



Village of Cayuga Heights
Board of Trustees
Monthly Board Meeting
Marcham Hall
Monday, December 16, 2019, 7:00 p.m.
AGENDA

EXHIBIT/PAGE

- 1. Call to Order:**
- 2. Approval of Meeting Minutes:**
 - a. November 18, 2019 Meeting 2020-105 pgs.2-17
 - b. November 26, 2019 Special Meeting 2020-106 pgs.17-19
- 3. Report of the Fire Superintendent Tamborelle: Submitted Report** 2020-107 pgs.20-21
- 4. Privilege of the Floor:**
- 5. Report of Mayor Woodard:**
 - a. Upland Heights Proposal 2020-108 pg.21
 - b. Proposed Local Law D of 2019-Sump Pumps 2020-109 pgs.22-26
 - c. Tree City Re-certification- Arbor Day Proclamation 2020-110 pg.27
 - d. Fee Schedule 2020-111 pg.28
 - e. Sunset Drive
 - f. TAP – Fisher proposal 2020-112 pgs.29-32
- 6. Report of the Trustees:**
- 7. Report of Police Chief Wright: Submitted Report** 2020-113 pgs.32-35
- 8. Report of Director of Public Works Wiese: Submitted Report** 2020-114 pg.36
- 9. Report of Superintendent of Public Works Cross: Submitted Report** 2020-115 pgs.
- 10. Report of Treasurer Mangione: Submitted Report** 2020- 116 pgs.37-38
- 11. Report of Clerk Walker: Submitted Report** 2020-117 pg.39
 - a. Procurement Policy 2020-118 pgs.39-43
 - b. Investment Policy 2020-119 pgs.44-45
 - c. Credit Card Policy 2020-120 pg.46
 - d. Facility and Fire Station Use Policy 2020-121 pgs.47-49
 - e. Code of Ethics Policy 2020-122 pgs.50-54
- 12. Report of Attorney Marcus:**

13. Adjournment:

EXHIBIT 2020-105

Minutes

Marcham Hall

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



Monday, November 18, 2019

7:00 p.m.

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

1. Call to Order: Mayor Woodard calls the meeting to order at 7:06 p.m.

2. Approval of Meeting Minutes: October 21, 2019 (Exhibit 2020-090)

Resolution # 8544

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the October 21, 2019 meeting minutes as presented.

Motion: Trustee McMurry

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Salton

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-091)

- Fire Superintendent Tamborelle states that the recruit class training is complete.
- The new ladder truck quote from E1 Inc. came in much higher than expected.
- A few of CHFD water hoses were damaged at a fire in Lansing and will have to be replaced by Lansing Fire Department's insurance carrier.
- Trustee Robinson asks if any training is hampered with the lack of live fire simulation locations to conduct real fire training. Fire Superintendent Tamborelle states that there really isn't anywhere close to have "live fire evolution" training.

4. Privilege of the Floor: Michael Timmons of 26 Sunset Drive addresses the Board.

November 18 , 2019 – 7:00 PM – Marcham Hall

	PLEASE PRINT Name/Anonymous	Address	Do you wish to speak? Indicate Yes or No
1.	<u>Ayako Timmons</u>	_____	_____
2.	<u>Michael Tim</u>	<u>126 or 26 SUNSET</u>	<u>DEAR PARK</u> <u>Yes</u>
3.	_____	_____	_____

- It turns out that the Village of Lansing also has a 20 and a 26 Sunset Drive and mail is still getting sent to the wrong address.
- Trustee Robinson states that the Rochester N.Y. Post Office was never notified of this address change. This has now been corrected.
- M. Timmons proposes that the numbering be changed back to 120,125,126, 130 or that the name of the street be changed to Sunset Park.
- 100 Sunset Park, 30 Sunset Drive, and 25 Sunset Drive do not want any further changes to their addresses.
- Trustee Salton suggests that if the residents just wait a few months, this issue might resolve itself. M. Timmons states that he feels this is a life safety issue and needs to be fixed.
- B. Cross advises that it is not a good idea to make any further decisions without feedback from the Tompkins County 911 Coordinator.

