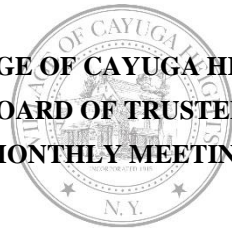


Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING

Monday, December 17, 2018
7:00 p.m.



Present: Mayor Woodard; Trustees: Biloski (arrived at 7:06 p.m.), Friend, Marshall, McMurry, Robinson, and Salton; Police Chief Wright; Superintendent of Public Work Cross; Assistant Superintendent of Public Works Wiese; Clerk Walker

Absent: Attorney Marcus. Treasurer Mangione

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

2. Approval of Meeting Minutes: November 20, 2017 (Exhibit 2019-088)

Resolution # 8326

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the November 20, 2017 meeting minutes as presented.

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions: Marshall

Motion Carried

Approval of Meeting Minutes: December 18, 2017 (Exhibit 2019-089)

Resolution 8327

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the December 18, 2017 meeting minutes as presented.

Motion: Trustee Marshall

Second: Trustee McMurry

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

Nays: none

Abstentions: Salton

Motion Carried

Approval of Meeting Minutes: May 21, 2018 (Exhibit 2019-092)

Resolution # 8328

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the May 21, 2018 meeting minutes as presented.

Motion: Trustee Friend

Second: Trustee Robinson

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

Nays: none

Abstentions: Salton

Motion Carried

Approval of Meeting Minutes: November 19, 2018 (Exhibit 2019-095)

Resolution #8329

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the November 19, 2018 meeting minutes as presented.

Motion: Trustee Salton

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2019-096)

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

5. Report of Mayor:

a. Public Hearing on Proposed Local Law I- Sewer Rates.

It is the intent of this Local Law to establish a 10 percent increase for the 2019 sewer rate. The Board advised that there are no amendments to the draft.

Mayor Woodard opens the Public Hearing at 7:05 p.m.

•No members of the public wished to comment.

Mayor Woodard closes the Public Hearing at 7:05 p.m.

Trustee Biloski arrived at 7:06 p.m.

This action is an exempt action under SEQR Section 617(5)(c)(20).

Resolution # 8330

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees adopts Proposed Local Law – I of 2018 as Local Law # 9 of 2018-Sewer Rates.

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW I OF THE YEAR 2018

A LOCAL LAW TO AMEND THE ANNUAL SEWER RATES, AS DEFINED IN ARTICLE XII, SEWER RENTS, OF THE VILLAGE OF CAYUGA HEIGHTS ARTICLES

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

Section I. PURPOSE

The purpose of this Local Law is to establish annual sewer rates of \$2.76/1000 gallons consumed for inside users and a rate of \$4.14/1000 gallons used for outside users, as defined in articles XII, Sewer Rents, of the Village of Cayuga Heights Articles.

Section II. AUTHORITY

This Local Law is enacted pursuant to the grant of powers of local governments provided for in (i) Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provisions of the New York State Constitution or 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, (ii) General Municipal Law Article 14-F, (iii) General Municipal Law Sections 451 and 452, and (iv) Village Law Article 14.

Section III. ESTABLISHMENT OF SEWER RATES

As of January 1, 2019, annual sewer rates shall be established at a rate of \$2.76/1000 gallons used for treatment of waste water originating from properties located within the Village and a rate of \$4.14/1000 gallons used for treatment of waste water originating from properties located outside of the Village.

Section IV. SUPERSEDING EFFECT

All Local Laws, 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 V. VALIDITY

The invalidity of any provision of this Local Law shall not affect the validity of any other provision of this Local Law that can be given effect without such invalid provision.

Section VI. 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 Robinson

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

Nays: none

Abstentions: none

Motion carried

Trustee Salton asked if the Village will be discussing bonding for funding of the WWTP expansion and will that impact future increases in the sewer rate. Mayor Woodard responded that the increased sewer rates will help pay the interest on the borrowed money.

b. GHD: WWTP Project (Exhibit 2019-098)

Nick Hatala from GHD was present to address any questions about discussing the WWTP project as a one or two phases project.

- The first part of the project will be the construction of the headworks facility; the second part is upgrades to the rest of the plant. The biggest issue with completing the project as a single, rather than in phases is that GHD would need another construction season to get the background work complete. WWTP Manager John McGrath urged the Mayor to not wait another year to begin work.

