall be installed underground. All access points shall be landscaped in a manner approved by the Village's Planning Board during the site plan approval process for the PDZ.

E. Lighting. Adequate site lighting shall be provided and shall be designed and located so that it does not produce glare on adjacent properties, does not impede the vision of traffic on adjacent roads, and shall be otherwise in compliance with Article 11 of this Zoning Law.

F. Access Drives. Multiple and extra-wide driveways shall be avoided. Access drives that do not provide safe sight distances shall not be permitted. Access drives shall intersect existing roads at a ninety (90) degree angle and shall not have a slope of greater than five percent (5%) for a distance of sixty (60) feet from the intersection of centerlines.

G. Intersections. On- and off-site intersections shall be designed to accommodate traffic safely. Turning lanes, deceleration lanes, by-pass lanes, and other safety measures shall be provided as required by the Village's Planning Board during the site plan approval process for the PDZ.

H. Signs. One (1) identification sign shall be permitted. Such sign may be two-sided but shall have a total area of no greater than sixteen (16) square feet per side and shall be otherwise in compliance with Article 10 of this Zoning Law.

I. Operation. No offensive noise, traffic, odor, smoke, dust, heat, glare, electrical disturbance, or other pollutants shall be produced by the normal operating conditions of the proposed PDZ.

J. Landscaping. The number of trees to be planted in the PDZ shall be at least equal to the number of trees removed for development purposes and shall comply with standards set by the Village's Shade Tree Advisory Committee.

§ 8.11. Site plan approval.

Site plan approval for a Planned Development Zone shall follow the same review procedures as set forth in Article 17 of this Zoning Law and shall have the same plan requirements as specified for major subdivisions in Article 18 of this Zoning Law. Notwithstanding the application of such review procedures, the Planning Board's site plan approval for a PDZ shall be conditioned on the Village's Board of Trustees granting final approval of the PDZ. Following the Planning Board's grant of conditional site plan approval, but before the approved site plan has been signed by the Planning Board chairperson, the Village's Board of Trustees must grant its final approval of the PDZ.

§ 8.12. Special Circumstances.

Notwithstanding any of the requirements set forth in this Article, the Village's Board of Trustees shall have the authority to make exceptions to certain requirements of this Article in accordance with the following conditions.

A. If the Board determines (1) that (a) the physical features, location or proposed use or uses of the site proposed for a Planned Development Zone, or (b) such site's relationship to other sites in the vicinity of the proposed PDZ site or the physical features or uses of those other sites, warrant that an exception be made to the requirements set forth in Sections 8.3(C), 8.5, 8.6 or 8.7 of this Article, and (2) that such exception is justified (a) by achieving a specific objective or recommendation of the Village's Comprehensive Plan or (b) by promoting the public health, safety and general welfare of the Village and its residents, in either case to an extent greater than could be achieved or promoted if the proposed PDZ site were developed in accordance with the underlying zoning district requirements for such site, then the Board of Trustees may modify the requirements set forth in Sections 8.3(C), 8.5, 8.6 or 8.7 of this Article subject to any conditions the Board may wish to impose.

B. In order for the Board to grant an exception to the requirements set forth in Sections 8.3(C), 8.5, 8.6 or 8.7 of this Article, the Board must identify in the record (1) the specific objective or recommendation of the Village's Comprehensive Plan that will be achieved, or the specific aspect of the public health, safety and general welfare of the Village and its residents that will be promoted, and (2) how the PDZ will achieve or promote such result to an extent greater than could be achieved or promoted if the proposed PDZ site were developed in accordance with the underlying zoning district requirements for such site.

SECTION V SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Law of the Village of Cayuga Heights are deemed to be in conflict with the requirements of this Local Law, the terms of this Local Law shall govern and control.

SECTION VI PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION VII EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Motion: Trustee Friend

Second: Trustee Salton

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

Nays and Abstentions: none

Motion carried

3. Schedule a Public Hearing on Village Budget June 1, 2019 - May 31, 2020

Resolution # 8373

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby schedules Public Hearing on April 15, 2019 at 7:05 p.m. to take comments on the proposed Village Budget for the fiscal year June 1, 2019 – May 31, 2020.

Discussion: Trustee McMurry asked if the topic of increasing garbage tag fees affected the budget, it will not and the Board will discuss cost and possible increases in tag fees at the April 15, 2019 regular Board of Trustees Meeting.

Motion: Trustee Salton

Second: Trustee Marshall

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

Nays and Abstentions: none

Motion carried

4. Appointments and Approvals (Exhibit 2020-002)

Mayor Woodard appoints Meloney McMurry as Deputy Mayor for the 2020 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 one official year. (4/2020)

Resolution # 8374

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jeffrey D. Walker as Clerk for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee McMurry

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Penny Rich as Deputy Clerk for one official year. (4/2020)

Resolution # 8375

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Penny Rich as Deputy Clerk for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Lisa Skrubis as Deputy Clerk for one official year. (4/2020)

Resolution # 8376

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Lisa Skrubis as Deputy Clerk for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Joan M. Mangione, Treasurer for one official year. (4/2020)

Resolution # 8377

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Joan M. Mangione, Treasurer for one official year. (4/2020)

Motion: Trustee Marshall

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Jennifer Biloski, Deputy Treasurer for one official year. (4/2020)

Resolution # 8378

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jennifer Biloski, Deputy Treasurer for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Biloski

Motion carried

Mayor Woodard appoints Jeffrey D. Walker as Records Management Officer for one official year. (4/2020)

Resolution # 8379

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jeffrey D. Walker as Records Management Officer for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Brent Cross as Building Commissioner for one official year. (4/2020)

Resolution # 8380

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Building Commissioner for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Brent Cross as Stormwater Management Officer for one official year. (4/2020)

Resolution # 8381

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Stormwater Management Officer for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Brent Cross as Engineer for one official year. (4/2020)

Resolution # 8382

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Engineer for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Brent Cross as Zoning Officer and Code Enforcement Officer for one official year. (4/2020)

Resolution # 8383

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Zoning Officer for one official year. (4/2020)

Motion: Trustee Marshall

Second: Trustee McMurry

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

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. (4/2020)

Resolution # 8384

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. (4/2020)

Motion: Trustee Salton

Second: Trustee McMurry

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints David Klein as Acting Village Judge for one official year. (4/2020)

Resolution # 8385

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of David Klein as Acting Village Judge for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Marshall

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

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. (4/2020)

Resolution # 8386

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Attorney Thomas Kramer to act as Village Prosecutor for one official year. (4/2020)

Resolution # 8387

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Attorney Thomas Kramer to act as Village Prosecutor for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Beatrice Szekely as Historian for one official year. (4/2020)

Resolution # 8388

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Beatrice Szekely as Historian for one official year. (4/2020)

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Andre Bensadoun as Forester for one official year. (4/2020)

Resolution # 8389

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Andre Bensadoun as Forester for one official year. (4/2020)

Motion: Trustee Marshall

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints George Tamborelle as Fire Superintendent for one official year. (4/2020)

Resolution #8390

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of George Tamborelle as Fire Superintendent for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Jack Young as Chair of the Zoning Board of Appeals for five official years. (4/2024)

Resolution # 8391

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jack Young as Chair of the Zoning Board of Appeals for five official years. (4/2024)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Mark Eisner as an alternate on the Zoning Board of Appeals for one official year. (4/2020)

Resolution # 8392

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Jenny Leijonhufvud as a member of the Planning Board for five official years. (4/2024)

Resolution # 8393

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jenny Leijonhufvud as a member of the Planning Board for five official years. (4/2024)

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints Wies Van Leuken as its representative on the Access Oversight Committee for one official year. (4/2020)

Resolution # 8394

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

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. (4/2020)

Resolution # 8395

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. (4/2020)

Motion: Trustee Robinson

Second: Trustee McMurry

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

Nays and Abstentions: none

Motion carried

Resolution # 8396

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. (4/2020)

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 Brian Eden to the Environmental Management Council for one official year. (4/2020)