5. Report of Mayor Woodard:

a. Continued Public Hearing on Proposed Local Law D of 2019 – Sump Pumps

- No members of the public wish to speak.
- Mayor Woodard closes the Public Hearing at 7:30
- Attorney Marcus asks B. Cross if the SEQR review was completed. B. Cross states that the SEQR review was not completed.
- The Board will complete SEQR review and vote on this proposed local law at the December Board of Trustees Meeting on December 16, 2019.

VILLAGE OF CAYUGA HEIGHTS

PROPOSED LOCAL LAW D OF THE YEAR 2019

A LOCAL LAW TO REDUCE INFLOW AND INFILTRATION INTO THE VILLAGE OF CAYUGA HEIGHTS' SANITARY SEWER SYSTEM

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 requirements to reduce inflow and infiltration (“I&I”) into the sanitary sewer system owned and operated by the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees (the “Board”) has determined that significant sources of I&I within the Village originate from the connection of sump pumps, downspouts and other drainage facilities to Village sanitary sewer lines. Reduction of I&I would be beneficial to the Village to reduce the volume of water that is treated at the Village’s waste water treatment plant (“WWTP”). The purpose of this Local Law is to take steps to reduce I&I in order to best maintain the Village’s WWTP by diminishing the overburden on the WWTP that is caused by I&I. It is in the interests of the safety and general welfare of Village residents that the WWTP is maintained to operate safely and efficiently, which goals can better be achieved by reducing I&I. The Village 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 intended to regulate activity that has a detrimental impact on the Village’s WWTP in order that it functions safely and efficiently and in order that possible future expansion of the WWTP can more readily be accomplished.

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 INFLOW AND INFILTRATION REDUCTION REGULATIONS

1. No person shall discharge or cause to be discharged any stormwater, groundwater, roof runoff, subsurface drainage or drainage from any sump pump, downspout, yard drain, building foundation, retention or detention basin, parking lot drain, pond or other drainage facility into any sanitary sewer within the Village of Cayuga Heights. No person shall connect any sump pump outlet, nor any roof, yard, building foundation, retention or detention basin, parking lot, driveway, pond or other surface runoff or groundwater drains, or other drainage facility to any sewer line that constitutes a part of the Village’s sanitary sewer system or otherwise transports wastewater to the Village’s WWTP.

2. All existing sump pumps and downspouts, and any other drainage facilities, that discharge to the Village’s sanitary sewer system shall be disconnected from the Village’s sanitary sewer system. Sump pumps, downspouts and other drainage facilities may be discharged to curb drains, road ditches or splash blocks within the Village right of way following the property owner’s receipt of written approval from the

Village engineer. All discharge from sump pumps, downspouts and other drainage facilities that is not so discharged to said drainage facilities within the Village right of way with approval from the Village engineer shall be directed to flow to the natural grade of the property and/or to natural drainage courses in accordance with applicable local, New York State and Federal law and regulations..

3. With respect to any newly constructed improvements, all sump pumps and downspouts, as well as surface drainage and any other drainage facilities, shall be discharged to storm sewers, retention or detention basins or channels approved by the Village Engineer as a component of approval of plans and specifications for the building permit for such improvements.

4. All newly constructed improvements that include a basement or other below-grade space shall have, if physical conditions of the property require, an adequate sump and sump pump to which any interior drain tile and floor drains shall discharge.

SECTION IV PROPERTY INSPECTIONS/PROPERTY TRANSFERS.

1. Voluntary Inspections. An owner of any structure or parcel of land upon which a structure is located within the Village may, at any time, request that the Village's Code Enforcement Officer, or other duly authorized representative of the Village, inspect the sump pump system, downspouts and other drainage facilities for said structure or on said parcel of land. The fee required for this inspection shall be determined by resolution of the Village Board. Provided that the same are found to be in compliance with the provisions of this Local Law, the Village shall issue a certificate of compliance stating so (the "Certificate of Compliance"). The Village shall maintain a record of structures and parcels of land for which such Certificate of Compliance has been issued. In the event that as a result of such inspection, the Village determines that a structure or parcel is not in compliance with the provisions of this Local Law, the Code Enforcement Officer will issue a notice to the property owner describing the violations of this Local Law. When required, all permits for the work necessary to cure violations must be obtained from the Village Code Enforcement Officer. The fee required for such permits shall be equivalent to the fee for a building permit for such work. The owner of such structure or parcel shall, within one (1) year of such inspection, correct the non-compliance and again request that the structure or parcel be inspected as described above.