- Trustee Robinson reported that currently the WWTP staff is manually cleaning the grit filters, which is not the most affective process. This adds to the breakdown of other components utilized in the treatment system.

- The Board agreed to keep this project as two phases.

- The Village should hear about one remaining grant application for funding by next week.

- Mayor Woodard asked if we are not successful with receiving an additional grant this year can we go back and submit one for next year. Nick Hatala from GHD suggested we could.

- The next step for the WWTP will be bidding the project, and then submit to NYDEC in January. A plant inspection in February-March with construction to begin in the spring.

- Trustee Salton raised the question to GHD's Nick Hatala if GHD was familiar with point discharge increases. GHD does have some experience and did provide a plant expansion cost estimate which would allow for more discharge. I and I must be addressed before NYSDEC would approve an expansion.

- Don Hartill from the Village of Lansing has purchased a state-of-the-art laser meter. Bolton Point has offered to let the Village piggyback on their supervisory control and data acquisition (SCADA) which is a control system architecture that uses computers, networked data communications and graphical user interfaces for high-level process supervisory management.

Along with this discussion GHD has requested two amendments for the Board to review. (Exhibit 2019-098)

Resolution # 8331

Amendment No 1.

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and the Village of Cayuga Heights, New York (OWNER) entered into an Agreement dated May 31, 2018, for ENGINEER to furnish Final Design, Bidding and Construction Phase engineering services in connection with Phase 1 improvements (Headworks Replacement) at the Cayuga Heights Wastewater Treatment Plant; and,

WHEREAS, OWNER seeks to obtain funding available from the New York State Environmental Facilities Corporation (NYSEFC) for the Phase 1 WWTP Headworks Replacement Project; and,

WHEREAS, as a condition of said funding, NYSEFC requires incorporation of financing program requirements in all agreements for professional engineering service;

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows.

1. Add as Exhibit C, the attached NYSEFC "Program Requirements and Bid Packet for Non-Construction Contracts." ENGINEER shall comply with requirements outlined in Part 2 of Exhibit C, including providing opportunities for Minority- and Women-Owned Business Enterprises (MWBE) to meet an MWBE combined goal of 23% of total contract value as

required for Clean Water projects that receive New York State Water Infrastructure Act (WIIA) grant funding and Clean Water State Revolving Fund (CWSRF) loan financing.

BE IT RESOLVED THAT: The Village of Cayuga Heights Board approves and authorizes Mayor Woodard to sign amendment 1 for Phase 1 as presented.

Motion: Trustee Marshall

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

Resolution # 8332

Amendment No. 2

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and the Village of Cayuga Heights, New York (OWNER) entered into an Agreement dated May 31, 2018, for ENGINEER to furnish Final Design, Bidding and Construction Phase engineering services in connection with Phase 1 improvements (Headworks Replacement) at the Cayuga Heights Wastewater Treatment Plant; and,

WHEREAS, OWNER seeks to obtain funding available from the New York State Environmental Facilities Corporation (NYSEFC) for the Phase 2 WWTP Headworks Replacement Project; and,

WHEREAS, as a condition of said funding, NYSEFC requires incorporation of financing program requirements in all agreements for professional engineering services;

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows.

1. Add as Exhibit C, the attached NYSEFC "Program Requirements and Bid Packet for Non-Construction Contracts." ENGINEER shall comply with requirements outlined in Part 2 of Exhibit C, including providing opportunities for Minority- and Women-Owned Business Enterprises (MWBE) to meet an MWBE combined goal of 23% of total contract value as required for Clean Water projects that receive New York State Water Infrastructure Act (WIIA) grant funding and Clean Water State Revolving Fund (CWSRF) loan financing.

BE IT RESOLVED THAT: The Village of Cayuga Heights Board approves and authorizes Mayor Woodard to sign amendment 1 for Phase 2 as presented.

Motion: Trustee McMurry

Second: Trustee Friend

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

Nays: none

Abstentions: none

Motion carried

c. New York Power Authority: Update of LED Streetlights.

Mayor Woodard attended a TCCOG meeting last week which led to her contacting Casey Mastro, who is the Energy Manager for the New York Power Authority (NYPA). Mayor Woodard has invited him to the January BOT meeting. NYPA can perform all the work for replacing our street lights with LED lights as well as finance the project. Once the Board has all the details we will begin to inform the Village residents on a proposed plan.

d. \$5000 Clean Energy Community Grant:

Mayor Woodard suggested we use that money for the LED project. B. Cross would like to see that money used towards a window project at Marcham Hall.