Resolution # 8397

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brian Eden to the Environmental Management Council for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays and Abstentions: none

Motion carried

Mayor Woodard appoints herself to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for one official year. (4/2020)

Resolution # 8398

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. (4/2020)

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry as an Alternate to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for one official year. (4/2020)

Resolution # 8399

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints Trustee Maryann Friend to the Tompkins County Council of Governments (TCCOG) subcommittee on Energy Smart for one official year. (4/2020)

Resolution # 8400

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Friend

Motion carried

Mayor Woodard appoints Clerk Jeffrey Walker as a member of the Greater Tompkins County Municipal Health Insurance Consortium Joint Committee for one official year. (4/2020)

Resolution # 8401

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. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

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. (4/2020)

Resolution # 8402

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. (4/2020)

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Salton

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. (4/2020)

Resolution # 8403

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. (4/2020)

Motion: Trustee Salton

Second: Trustee McMurry

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

Nays and Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Maryann Friend to the Communications Committee for one official year. (4/2020)

Resolution # 8404

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Maryann Friend to the Communications Committee for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Friend

Motion carried

Mayor Woodard appoints Clerk Jeffrey D. Walker to the Communications Committee for one official year. (4/2020)

Resolution # 8405

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jeffrey D. Walker to the Communications Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Trustee Jennifer Biloski to the Administration Committee for one official year. (4/2020)

Resolution # 8406

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Administration Committee for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Biloksi

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry to the Administration Committee for one official year. (4/2020)

Resolution # 8407

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Meloney McMurry to the Administration Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints herself to the Administration Committee for one official year. (4/2020)

Resolution # 8408

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Administration Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Clerk Jeffrey D. Walker to the Administration Committee for one official year. (4/2020)

Resolution # 8409

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Clerk Jeffrey D. Walker to the Administration Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Trustee Maryann Friend to the Human Resources Committee for one official year. (4/2020)

Resolution # 8410

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Maryann Friend to the Human Resources Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Friend

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry to the Human Resources Committee for one official year. (4/2020)

Resolution # 8411

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Meloney McMurry to the Human Resources Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints herself to the Human Resources Committee for one official year. (4/2020)

Resolution # 8412

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Human Resources Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee McMurry

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

Nays:

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Jennifer Biloski to the Public Safety Committee for one official year.
(4/2020)

Resolution # 8413

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Public Safety Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Biloski

Motion carried

Mayor Woodard appoints Trustee Maryann Friend to the Public Safety Committee for one official year.
(4/2020)

Resolution # 8414

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Maryann Friend to the Public Safety Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee McMurry

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

Nays: none

Abstentions: Trustee Friend

Motion carried

Mayor Woodard appoints Trustee Peter Salton to the Public Safety Committee for one official year.
(4/2020)

Resolution # 8415

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Peter Salton to the Public Safety Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee Salton

Motion carried

Mayor Woodard appoints Trustee James Marshall to the Public Works Committee for one official year. (4/2020)

Resolution # 8416

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee James Marshall to the Public Works Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee Marshall

Motion carried

Mayor Woodard appoints Trustee Richard Robinson to the Public Works Committee for one official year. (4/2020)

Resolution # 8417

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Richard Robinson to the Public Works Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Robinson

Motion carried

Mayor Woodard appoints herself to the Public Works Committee for one official year. (4/2020)

Resolution # 8418

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Public Works Committee for one official year. (4/2020)

Motion: Trustee Marshall

Second: Trustee McMurry

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Jennifer Biloski to the Finance Committee for one official year. (4/2020)

Resolution # 8419

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jennifer Biloski to the Finance Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Biloski

Motion carried

Mayor Woodard appoints Richard Robinson to the Finance Committee for one official year. (4/2020)

Resolution # 8420

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Richard Robinson to the Finance Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee McMurry

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. (4/2020)

Resolution # 8421

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Finance Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints herself to the Information Technology Committee for one official year. (4/2020)

Resolution # 8422

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Information Technology Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Richard Robinson to the Information Technology Committee for one official year. (4/2020)

Resolution # 8423

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Richard Robinson to the Information Technology Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustee Robinson

Motion carried

Mayor Woodard appoints Trustee Peter Salton to the Information Technology Committee for one official year. (4/2020)

Resolution # 8424

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Peter Salton to the Information Technology Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee Salton

Motion carried

Mayor Woodard appoints Brent Cross to the Ithaca Tompkins County Transportation Counsel Planning Committee for one official year. (4/2020)

Resolution # 8425

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross to the Ithaca Tompkins County Transportation Counsel Planning Committee for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Biloski

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints herself to the Ithaca Tompkins County Transportation Counsel Policy Committee for one official year. (4/2020)

Resolution # 8426

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Ithaca Tompkins County Transportation Counsel Policy Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry as an Alternate to the Ithaca Tompkins County Transportation Counsel Policy Committee for one official year. (4/2020)

Resolution # 8427

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Meloney McMurry as an Alternate to the Ithaca Tompkins County Transportation Counsel Policy Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints Fred Cowett, to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2020)

Resolution # 8428

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. (4/2020)

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Jenny Leijonhufvud to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2020)

Resolution # 8429

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2020)

Resolution # 8430

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. (4/2020)

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints Trustee Maryann Friend to the Bicycle – Pedestrian (Bike-Ped) Committee for one official year. (4/2020)

Resolution # 8431

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. (4/2020)

Motion: Trustee Biloski

Second: Trustee McMurry

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

Nays: none

Abstentions: Trustee Friend

Motion carried

Mayor Woodard appoints Trustee Meloney McMurry as Planning Board Liaison for one official year. (4/2020)

Resolution # 8432

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Meloney McMurry as Planning Board Liaison for one official year. (4/2020)

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee McMurry

Motion carried

Mayor Woodard appoints Village Historian Bea Szekely to the Historic Preservation Committee for one official year. (4/2020)

Resolution # 8433

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village Historian Bea Szekely, to the Historic Preservation Committee for one official year. (4/2020)

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Randi Kepecs to the Historic Preservation Committee for one official year. (4/2020)

Resolution # 8434

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Randi Kepecs to the Historic Preservation Committee for one official year. (4/2020)

Motion: Trustee Salton

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Carole Schiffman to the Historic Preservation Committee for one official year. (4/2020)

Resolution # 8435

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Carole Schiffman to the Historic Preservation Committee for one official year. (4/2020)

Motion: Trustee Salton

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Trustee James Marshall to the Shade Tree Advisory Committee for one official year. (4/2020)

Resolution # 8436

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee James Marshall to the Shade Tree Advisory Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee McMurry

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

Nays: none

Abstentions: Trustee Marshall

Motion carried

Mayor Woodard appoints Fred Cowett to the Shade Tree Advisory Committee for one official year. (4/2020)

Resolution # 8437

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Fred Cowett to the Shade Tree Advisory Committee for one official year. (4/2020)

Motion: Trustee Marshall

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints Andre Bensadoun to the Shade Tree Advisory Committee for one official year. (4/2020)

Resolution # 8438

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Andre Bensadoun to the Shade Tree Advisory Committee for one official year. (4/2020)

Motion: Trustee Robinson

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion carried

Mayor Woodard appoints herself to the Shade Tree Advisory Committee for one official year. (4/2020)

Resolution # 8439

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Shade Tree Advisory Committee for one official year. (4/2020)

Motion: Trustee Friend

Second: Trustee Marshall

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

Nays: none

Abstentions: Mayor Woodard

Motion carried

Mayor Woodard appoints Scott Howard to the Shade Tree Advisory Committee for one official year. (4/2020)

Resolution # 8440

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Scott Howard to the Shade Tree Advisory Committee for one official year. (4/2020)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

5. Annual Resolutions: (EXHIBIT 2020-003)

a. DESIGNATION OF THE VILLAGE'S OFFICIAL NEWSPAPER

Resolution # 8441

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: That the Ithaca Journal is designated the official newspaper of record for the Village of Cayuga Heights Official Year beginning April 1, 2019.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

B. RULES OF PROCEDURE:

Resolution # 8442

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: April 15th, May 20th, June 17th, July 15th, Aug 19th, Sept. 16th, Oct.21st, Nov.18th, Dec. 16th; 2020; Jan. 21st, (Tuesday after Martin Luther King Day - held at the CHFD), Feb. 17th, (Tuesday after President's Day - held at the CHFD), Mar.16th and Apr.1st– Organizational meeting.
- 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 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.
- III. **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.
- IV. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered by a motion made from a properly noticed and conducted open meeting.
- V. **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 48 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.