2. Duration of Certificate of Compliance. Once issued by the Village, the Certificate of Compliance shall remain in effect unless and until any alteration, modification, replacement, relocation or addition is made to any sump pump, downspout or other drainage facility serving the structure or parcel of land that is the subject of the Certificate of Compliance, which alteration, modification, replacement, relocation or addition results in a violation of this Local Law.

3. Transfer of title. No person shall transfer title to another person, nor accept from any other person the transfer of title, to any structure or parcel of land upon which a structure is located within the Village unless and until a the Village's Code Enforcement Officer, or other duly authorized representative of the Village, shall have inspected the sump pump system, downspouts and other drainage facilities for said structure or on said parcel of land and certified that the same are found to be in compliance with the provisions of this Local Law and the Village has issued a Certificate of Compliance. If the owner of a structure or parcel of land upon which a structure is located intends to sell such property, and the Village has

not previously issued a Certificate of Compliance as described above, the owner shall request the required inspection at least thirty (30) days prior to the intended closing date of the sale of said property. This section shall not apply to transfers of property by gift, intestacy or testamentary disposition; transfers pursuant to the Federal Bankruptcy Act; transfers under Tompkins County property tax foreclosures; transfers for which consideration is \$100 or less; and transfers in connection with a partition.

4. Temporary Waiver of Certificate of Compliance for Time of Sale Inspection.

(a) The Village's Code Enforcement Officer may temporarily waive the requirement for a Certificate of Compliance as a prerequisite to transfer of title, as specified above, provided that no later than ten (10) business days prior to the expected closing for said transfer:

- (i) The seller makes a written request to the Code Enforcement Officer that includes a written, itemized quote from a plumber that provides for correction of all violations identified in the notice delivered to the property owner based upon the Village's inspection; and
- (ii) The seller and purchaser shall have filed with the Code Enforcement Officer a written guaranty to correct any violations in said structure or on said parcel of land within ninety (90) days after the closing of the sale; and
- (iii) The purchaser shall have provided a sum equal to one hundred fifty (150%) percent of the estimated costs contained in the itemized quote provided in subsection (i) above. Such sum shall be payable by certified check or bank draft payable to the Village of Cayuga Heights at closing and held in escrow by the Village. The Village will deliver such sum to the purchaser if the violations have been corrected within the time specified in the guaranty, but this sum will be forfeited to the Village if the violations are not corrected within the time frame specified in the written guaranty.

(b) If the violations are not corrected within the time specified in the written guaranty, the temporary waiver issued by the Code Enforcement Officer shall immediately expire, and the purchaser shall be subject to the penalties stated below.

(c) Notwithstanding any of the provisions of this Section 4 to the contrary, if the purchaser has not completed the necessary work and obtained the Certificate of Compliance within the a forestated ninety (90) day period, the purchaser may apply for an extension of said ninety (90) day period by submitting to the Code Enforcement Officer, at least ten (10) business days prior to the expiration of the ninety (90) period, written evidence of purchaser's good faith efforts to have completed the necessary work and the reason for not having done so. Provided that the Code Enforcement Officer determines that an extension based on such written evidence is appropriate, the Code Enforcement Officer shall issue to the purchaser a letter extending the time to satisfy the requirements of this Section 4 for an additional ninety (90) day period.

SECTION V **BUILDING PERMITS**

In the event that any person applies to the Village for a building permit to undertake any work on any property in the Village, whether new construction or repair, renovation, restoration or expansion of existing improvements, unless a Certificate of Compliance is on record with the Village, such person shall arrange for the Village's Code Enforcement Officer to perform the inspection described above in Section IV, subsection (1). If, on the basis of such inspection, the Code Enforcement Officer determines that the property and all existing improvements are in compliance with the provisions of this Local Law, the Village shall issue a Certificate of Compliance stating so. If the Code Enforcement Officer determines that the property or any existing improvements are not in compliance with the provisions of this Local Law, the work necessary to remedy all such violations shall be added the work that is the subject of the building permit that had been applied for, and the Code Enforcement Officer shall not issue a certificate of compliance for the work that is the subject of such building permit application until such violations have been corrected. Upon correction of such violations, the Code Enforcement Officer shall issue a Certificate of Compliance for the sump pump, downspouts and/or other drainage facilities at the property.