Trustee Robinson asked about how much use the electric charging station was getting. Clerk Walker informed the Board there has been very little use.

e. Security Camera – Stanley Invoice:

Chief Wright asked Mayor Woodard to look at sharing the expense of the cameras and DVR unit for Marcham Hall and the Police Department. The Board agreed to allocate payment from the Village Hall fund for one camera that faces the charging station and the labor to install that camera.

f. Airbnb:

All short-term rental permits are due for renewals at the end of the year. As of today, we have received 5 renewals. Along with the application to renew the applicant has to submit their rental log. The Clerk's office will monitor how much time this process is taking and revisit the idea of using a service to manage the Village short-term rentals. Another option might be to impose a Village rental tax.

g. Tree Inventory Grant:

The Shade Tree Advisory Committee has received 2 proposals to conduct the inventory work of the Village trees. Mayor Woodard requested meeting to review the proposals in early January. The goal of this grant to monitor health of all the Village trees. We also need to watch the ash trees, now that the invasive Emerald Ash Borer Beetle has been found in neighboring municipalities. The tree inventory is necessary in order to apply for grants for a street tree maintenance plan.

h. 1 Highgate Circle Sewer Credit (Exhibit 2019-099)

The Village of Lansing has submitted a request to forgive the sewer portion of 1 Highgate Circles bill. This location had a 3-day water leak than drained into the yard.

Resolution # 8333

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees authorizes Treasurer Mangione to issue a sewer credit of to the Village of Lansing for 1 Highgate Circle in the amount of \$68.57.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: Trustee Salton

Abstentions: None

Motion carried

i. **WWTP Generator Switch:**

Currently if the power goes down at the WWTP an employee must manually turn on the generator. This is extremely dangerous because of the high voltage and should be converted to an automatic switch.

Trustee Marshall inquired to how much of this work will remain after plant expansion. B. Cross explained this switch will remain even after the changes with the upgrade. The bids received for this installation were between Pleasant Valley Electric and Matco Electric. The Matco bid included testing of the switch and training.

Resolution # 8334

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to execute the contract with sign Matco Electric for installation of a transfer switch and associated training, not to exceed \$19,863.00

Motion: Trustee Salton

Second: Trustee Marshall

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

Nays: None

Abstentions: None

Motion carried

6. **Report of the Trustees**

a. **General Code:**

The manuscript will be in our hands by the end of this week. The Board will have to approve and submit all changes by April 22, 2019

b. **TAP:**

Trustee McMurry reported that she has not heard anything about the TAP Grant.

c. **Health Care Update:**

Trustee Salton informed the Board that Blue Cross Blue Shield will start offering Telemed. This service allows BCBS members to have a phone or video visit with a physician verses having to come in for an office visit.

7. **Report of Police Chief Wright (Exhibit 2019-100)**

•Chief Wright reported there are no updates on NYS Sergeant's Exam dates offered by the County.

8. **Report of Assistant Superintendent of Public Works (ASPW) Wiese**

a. **North Triphammer Road Lighting:**

The rewiring of the North Triphammer Road lights is underway. The DPW utilized an underground drilling machine(mole) to run the new wiring. This eliminated the need to tear up sidewalks or asphalt.

b. Leaf Pickup: The DPW will continue to pick up leaves in the Village until the end of December.

9. Report of Engineer Cross (Exhibit 2019-101)

a. T.G. Miller:

B. Cross stated that this is the 3rd written proposal is much more complete than previous versions. Trustee Salton asked if the T.G. Miller proposal will be consistent with storm water infrastructure existing for water drainage in the Village. B. Cross confirmed that it will be consistent, and data is available to map out all services.

Resolution # 8335

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the amended proposal by T.G. Miller, P.C. to conduct Cayuga Heights Road Conceptual Design Services for road drainage and walk improvements not to exceed \$14,500.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion carried

10. Report of the Treasurer Mangione (Exhibit 2019-102)

Finance committee will meet next week to look at the 6-month budget.

Resolution # 8336

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees approves Abstract #7 for FYE2019 consisting of TA vouchers 53-62 in the amount of \$16,269.08 and Consolidated Fund vouchers 453-529 in the amount \$228,438.06 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion carried

11. Report of Clerk Walker

Clerk Walker reported that the back log of meeting minutes has been finished.

12. Adjournment

Mayor Woodard adjourns the meeting at 9:15 p.m.