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 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).

Adopted by the Board of Trustees, Village of Cayuga Heights, December 12th, 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 for an executive session of any 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 the 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. Approval of minutes of previous meeting(s);
- c. Public comment period;
- d. Report of officers and committees (Fire, Mayor, Trustees, Police, Public Works, Treasurer, Clerk);
- e. Report of the Attorney;
- f. Adjournment

XI GUIDELINES FOR USE OF RECORDING EQUIPMENT: All members of the public and all public officials are allowed to tape or video record public meetings. 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 Biloski

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion carried

C. DESIGNATING DEPOSITORY:

Resolution # 8443

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. That the Board of Trustees designates the Tompkins Trust Company, Ithaca, NY as official depository for all Village funds received by the Village Clerk and receiver of taxes for the Fiscal Year June 1, 2019 – May 31, 2020, with a maximum deposit of \$4,500,000.

Sections 2. That the Clerk is authorized to notify Tompkins Trust Company of the following names to be honored on checks for the Fiscal Year June 1, 2019 – May 31, 2020 with two signatures required for each check.

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

Section 3. That this resolution is effective immediately.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

D. DESIGNATING MEETING DATES:

Resolution # 8444

BE IT RESOLVED THAT: The date, location, and time for next regular Board of Trustees meeting is April 15, 2019 at Marcham Hall, 7:00 p.m.

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Resolution # 8445

BE IT RESOLVED THAT: The date, location, and time for regular meetings of the Planning Board is established as the 4th Monday of the month at Marcham Hall starting at 7:00 p.m.: April 22nd, Thursday (Holiday Change)-May 23th, June 24th, July 22nd, Aug 26th, Sept 23rd, Oct 28th, Nov 25th, Dec 23rd, 2020; Jan 27th, Feb 24th, Mar 23rd, April 27th, 2020.

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions:

Motion carried

Resolution # 8446

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 held the 1st Monday of the month at 7:00 p.m.).

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion carried

E. CODE OF ETHICS:

Resolution # 8447

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 Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions:

Motion carried

F. ADVANCE APPROVAL OF CLAIMS:

Resolution # 8448

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: this resolution is consistent with the Village of Cayuga Heights Procurement Policy; and

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

THEREFORE, BE IT RESOLVED THAT: Section 1. That the Board of Trustees authorized 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. That this resolution is effective immediately.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions:

Motion carried

6. GHD: Services for the design phase of the WWTP are completed. The Village will now enter into a new service contract for phase one of the construction phase. GHD has submitted on the Villages behalf a letter to NYSDEC requesting a response if they are in objection to starting the construction bidding process.

The total cost for the bidding and construction phase is \$310,000, and all construction costs are still within the original proposal.

Resolution # 8449

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves and authorizes the Mayor to sign a contract with GHD for the bidding and construction administration phase of the WWTP, not to exceed \$310,000.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion carried

Mayor Woodard breaks down the funding for the WWTP

- The first 12.5% of the project cost (11.1 or 11.2 million) will be a grant.
- The next 37.% of the project cost will be a 0% interest loan.
- The next 37.5% of the project cost will be a market rate loan.
- The last 12.5% of the project cost will be a grant.

After all project costs are reimbursed to us, the total amount of the loans (and interest accrued during construction) will be added together and converted to a long-term loan (or village obtain third party financing to pay-off).

7. Schedule a Public Hearing General Code: Tabled until next month

8. Bergmann & Associates: During the March 2019 Board of Trustees meeting the Board agreed to start the traffic study this fall. Due to the increased attention of the North Campus Residential Expansion (NCRE) the Board would like to issue a notice to proceed this month.

Resolution # 8450

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to issue a notice to proceed with the traffic study in April 2019 to Bergmann & Associates.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion carried

Discussion: B. Cross informs the Board that he has had a conversation with Corners Community owner, T. Ciaschi about a possible future expansion of Hanshaw Rd. There is also the property at 825 Hanshaw Road and the Patrick property that might be part of any traffic changes based on Village traffic study results.

9. Bonding Resolution: Preparing for the grant application the Board passed a bond resolution of estimating costs up to \$10,000,000. The true costs are \$11,400,000 and a new resolution is required.

Resolution # 8451

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves the additions to and rehabilitation and reconstruction to the Village of Cayuga Heights Sewer Treatment Plant and the other users of the system, as a Type 2 action under SEQRA 6.17.5.C #2

A RESOLUTION AUTHORIZING THE CONSTRUCTION OF ADDITIONS TO AND RECONSTRUCTION OF THE VILLAGE SEWAGE TREATMENT PLANT IN AND FOR THE VILLAGE CAYUGA HEIGHTS, TOMPKINS COUNTY,

NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$11,400,000 AND AUTHORIZING THE ISSUANCE OF \$11,400,000 SERIAL BONDS OF SAID VILLAGE TO PAY THE COST THEREOF.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

Resolution # 8452

WHEREAS, the capital project hereinafter described has been determined to be an Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act (“SEQRA”), the implementation of which as proposed, it has been determined will not result in any significant environmental effects and SEQRA compliance materials are available in the office of the Village Clerk where they may be inspected during regular business hours;

NOW THEREFORE, BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Trustees of the Village of Cayuga Heights, Tompkins County, New York (the "Village"), as follows:

Section 1. The construction of additions to and reconstruction of the Village sewage treatment plant in and for the Village of Cayuga Heights, Tompkins County, New York, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith, is hereby authorized, **SUBJECT TO PERMISSIVE REFERENDUM**, at a maximum estimated cost of \$11,400,000.

Section 2. The plan for the financing of the aforesaid maximum estimated cost is by the issuance of \$11,400,000 serial bonds of said Village, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law; provided, however, that the amount of serial bonds ultimately to be issued shall be reduced dollar for dollar by the amount of any federal and/or rebate grant monies received therefore.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision 4 of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will exceed five years.

Section 4. The faith and credit of said Village of Cayuga Heights, Tompkins County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Village Treasurer, the chief fiscal officer. Such notes shall be of such terms, form, and contents, and shall be sold in such manner, as may be prescribed by said Village Treasurer, consistent with the provisions of the Local Finance Law.

Section 6. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities, and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the Village Treasurer, the chief fiscal officer of such Village. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Village Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 7. The Village Treasurer is hereby further authorized, at her sole discretion, to execute a project finance and/or loan agreement, and any other agreements with the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to affect the financing or refinancing of the object or purpose described in Section 1 hereof, or a portion thereof, by a bond or note issue of said Village in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 8. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within thirty (30) days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. Upon this resolution taking effect, the same shall be published in summary form in the official newspaper of said Village for such purpose, together with a notice of the Village Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

Discussion: B. Cross states that within the Proposed Local Law C of 2019- Road Preservation, there is some recommendations he would like to incorporate. 1) Change the gross vehicle weights (GVW) from 30 to 15 ton. 2) Change the number truck trips from 1000 to 500. The Board agrees and Attorney Marcus will incorporate the changes and recirculate the draft to the Board.

11 .Adjournment: Mayor Woodard adjourns the meeting at 9:10 p.m.

EXHIBIT 2020-003

April 15, 2019

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report March 2019

The fire department ran 41 calls in March. We had 19 calls in the Village of Cayuga Heights, 17 calls in the Town of Ithaca and 5 requests for mutual aid. There were 23 EMS calls and 189 fire runs. We helped out with a couple of fires in Lansing in March but it was otherwise a routine month of EMS and fire alarms.