SECTION VI ENFORCEMENT

The Village's Code Enforcement Officer 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

Any person who violates this Local Law shall be guilty of a violation and subject to a fine of not more than \$500. Each day that a violation of this Local continues after the sixtieth (60th) day following notice to the property owner of the existence of such violation shall constitute a separate violation.

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 as of January 1, 2020, provided that by such date this Local Law has been filed in the office of the New York State Secretary of State, except that this Local Law 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.

b. Public Hearing on Proposed Local Law F of 2019 – Special Events

-Mayor Woodard opens the Public Hearing at 7:35 p.m.

•No members of the public wish to speak.

-Mayor Woodard closes the Public Hearing at 7:35 p.m.

•The Village of Cayuga Heights Board of Trustees has determined that this is a Type II action under SEQRA section 6.17.4B (26)

Resolution # 8545

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law - F of 2019 as Local Law # 6 of 2019.

PROPOSED LOCAL LAW F OF THE YEAR 2019

A LOCAL LAW TO AMEND

THE VILLAGE OF CAYUGA HEIGHTS LOCAL LAW 4 OF 2013,

“A LOCAL LAW TO PROVIDE FOR REGULATION OF PARADES AND SPECIAL EVENTS,”

TO RESOLVE AN INCONSISTENCY

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 resolve an inconsistency in the terms of Local Law 4 of 2013, “A Local Law to Provide for Regulation of Parades and Special Events” (the “Law”) of the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees has determined that certain terms of the Law require revision to eliminate an internal conflict in such terms. The purpose of this Local Law is to modify the text of the Law 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 LOCAL LAW 4 OF 2013, “A LOCAL LAW TO PROVIDE FOR REGULATION OF PARADES AND SPECIAL EVENTS”

The following text of Local Law 4 of 2013, “A Local Law to Provide for Regulation of Parades and Special Events” shall wholly replace the former text of the specified Sections. The text of the specified Sections as stated below shall hereafter appear in the Village’s Code as the revised text of the Law. No changes to the Law are made hereby other than replacing the text of the Law with the text below.

The text of “**SECTION III, DEFINITIONS.**” subsection (c) of the Law is revised to read:

c. **Special Event.** Any event, occasion or celebration open to the public and conducted at or upon any public street, road, highway or sidewalk or public park or other public place, or conducted on property other than public property at such a location or in such a manner as to significantly impact, impair or limit the public’s access to any public street, road, highway or sidewalk or public park or other public place.

The text of “**SECTION IV, PERMIT REQUIRED.**” of the Law is revised to read:

Unless declared to be conducted by resolution of the Board of Trustees of the Village, or unless arranged and to be conducted by the Cayuga Heights Police Department or by the Cayuga Heights Fire Department, any parade or special event in the Village requires a permit issued by the Village Clerk in accordance with the provisions of this Local Law. The permit will specify the timeline and location for the parade or special event and any conditions to be satisfied in arranging or conducting the parade or special event, such as safety planning, provision of insurance or indemnification to the Village, and reimbursement of costs incurred by the Village. The Chief of Police will review and approve or deny permit applications. If the Chief of Police does not approve an application, the applicant may appeal such decision to the Board of Trustees, and the Board of Trustees will promptly consider the application. The Board of Trustees may deny an application based on threats to public safety, failure to provide satisfactory planning or information, or scheduling conflicts with other events. No permit will be issued for a parade or special event to be held primarily for private profit. Upon applying for a permit, the applicant will pay a permit fee as stated on the application form, however, the applicant may request, and the Board of Trustees may grant, a waiver of such fee.

SECTION IV 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 V 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 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 Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

c. Public Hearing on Proposed Local Law G of 2019 – Sewer Rates

-Mayor Woodard opens the Public Hearing at 7:43 p.m.