In March we did our SCBA reaccreditation for all members. Every member of the department is required to demonstrate that they can don their gear and put on an air pack in 2 minutes. Interior firefighters must also demonstrate that they can search a maze and exit a structure from at least 10 feet using the bailout system. We built a maze in one of the truck bays for the search evolutions and we used the bailout simulator that a couple of our members built. We also did a couple of interior checklist trainings to get members through the process to become interior firefighters. One of the problems we are having this past year is that the counties burn tower is out of service for live fire training. The closest facility for live fire training at this time is the tower at the Fire Academy in Montour Falls and that becomes difficult to manage. We continue to do other aspect of interior training with gusto.

We followed up with ABJ Fire Systems for the compressor that is constantly running and we are seeking input from them to put in an updated compressor and air tank to maintain the air pressure in the system. We are still waiting on the contractor to come and work on the flashing around the gutters and put in new downspouts to stop the gutters from leaking down the side of the building.

The new Tahoe was finally delivered and is currently being outfitted with lights, sirens and radios. As soon as the vehicle is delivered we will take the Durango out of service and prepare to send it to auction. We held our elections and the slate of officers for the coming year will be presented to the board for approval at April's meeting. All of the officers are looking forward to stepping into their roles after the installation dinner.

We are looking forward to doing Movies at the Station again this summer and will seek approval from the board at the April meeting to allow us to have a gathering permit. We have gotten a commitment from Luna to provide the food truck for movie night and are very excited about this. We will be starting later than usual because school does not end until the last week in June and the following week puts us into the 4th of July week so we want to start the movies on July 10th and run them until August 7th. This year we plan to do all of the movies inside so we are able to start the movies at 6:00. This seemed to be the best way to get all ages involved in the event.

Things are good at the station. People are training hard, running calls and looking forward to the warm weather coming up. We have many members who are taking trainings through the summer and are planning to stay at the station so we will have a full house which we are also looking forward to.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2020-003

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes and approves the Cayuga Heights Fire Department request to hold "Movies at the Station" on Wednesdays this summer and waives the Special Events Permit fee.

EXHIBIT 2020-004

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves the following Cayuga Heights Fire Department Slate of Officers as voted on by the Cayuga Heights Fire Company and approved by the Cayuga Heights Fire Department Fire Council.

Asst. Chief Joe Price
Asst. Chief John Putnam
Asst. Chief Mike Garrett
Lt. Brendan Bloodnick
Lt. Devin Savoy
Lt. Sophie Janowsky
Lt. Ray Bally

EXHBIT 2020-005

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW C OF THE YEAR 2019

**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 2019 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 2019 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.

EXHBIT 2020-006

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW C OF THE YEAR 2019

A LOCAL LAW TO PRESERVE VILLAGE ROADS

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

SECTION I PURPOSE AND INTENT

The intent of this Local Law is to establish rules, regulations and conditions to preserve and protect the condition of the public roads of the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees (the “Board”) has determined that future development projects in the Village and in the vicinity of the Village may result in extraordinary, high-intensity traffic to and from development sites, causing significant and measurable damage to the Village’s roads that jeopardizes the health and safety of residents and others who use those roads. Damage to Village roads that results from high-intensity traffic must be evaluated and repaired promptly and to appropriate engineering standards. The Village Board further has determined that it is in the best interest of taxpayers of the Village and the general public to assign responsibility for the repair of damage to Village roads attributable to such high-intensity use, and, where necessary, for the improvement of Village roads to a standard appropriate for high-intensity use prior to the commencement of the activity, to those responsible for the damage rather than to all Village taxpayers. The purpose of this Local Law is to maintain the safety and general welfare of Village residents by regulating high-intensity uses of Village roads that have the potential to adversely affect such roads. Well-maintained roads are important to the safety and economic well-being of the Village and its residents. The Board also acknowledges the value and economic benefit of further development in the Village and in the vicinity of the Village, and this Local Law is not intended to regulate such business activity, the intent of this Local Law is to protect the Village’s roads from damage resulting from traffic generated in connection with such development.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law.

SECTION III DEFINITIONS

1. High-frequency, high-impact truck traffic: Traffic to and from a project site that generates more than five hundred (500) truck trips. For purposes of this Local Law, a truck trip is a trip to or from a project site involving a truck with a gross weight of fifteen (15) or more tons (truck and load combined). A single truck makes two truck trips if it meets the weight limit traveling to the project site and meets the weight limit traveling from the project site.
2. Bond: A commercial bond to ensure that the condition of the Village Roads is not adversely impacted by high-frequency, high-impact truck traffic. The Village Board may accept an equivalent financial guarantee in lieu of bond.
3. Bond Release: A bond release given by the Village Board based on satisfactory road conditions at completion of the high-frequency, high-impact truck traffic.
4. Permittee: The person responsible for the project generating the high-frequency, high-impact truck traffic and who is responsible under this Local Law to obtain a permit, regardless of whether or not the person in fact obtains a permit. In any instance in which another approval or permit is required in connection with the project that is generating the truck traffic, such as a site plan approval or building permit, any person who is required to obtain any such other approval or permit shall be deemed the permittee for purposes of this Local Law. In the event no other approval or permit is required, the owner of any property on which the project is taking place shall be deemed the permittee for purposes of this Local Law.
5. Person: Any individual, public or private corporation, limited liability company, political subdivision, government agency, municipality, industry, partnership, association, firm, trust, estate, or any other legal entity whatsoever.
6. Temporary project: Any non-permanent activity that generates high-frequency, high-impact truck traffic on Village Roads whether or not the project itself is located in the Village. Projects include, but are not limited to, construction projects. With regard to projects that require another approval or permit, such as site plan approval or a building permit, all activities covered by that other approval or permit are considered part of the temporary project for purposes of this Local Law. Agricultural operations as defined by New York State Agricultural District Law and the movement of agricultural

products are excluded. Also excluded are school buses, law enforcement vehicles, fire-fighting vehicles, military vehicles, and municipal vehicles engaging in road work on behalf of one or more municipalities.

7. Village Roads: All public roads, to the extent such roads are located within the Village of Cayuga Heights, that are maintained by the Village.

SECTION IV GENERAL PROVISIONS

1. The Village Board has determined that high-frequency, high-impact truck traffic associated with temporary projects may cause damage to Village Roads.
2. Upon a determination by the Village's Superintendent of Public Works or Village Engineer that a temporary project shall generate high-frequency, high-impact truck traffic on any Village Roads, the Village's Department of Public Works shall erect signs on the appropriate sections of Village Roads providing notice that vehicles generating such traffic are excluded, and the Village shall publish notice of such exclusion in the official newspaper of Tompkins County.
3. A permittee may apply to the Village's Superintendent of Public Works for a permit providing for an appropriate exemption for the vehicles to be used on Village Roads in connection with the temporary project. Such permit shall be granted, upon appropriate terms and conditions, if the vehicles are performing essential local pick-up or delivery in connection with the temporary project. For purposes of this Local Law, essential local pickup or delivery shall include, but shall not be limited to, pickup from and delivery to a construction site, whether or not such site is located in the Village, of materials or equipment and traffic associated with New York State-permitted mining or gas-drilling operations, including the transport of products therefrom.
4. Any such permit shall designate the route(s) to be traversed and contain other reasonable restrictions or conditions deemed necessary by the Village's Superintendent of Public Works. The conditions may include, but not be limited to, requiring the permittee to make road improvements to ensure that the roads have the strength and capacity to handle the anticipated traffic, and requiring the permittee to clean mud and dirt off of Village Roads that vehicles have tracked from the project site onto the roads. Such permit shall be for the duration of the temporary project.
5. In order to obtain a permit, the permittee must submit a permit application to the Village's Superintendent of Public Works, which shall include all information required by the Village's Superintendent of Public Works including, but not limited to, vehicle identification number and owners/operators, vehicle weights, load weights, materials carried, route(s) to be followed on Village Roads, duration of activity (beginning date and end date), frequency of trips and times of operation. The applicant shall pay a permit fee to be established by the Village Board, but in no event shall the fee

be less than \$250.