•No members of the public wish to speak

•Mayor Woodard states that the Board of Trustees has the ability to increase sewer rates in June 2020 if needed. The determining factor will be any grants awarded this spring and the final cost analysis of Phase II of the wastewater treatment plant expansion.

•Mayor Woodard states that the Village sewer rates are well below the state average.

•Treasurer Mangione states that the sewer rate structure would not be enough to significantly impact the make financing needed to fund the WWTP expansion. However, the sewer fund should show a healthy fund balance in order be attractive to lenders.

-Mayor Woodard closes the Public Hearing at 7:44 p.m.

•The Village of Cayuga Heights Board of Trustees has determined that this is a Type II action under SEQRA section 6.17.4B (26)

Resolution # 8546

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law - G of 2019 as Local Law # 7 of 2019.

VILLAGE OF CAYUGA HEIGHTS

PROPOSED LOCAL LAW G OF THE YEAR 2019

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 \$2.90/1000 gallons consumed for inside users and a rate of \$4.35/1000 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, 2020, annual sewer rates shall be established at a rate of \$2.90/1000 gallons used for treatment of waste water originating from properties located within the Village and a rate of \$4.35/1000 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 Salton

Second: Trustee McMurry

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

Nays: none

Abstentions: none

Motion Carried

d. Sunset Park Address Change: This topic was addressed at Privilege of the floor.

e. Urban and Community Forestry Program Grant Changes: This grant complements the tree inventory completed earlier this fall. The Village has a number of trees in the right-of-way that have to be removed. This grant focus is on tree maintenance of the Village trees in the right-of-way. The Village is responsible for 25% of any awarded amount.

Resolution # 8547

WHEREAS, the Village of Cayuga Heights is applying to the New York State Department of Environmental Conservation for a reimbursement project grant under the Urban and Community Forestry (UCF) Program to be located in the Village of Cayuga Heights, Tompkins County, Region 7, 14850, a site located within the territorial jurisdiction of this Board, and

WHEREAS, as a requirement of the UCF program, said Village of Cayuga Heights must obtain the “approval/endorsement of the governing body of the municipality in which the project will be located,”

NOW, THEREFORE, be it resolved that the Board of Trustees of the Village of Cayuga Heights hereby approves and endorses the application of André Bensadoun on behalf of the Village for a grant not to exceed \$50,000 under the Urban and Community Forestry Program for a project known as “ Village of Cayuga Heights Tree Maintenance” located within this community.

Motion: Trustee Friend

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

f. Benefit Resource LLC-HRA: This agreement will allow the Village to fund a Health Reimbursement Account for employees enrolled in the Health Consortium Gold Plan.

•The Village Police Department is not under any obligation to change plans at this time. The PBA will take another look at the Excellus Gold Plan again next November.

Resolution # 8548

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Benefit Resource Service Agreement with Benefit Resource Inc. 245 Kenneth Drive, Rochester, NY 14623 to provide and administer the Health Reimbursement Accounts (HRA) for Village employees on Excellus Gold Plan.

Motion: Trustee Marshall

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

g. Phase II of WWTP Expansion: The original estimate from GHD for Phase II of the wastewater treatment plant expansion work was 6.8 million dollars. After the preliminary design report that estimate has increases to 10 million dollars. As an estimate, this may not reflect actual cost.

•Trustee Salton asks if GHD used an estimating department. B. Cross states that GHD uses a similar process called a prediction of probable cost.

•B. Cross states that GHD will put together a detailed report showing where all the increases exist.

•Trustee Salton asks whether the Village could purchase the vacant land next to the WWTP. Currently that property is on the market for 1.2 million dollars.

•B. Cross states that the land has potential benefits.

h. Leaf Blowers: Mayor Woodard received a letter from a Village resident concerned about how loud these machines are.

The Village has addressed this concern and passed a local law in August of 2012 -Chapter 166

<https://ecode360.com/32545753>

- Chief Wright feels that this law could be simplified.
- Quiet hours are 9:00 p.m. to 7:00 a.m.
- It was suggested that these could be extended to 8:00 a.m. however the Department of Public Works starts their day at 7:30 a.m. The Board is not inclined to change the DPW staff's work times.
- The Board will re-visit this at the December Board of Trustees meeting.