6. The Village's Superintendent of Public Works may require, as a condition of the issuing the permit, that the permittee submit documentation (including, but not limited to, photographs and videos) of the condition of the roads, shoulders and all improvements and structures (culverts, bridges, sidewalks, etc.) that will be traversed by the permitted traffic.
7. In addition to the restrictions on routes and other reasonable restrictions, the Village's Superintendent of Public Works will determine if the scope of work is such that a bond is required, and the amount of any such bond. The determination of the need and amount of any bond shall be based on a determination of potential damage to Village Roads based on the traffic routes, weight of the vehicles, number of trips, seasonal conditions and the type-category (classification) of the roads on the approved routes.
8. A permittee aggrieved by a determination of the Village's Superintendent of Public Works regarding the need for or conditions of a permit may, within ten (10) days of the determination, appeal to the Village Board. No action inconsistent with the determination of the Village's Superintendent of Public Works shall take place pending the determination of the Village Board.
9. The permittee shall be responsible for assuring that the high-frequency, high-impact truck traffic does not prevent any impacted Village Roads from remaining in safe and useable condition for all legal uses of the road throughout the duration of the temporary project.
10. Upon completion of the high-frequency, high-impact truck traffic generated by the project, the permittee will apply to the Village's Superintendent of Public Works for a bond release. Following inspection of the traveled roads, the Village's Superintendent of Public Works may approve the release of the bond. If the release is not approved, the Village's Superintendent of Public Works will document the work that the permittee must complete in order for the bond to be released, which may include, but not be limited to, the payment of money for repair of damaged Village Roads or for the cleaning of mud and dirt off of Village Roads. The permittee must complete such work before the bond may be released.
11. If the permittee does not comply with this Local Law or the terms and conditions of the permit, the Village's Superintendent of Public Works may revoke the permit. In the event that high-frequency, high-impact truck traffic uses any Village Roads without a valid permit issued in accordance with this Local Law, the Village's Superintendent of Public Works, any law enforcement officer or the Village's code enforcement officer has the authority to deny such vehicles access to Village Roads and to shut down the project to the extent that the project is located in the Village. This relief is in addition to any and all damages and penalties.
12. The permittee will be responsible for the repair of any damages that occur to any Village Roads, and for the cleaning of mud and dirt off of Village Roads, that result from high-frequency, high-impact

truck traffic when a project proceeds with or without a proper permit, as well as for all fines and penalties specified in this Local Law.

13. In lieu of obtaining a permit, any person who may be responsible to obtain a permit may enter into a road use agreement with the Village, although the Village has no obligation to enter into a road use agreement. If the Village enters into a road use agreement with the permittee, the use of Village Roads shall be governed by the agreement, rather than by permit conditions.

SECTION V ENFORCEMENT

The Village's Superintendent of Public Works shall enforce the provisions of this Local Law and any rules, regulations and conditions made pursuant hereto. Such enforcement shall include, but not be limited to, legal or equitable proceedings, including without limitation an action for specific performance brought in the name of the Village.

SECTION VI PENALTIES FOR OFFENSES

1. Any person who violates this Local Law shall be guilty of a violation and subject to a fine of not more than \$500 and/or imprisonment for not more than fifteen (15) days. Each and every act committed that is prohibited by this Local Law shall constitute a separate violation. On each occasion that a vehicle travels on any Village Roads without a permit as required by this Local Law shall constitute a separate violation.
2. Upon failure of any permittee to comply with the requirements of this Local Law, the permit shall be subject to suspension, revocation and the imposition of conditions.

SECTION VII SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect.

SECTION VIII PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION IX EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

EXHIBIT 2020-007

BULKY TRASH – household objects too large for the garbage can, such as appliances, furniture, mattresses etc., will be collected the third Friday of each month. Place objects on the curbside **no earlier than the weekend before collection**, no tags are required. *Appliances containing refrigerants (e.g. refrigerators, air conditioners) must have a tag indicating that the refrigerant was removed by a certified recycler.* Metal and non-metal bulky trash is collected separately and must be out by 7:30 a.m. Construction debris and tires will **NOT** be picked up.

THE FIRE DEPARTMENT is in the Ronald E. Anderson Fire Station, 194 Pleasant Grove Road. Fire Chief George Tamborelle may be contacted at 607-266-7454 or visit www.chfd.net. The all-volunteer fire department also provides 24-hour emergency medical assistance and light rescue services. Please consider joining to serve your community!

THE POLICE DEPARTMENT is in Marcham Hall, 836 Hanshaw Rd. Cayuga Heights Police Officers are on duty 24 hours a day. Administrative hours are 9:00 am to 4:30 pm Monday – Friday at (607) 257-1011. For Non-Emergency, after hours, police assistance, call Tompkins County Dispatch at (607) 272-2444.

CODE ENFORCEMENT is part of the Village Engineer’s Office. Details regarding local zoning, such as Right of Way, the permit process for new construction, fire inspections, short term rental permits, and zoning variances are all accessible on our website by visiting http://www.cayuga-heights.ny.us/Code_Enforcement.html. Please contact the Zoning Officer, Brent A. Cross with any questions at (607) 257-5536.

THE VILLAGE COURT is in Marcham Hall, 836 Hanshaw Road. Village Court is in session on Tuesdays at 6:00 p.m. and on the first Thursday of the month at 5:00 p.m., under presiding Judge Glenn Galbreath. To leave a message for the Court Clerk call (607) 257-3944

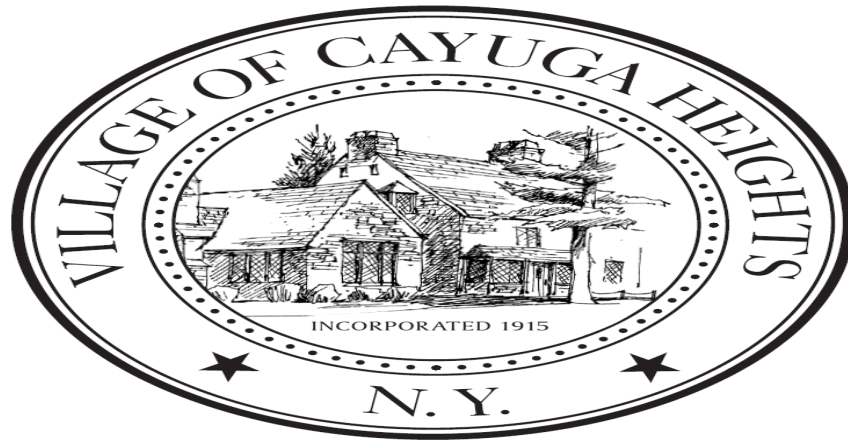
PARKING ON VILLAGE STREETS is prohibited between the hours of 2:00 a.m. and 6:00 a.m.

PEDDLERS AND SOLICITORS must register with the Village police department and a card will be issued to them. Please contact CHPD if a solicitor does not display a solicitor registration card. (607) 257-1011.

A DOG CONTROL LAW is enforced by the Village Police Department. Dog licenses may be obtained at the Town of Ithaca office (217 Tioga Street). Village law requires owners to clean up after their dogs.

A VILLAGE CALENDAR is available on our website which **shows** the brush, bulky trash and recycling schedule. The Village calendar specifies Village meetings, court dates and **other significant** Village events. You may view it here http://www.cayuga-heights.ny.us/Village_Calendar.html

VILLAGE OF CAYUGA HEIGHTS



IMPORTANT INFORMATION
PLEASE KEEP

VILLAGE OFFICE

(607) 257-1238

POLICE DEPARTMENT

(607) 257-1011

Marcham Hall

836 Hanshaw Road

Ithaca, New York 14850

PUBLIC WORKS DEPARTMENT

123 Sheldon Road

Ithaca, New York 14850

(607) 257-6166

Monday - Friday

Hours 7:30 a.m. – 4 p.m.

The Village Office is located upstairs in Marcham Hall, 836 Hanshaw Road.

Office hours are 9 AM to 4:30 PM Monday through Friday.

The Mayor's office hours are by appointment.

Police/Fire/Rescue Squad/Ambulance Emergency - 911

For non-emergency calls between the hours of 9a.m. and 4:30 p.m. in the Village of Cayuga Heights (607) 257-1011

24-hour non-emergency calls (607) 272-2444

Email: info@cayuga-heights.ny.us

Visit our web page at www.cayuga-heights.ny.us for up to date Village information including meeting announcements, agenda items and meeting minutes, budget and annual financial reports, Village policies and more. Join our alert system by signing up for our E-News Blast at the bottom right side of the home page.

VILLAGE OFFICERS:

MAYOR

Linda Woodard lwoodard@cayuga-heights.ny.us

TRUSTEES

Jennifer Biloski; Deputy Treasurer jbiloski@cayuga-heights.ny.us

Maryann Friend mfriender@cayuga-heights.ny.us

James Marshall jmarshall@cayuga-heights.ny.us

Meloney McMurry; Deputy Mayor mmcmurry@cayuga-heights.ny.us

Richard Robinson rrobinson@cayuga-heights.ny.us

Peter Salton psalton@cayuga-heights.ny.us

CLERK'S OFFICE 607-257-1238

Joan Mangione; Treasurer jmangione@cayuga-heights.ny.us

Jeff Walker; Clerk jwalker@cayuga-heights.ny.us

**SUPERINTENDENT OF PUBLIC WORKS, ENGINEER,
BUILDING COMMISSIONER, ZONING OFFICER 607-257-5536**

Brent Cross bcross@cayuga-heights.ny.us

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS 607-257-6166

Michael Weiss mwiese@cayuga-heights.ny.us

POLICE DEPARTMENT 607-257-1011

Jerry L. Wright; Police Chief jwright@cayuga-heights.ny.us

FIRE DEPARTMENT 607-266-7454

George Tamborelle; Fire Chief gtamborelle@cayuga-heights.ny.us

VILLAGE BOARD MEETINGS- The Board of Trustees holds monthly meetings on the 3rd Monday of each month at 7 p.m. in Marcham Hall. The annual organizational meeting is held on the first Monday in April. If a meeting falls on a federal holiday, it will be held on the following day. The public is always invited to attend. The Village Planning Board meets at 7 p.m. on the fourth Monday of the month. The Zoning Board of Appeals meets as needed on the first Monday. All meeting dates and times are posted on our website.

PERTINENT VILLAGE DATES- Taxes for the Village are issued each year on June 1st and are due by June 30th; they are payable online (service fee included) or by check. Please make checks out to the Village of Cayuga Heights with your tax number on the memo line and mail or drop off payments at 836 Hanshaw Road. To view, print, or pay your taxes online, please visit <http://www.cayuga-heights.ny.us/taxes.html>. Sewer and Water bills are sent quarterly and are due the 20th of February, May, August and November. Bills are sent by Bolton Point on the first business day of each of those months but are payable to the Village of Cayuga Heights. Sewer and Water bills may be paid online by visiting <https://water.nyquickpay.com/index.php?req=lookup&try=start>. All major credit/debit cards and e-checks are accepted and can be processed reliably and securely. There is a service fee which will be displayed before you accept payment. Payments may also be made by check (please include your payment stub and write your account number on the memo line) and sent to the Village of Cayuga Heights at 836 Hanshaw Road, placed in the drop box located next to the front door, or brought to the Clerk's office during office hours.

EXHBIT 2020-008

Resolution to authorize GHD to seek bids for construction of Phase 1 Headworks Replacement Project at the WWTP

WHEREAS, the NYSDEC recommended the replacement of the existing “headworks” grit removal at the WWTP, and

WHEREAS, the Village Board of Trustees hired GHD Engineers to design and prepared the needed documents to achieve the replacement, and

WHEREAS, the estimated cost of the new headworks project will be \$3,100,000, and

WHEREAS, the NYSDEC/EFC has agreed to provide a grant of 25% of the construction cost, and

WHEREAS, GHD Engineers have completed the design/plans which are now ready to seek bids from contractors, and the Village entered into an agreement with GHD Engineers to provide bid/construction administrations services, and

NOW, THEREFORE BE IT RESOLVED THAT, the Village of Cayuga Heights Board of Trustees hereby authorizes to GHD Engineers to “let out” the plans/specifications to potential contractors for consideration of submitting sealed bids the Village, and

BE IT FURTHER RESOLVED, the bid documents will be made available (both electronically and hard copy) to the bidders through Data Flow Printing for a fee of \$300/set, and

BE IT FURTHER RESOLVED, GHD Engineers will administer/manage the bid process (to be opened on and provide the Village with an evaluation of the bids for consideration of contractor award at the June Trustee meeting.

EXHBIT 2020-009



**Village of Cayuga Heights
Police Department**

Jerry L. Wright
Chief of Police

4/10/19

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

Re: Report of the Police Department for March 2019

In the month of March, the police department received 409 calls for service. In addition to these calls 89 uniform traffic tickets were issued and 1 parking violation was cited. A breakdown of the calls for service is as follows:

There were no Felony incidents reported.

3 Penal Law Misdemeanor incidents were handled, 2 Fraud and 1 Domestic Dispute. 1 complaint of Fraud involved a resident stating that while they were in the process of subletting their apartment, they found the exchange to be a scam. No loss of property or money took place. A second Fraud complaint was of a robotic phone call being received from NYSEG saying that a business's services would be shut off. The on-duty officer made contact with NYSEG and it was a electronic error with robotic calling. After an investigation of a domestic dispute officers charged a subject with Criminal Mischief 4th and Criminal Possession of a Controlled Substance.

6 Vehicle and Traffic Stops resulted in the following 7 Misdemeanor charges being filed: 4-Aggravated Unlicensed Operation of a Motor Vehicle 3rd and 3-Suspended Registration.

There were no Penal Law Violations reported.

1 Local Law Violation was reported for In the Park after Hours. While on patrol the on-duty officer observed a subject parked in Sunset Park after hours. Upon contact, the subject stated that they were not aware of the Village's ordinance. The officer issued a verbal warning and the subject left the park without incident.

2 Warrant Arrests were made. Upon investigation into a traffic stop, the on-duty officer found a subject to have an active arrest warrant out of a collaborating agency. After the on-duty officer filed VTL charges of AUO 3rd with Cayuga Heights Court, the wanted subject was turned over to the wanting agency without incident. A second warrant was also executed during a traffic stop. The officer on patrol found the driver to be wanted on a bench warrant for a neighboring agency. An officer from the wanting agency responded to the location and took the suspect into custody.

There were 5 motor vehicle accidents reported in TraCs, none involving deer.

In summary 8 persons were arrested and the following 11 charges were filed: 1-Criminal Mischief 4th, 1-Criminal Possession of a Controlled Substance 7th, 4-AUO 3rd, 3-Suspended Registration, 1-Arrest Warrant, 1-Bench Warrant.

Over the course of the month the following trainings and events took place: On the 26th, Officers Jim Landon, Adam Langlois, and Brandon Manheim attended Street a Drugs and Driving training in Big Flats. On the 27th, Officers Pete Hughes and Adam Langlois took part in a training offered in Steuben County called Identifying and Investigating Financial Exploitation.

The full-time officers worked a total of 36 hours of overtime and the part-time officers worked a total of 197 hours.

Sincerely,

Chief Jerry Wright

EXHIBIT 2020-010
VILLAGE OF CAYUGA HEIGHTS TREASURER'S REPORT
April 15, 2019

Administration:

Attended Administrative Committee Meeting on March 21st.

Audit:

Insero's audit of the Justice Court FYE2018 Finances is scheduled for April 9, 2019.

Insero's audit of the Village's FYE2018 Finances is complete.

Budget:

The Budget Workshop was held on March 23, from 9:00 a.m. until 12:30 p.m. with the Mayor and all Trustees in attendance. Each Department Head presented their proposed budget.

Required Reporting:

Constitutional Tax Limit Pre-Budget Data has been submitted.

Final Constitutional Tax Limit reporting will be submitted once the Budget is approved

Real Property Tax Cap and Tax Cap Compliance reporting has been prepared for submission.

Finance Committee:

Local Law Codification:

The DRAFT version of the Village's Codified Laws was revised based on recommendations from Village Attorney Marcus, Trustees Biloski and McMurry, and Planning Board Chair Fred Cowett.

Debt and Financing:

WWTP

Additional information gathered and submitted as requested by NYS EFC.

Current Revenues and Expenses:

Abstract #11, dated April 15, 2019 for expenditures incurred during Fiscal Year Ending May 31, 2019 as presented.

March Bank to Book Reconciliations and General Journal entry reviews were completed by Trustee & Deputy Treasurer Biloski. The Audited Report is attached.

Approval of March Abstract:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #11 for FYE2019 consisting of TA vouchers 93 – 101 in the amount of \$23,255.65 and Consolidated Fund vouchers 744 - 810 in the amount of \$215,489.23 and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS :

The following is a detailed statement of all moneys received AND disbursed BY me during the month of March, 2019:

DATED: April 4, 2019



 TREASURER

	Balance 02/28/2019	Increases	Decreases	Balance 03/31/2019
A GENERAL FUND - VILLAGE				
CASH - CHECKING	109,435.64	44,554.99	240,231.35	-86,240.72
CASH - SAVING	552,094.79	140.68	0.00	552,235.47
CERTIFICATE OF DEPOSIT	1,035,335.22	787.37	0.00	1,036,122.59
PETTY CASH	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	1,281.22	0.00	0.00	1,281.22
GROUNDWORK RESERVE	500.00	0.00	0.00	500.00
POLICE COMP TIME RESERVE	25,000.00	0.00	0.00	25,000.00
TOTAL	1,724,096.87	45,483.04	240,231.35	1,529,348.56
F WATER FUND				
CASH - CHECKING	181,722.38	11,765.37	8,023.93	185,463.82
TOTAL	181,722.38	11,765.37	8,023.93	185,463.82
G SEWER FUND				
CASH - CHECKING	135,761.46	55,373.21	56,666.42	134,468.25
CASH - SAVINGS	18,349.38	4.68	0.00	18,354.06
CERTIFICATE OF DEPOSIT	403,272.37	399.04	0.00	403,671.41
TOTAL	557,383.21	55,776.93	56,666.42	556,493.72
H CAPITAL FUND				
CASH - CHECKING	102,794.54	10.51	0.00	102,805.05
CASH FROM OBLIGATIONS	-56,000.00	0.00	0.00	-56,000.00
TOTAL	46,794.54	10.51	0.00	46,805.05
TA TRUST & AGENCY				
CASH - CHECKING	5,683.53	136,689.60	144,099.95	-1,726.82
TOTAL	5,683.53	136,689.60	144,099.95	-1,726.82

TOTAL ALL FUNDS

2,515,680.53

249,725.45

449,021.65

2,316,384.33

*Jennifer Belotti
4/15/19*

EXHIBIT 2020-011

**** ADMINISTRATION COMMITTEE WILL REVIEW:**

Credit/Purchasing Card Policy

OFFICIAL USE ONLY: The Village of Cayuga Heights (VCH) may provide a credit/purchasing card to an employee for use in connection with their VCH responsibilities. This card may be used only for official business to acquire goods or services that are to be paid for by VCH. No personal purchases, reimbursements, or purchases for other entities (e.g. Cayuga Heights Fire Co.) are permitted.

PURCHASE LIMITS: The cards are limited to \$500 per transaction per day and \$2,000 per month. Limits must be observed. Multiple transactions with a single vendor for the purpose of bypassing these limits are not permitted. In special circumstances the limit may be reset for an approved transaction. Prior authorization from the department head and Clerk must be obtained in advance in order for the limit to be lifted with the vendor.

SALES TAX: Sales tax should not be paid on VCH purchases. The VCH name on the cards indicates that this is a purchase paid by the Village and is exempt in accordance with NYS law.

RECEIPTS: Documentation in the form of charge and/or itemized receipts shall be provided to the Deputy Clerk within three (7) business days. Receipts should indicate the VCH account to which they are to be charged, the purpose of the transaction, and be signed by the department head.

POSTING FOR PAYMENT: The Deputy Clerk shall post receipts in the accounting software to the appropriate vendor for creation of a monthly voucher. Each invoice shall be a line in a voucher, and each line must reconcile to the monthly card statement. Description shall be in the form of "VENDOR: Items" (e.g. P&C: paper towels). No payments shall be made prior to the receipt of the monthly statement. Statements with all backup shall be posted in time for the monthly abstract approval and payment.

INTERNAL CONTROLS: The Clerk, who is responsible for payment review and check issuance, shall not have a credit/purchasing card. Credit/purchasing cards are to be used by the individual named thereon or their designate, and neither cards nor card numbers shall be shared for use by others.

COMPLIANCE WITH POLICY: Accepting the credit/purchasing card indicates agreement of the terms herein. Any use of the credit/purchasing card in violation of this policy may result in revocation or disciplinary action.

POLICY OVERSIGHT: The Clerk is responsible for the credit/purchasing card program and for ensuring that card use does not violate VCH Purchasing Policy.

Adopted by the Cayuga Heights Board of Trustees on September 9, 2014: Resolution #7516

EXHIBIT 2020-012

VILLAGE OF CAYUGA HEIGHTS PROCUREMENT POLICY AND PROCEDURES

WHEREAS, General Municipal Law §104-b requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officials and department heads in the Village of Cayuga Heights,

THEREFORE, BE IT RESOLVED: that the Village of Cayuga Heights does hereby adopt the following Procurement Policy and Procedures which is intended to apply to all goods and services which are not required by law to be publicly bid.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public monies in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Village of Cayuga Heights Board of Trustees has adopted an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, §103 or of any other general, special, or local law.

All transactions shall be in accordance with the Village of Cayuga Heights' Code of Ethics as may be amended from time to time.

Procedures for Determining Whether Procurements Are Subject to Bidding

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Procedure

Every purchase to be made must be analyzed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service

exceeds the monetary threshold of competitive bidding taking into account past purchases and the aggregate amount to be spent in a fiscal year. Monetary thresholds may not be avoided by artificially splitting or breaking up contracts into lesser agreements or entering into a series of agreements for sums below the dollar thresholds.

Procurements Subject to Bidding

Specification Document

The specification document sets forth the standard and requirements that competitors must observe. The specification should indicate the basis on which the bids and offers will be evaluated and the award made.

Awarding Contracts:

When competitive bidding is required, the award of the contract is generally made to the lowest priced responsible bidder which has complied with the specifications.

The Village may elect to award a contract on the basis of “best value” instead of to the lowest responsible bidder. “Best value” is defined for this purpose as a basis for awarding contracts to the offeror which optimizes quality, cost, and efficiency, among responsive and responsible offerors. The use of best value for awarding purchase contracts must be authorized by adoption of a local law.

Statutory Exceptions to ~~Quotation~~/Proposal Requirements of This Policy and Procedures

The following items are **not** subject to competitive bidding pursuant to General Municipal Law §103:

1. Purchase contracts under \$20,000 and public works contracts under \$35,000;
2. Emergency purchases: pursuant to §103(4) of General Municipal Law which sets forth an exception to bidding requirements for emergency situations and provides as follows: "Notwithstanding the provisions of subdivision one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property, or the life, health, safety, or property of the inhabitants of a or district therein, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment may be let by the political subdivision." Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of Village residents. This section does not preclude alternate proposals if time permits.
3. Certain municipal hospital purchases;
4. Preferred source goods purchased from approved, qualified, nonprofit agencies for the blind or severely handicapped, and certain approved qualified veterans' workshops pursuant to State Finance Law §162(4);
5. Preferred source goods required to be purchased from the Correctional Industries Program of the Department of Corrections and Community Supervisions (Corcraft) pursuant to Correction Law §186;

6. Purchases under State contracts pursuant to General Municipal Law §104 and Service contracts entered into through the New York State Office of General Services “piggybacking” on certain other government contracts in accordance with the prerequisites in GML, §103 [16]. In these instances, the State has already investigated and secured the lowest possible price for the municipality.
7. Purchases under county contracts and certain federal General Service Administration contracts pursuant to General Municipal Law §103(3);
8. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software;

9. Sole Source - Competitive bidding is not required under section 103 of the General Municipal Law in those limited situations where there is only one possible source from which to procure goods and services required in the public interest. Appropriate documentation is required to show that a sole source condition existed

Documentation

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes (telephone logs) from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. Alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations, or any other method of procurement that furthers the purposes of the General Municipal Law §104-b. Documentation is required for each action taken in connection with procurement.

Methods of Competition to be used for Non-Bid Procurements

Alternative proposals or quotations should be obtained by use of written requests for proposals (RFPs), written quotations, verbal quotations or any other method that furthers the purposes of the law. This method of purchase assures the prudent and economical use of public moneys in the best interest of the taxpayers and facilitates the acquisition of goods and services of maximum quality at the lowest possible cost.

Awards to Other than the Lowest Responsible Dollar Offeror

Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Whenever any contract is awarded to other than the lowest responsible dollar offeror, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, shall be documented as follows:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$500 - \$4,999	two (2) verbal quotes
\$5,000 - \$19,999	two (2) written/fax quotes or written RFPs

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$500 - \$2,999	two (2) verbal quotes
\$3,000 - \$9,999	two (2) written/fax quotes
\$10,000 - \$34,999	two (2) written/fax quotes or written RFPs

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Items Exempted from this Policy and Procedures by the Board of Trustees

Pursuant to General Municipal Law §104-b(2)(g), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. The Board sets forth the following circumstances when, or types of procurements for which, it may not be in the best interests of the Village of Cayuga Heights taxpayers to solicit alternative proposals or quotations or document the basis for not accepting the lowest proposal:

1. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
2. Goods or services under \$500. The time and documentation required to purchase through this policy

may be costlier than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

3. Employee expenses such as conference expenses, mileage, and other reimbursable expenses in performance of day-to-day duties.
4. Reimbursement of petty cash funds.
5. Utility bills.
6. Service contracts for a fixed monthly or annual amount for which a formal contract exists.
7. Interdepartmental charges.
8. Medical examinations.
9. Legal notices.
10. Postage
11. Other limited exceptions apply. These are outlined in various documents and are available from the Clerk or Treasurer upon request.

Individual(s) Responsible for Purchasing

With the exception of purchases made under blanket purchase orders and/or confirming orders (those requiring immediate action) only the persons designated as purchasing agent may commit the local government for a purchase. The following individuals are designated as purchasing agents. They may designate their assistant to perform this function in their absence.

Titles of individuals responsible for purchasing;

Superintendent of Public Works

Asst. Superintendent of Public Works

Village Justice

Village Clerk

Village Treasurer

Chief of Police

Fire Department Superintendent

General

1. Material, equipment, supplies and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the appropriate purchasing department head.

2. It is the responsibility of the requisitioner and the appropriate purchasing department head to provide an adequate description of all items needed so that the procurement may be reviewed and/or specifications prepared to procure the desired commodity and/or service. As needed the requisitioner will assist the purchasing agent in the preparation of specifications.

3. It is the responsibility of the purchasing department head to make alternative suggestions to the requisitioner if, in the judgment of the purchasing department head, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications the Board of Trustees, after reviewing all available data, should make the final determination.

Requisition

The requisitioner will provide the Treasurer with the following information on items to be procured:

1. Description of item requested
2. Quantity required
3. Department and appropriation to be charged
4. Date
5. Signature of requisitioner and/or department head

Purchase Order

1. Each department head is responsible for the compliance with the purchasing procedures adopted.
2. Only purchase order forms provided by the Treasurer shall be used.
3. Purchasing information shall be provided as described above.
4. The purchase order will be prepared by the Treasurer and based on the signed requisition information.
5. All purchase orders will be approved by the purchasing department head and the Treasurer.
6. The Treasurer will certify by signature on each purchase order that the monies are available, and that the appropriation has been encumbered.
7. Multiple copy purchase orders shall be used. The original will be provided for the vendor. One copy will be returned to the requisitioning department. A copy will be retained by the Deputy Clerk.

Confirming Orders

A verbal order, subject to subsequent confirmation by a written purchase order may be given in cases where necessity for immediate action exists. The individual placing such an order shall justify the need for this action when providing the requisition information. A confirming order should be issued immediately after availability of funds is determined. The order shall follow the same procedures as other orders but shall have priority so that the vendor will receive the order without delay. The order shall be marked "CONFIRMATION - DO NOT DUPLICATE."

Department heads are responsible for orders placed verbally.

Blanket Orders

Blanket purchase orders or open-end accounts may be issued to various vendors for the purchase of items considered to be of immediate need or for the purpose of consolidated purchases. The amount of the blanket purchase order shall be determined by the Treasurer. It shall be based on information available in the records covering previous fiscal years and data obtained from the purchasing department head.

Blanket purchase orders shall not extend beyond the Village's fiscal year end. Billings against blanket orders shall be made monthly. The department should keep a record of purchases made to insure that they do not exceed the amount allowed by the blanket purchase order.

Blanket orders may be cancelled prior to the fiscal year end at any time by the Treasurer. Any encumbered, unexpended funds shall be returned to the original appropriation. In some cases, it will not be practical to encumber blanket orders of a broad nature.

Note that the above contract exceptions are valid only when the purchases are made from the vendor holding the current State, state approved, or county contract.

Notice to Vendors

Written notice will be given to each new supplier explaining the purchasing format. Vendors deviating from the purchasing procedures will be notified immediately and informed of possible consequences. Such notice will include the statement "The Village of Cayuga Heights will not be responsible for purchases made without prior authorization from the designated purchasing department head except as otherwise stated herein." The purchasing department head shall also notify the vendor of the Village's tax status and obtain the appropriate tax information from the vendor as is necessary to comply with Internal Revenue Service reporting requirements.

Receipt of Goods

The requisitioning department shall notify the Village Office when goods are received. This shall be done by providing a copy of the packing slip, which should be signed to indicate that the goods have been received and are in satisfactory condition.

Insufficient Appropriations

In the event that an appropriation balance is insufficient, and funds are not available in the same department and type classification, the purchasing agent will notify the department head. To request an increase in appropriation, the department should proceed as follows:

The request for a transfer or an increase in appropriations should be in writing and directed to the Treasurer.

An explanation as to why the purchase is necessary must be included in the request.

The amount needed, and the accounts involved must be indicated.

The Treasurer will present a summary of all transfer requests to the Village Board in a regular or special meeting. After approval of the transfer he/she shall notify the purchasing agent that the order may be processed.

When funds exist in a department in the same type classification the purchase order may be issued prior to board approval of the transfer from the sub classification. For example, a transfer may be presumed from account A8160.410 to A8160.420, because the department (A8160) is identical and the type classification (400, contract expenditure) is identical. Such requisitions will be encumbered on the appropriate account and the transfers shall be made prior to the payment of the invoice.

Audit of Claims

Standard vouchers shall be prepared for payment of all items purchased under this policy. The purchase order number should be included on the voucher. The voucher shall be signed by the responsible department head in the space provided.

Vouchers received up to one week prior a regularly scheduled Board meeting will be included on the Abstract of Audited Vouchers and submitted for Board approval by the Treasurer. Once such approval has been made the invoice(s) may be paid.

Input from Officers

Comments have been solicited from department heads and appointed officials therein involved in the procurement process prior to the enactment of this policy. Comments on policies and procedures will be solicited from time to time hereafter.

Annual Review

The Board of Trustees shall annually review and, when needed, update this policy and procedures.

The Village Treasurer shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy and shall be responsible for reporting back to the board.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, §104-b shall not be grounds to void action taken or give rise to a cause of action against the Village of Cayuga Heights or any officer or employee thereof.

Resolution #7649

Adopted on June 15, 2015 by a vote of the Village of Cayuga Heights Board of Trustees.

Modified January 17, 2017 by a vote of the Village of Cayuga Heights Board of Trustees