6. Report of the Trustees: No report.

7. Report of Police Chief Wright: Submitted Report (Exhibit 2020-098)

- The Governor's Safety Traffic Grant money will be used toward school bus safety and distracted driving enforcement.
- Sergeant Manning will be attending Sergeant's school in January for 3 weeks.
- The department will be purchasing 3 new tasers through AXOM Enterprise Inc.
- Chief Wright has also asked AXOM Enterprise Inc. to quote 8 body cameras and 6 police vehicle cameras.
- To date, the Village Police Department has issued over 35 commercial truck violations directly related to the Cornell North Campus Expansion Project.

8. Report of Director of DPW Wiese:

- New sump pumps were installed in the Marcham Hall basement.
- NYCOM training was completed last month. One class focused on Diamond Maps software. The DPW could utilize this software for mapping various assets in the Village. This program is web-based and costs \$20 per month. The Village would use this program to map and manage the trees in the ROW and map all the street lights in preparation for the LED conversion.
- A resident on North Sunset Drive has concerns regarding the size of the culvert pipe installed earlier in the year. Several members of the Board and Mayor Woodard visited the location. The new pipe was upgraded from 18" to 24". The culvert pipe did work properly during that last storm.
- If the Village has determined that there would be a benefit to the community as a whole to address stormwater issues on private property, then the Village could ask for an easement from the property owner.

9. Report of Engineer Cross: Submitted Report (Exhibit 2020-103)

- Asbestos has been found in some of the tile flooring and on the boiler gaskets at the WWTP. Blue Heron (the general contractor) for the WWTP will seek a subcontractor to perform the necessary ACM abatement procedure.

- Fisher and Associates has submitted a quote on the design phase of the Walking Safe sidewalk project. B. Cross states that there are some questions on costs that require more research.
- In September the Board signed a contract for a permit to operate in the NYSDOT right-of-way. This is an annual permit which will need to be renewed.

Resolution # 8549

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign a contract on January 2, 2020 between the Village and NYSDOT which renews the right-of-way undertaking permit from January 1, 2020 to December 31, 2020.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

- The Board is invited to take a tour of the WWTP on Thursday November 21, 2019 at 1:00 p.m.

10. Report of Treasurer Mangione: Submitted Report (Exhibit 2020-099)

- The Cayuga Heights Fire Station bond will be paid in full in December 2019 which results in a savings of \$160,000 annually.
- Village Treasurer points out that there are 2 voided checks that have been re-issued on this abstract.

Resolution # 8550

Abstract # 6

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #6 for FYE2020 consisting of TA vouchers 41 - 49 in the amount of \$17,283.05 and Consolidated Fund vouchers 359 - 438 in the amount of \$540,336.85 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

11. Report of Clerk Walker: Submitted Report

a. Williamson Law Book Payroll: The Clerk’s office would like to move from Paychex to Williamsons municipal payroll software. This change will allow the direct transfer of sewer water payment reports, manage retirement reports, fringe benefits, and input cash disbursements journals directly into the accounting software.

Resolution # 8551

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Williamson Law Book Municipal Payroll Service Proposal (MPS)

Motion: Trustee Robinson

Second: Trustee Friend

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

Nays: none

Abstentions: none

Motion Carried

b. Village Tax Certificate for the County: The Board signs the certificate to the county. Clerk Walker will mail the certificate to the County assessment department.

c. Tompkins County Health Consortium (TCHC): The Village Board of Trustees will review the municipal cooperative agreement.

12. Report of Attorney Marcus:

•Village Attorney R. Marcus states that the Board should enter into executive session.

Resolution # 8552

WHEREAS: The NYS Open Meeting Law §105 prescribes matters for which a public body may conduct an executive session; and,

WHEREAS: Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered; and,

WHEREAS: The conduct an executive session for these enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

THEREFORE, BE IT RESOLVED THAT, An Executive Session of the Village of Cayuga Heights Board of Trustees is conducted for the purposes of subsection (d) discussions regarding proposed, pending or current litigation and (f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

Resolution #8553

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees exits the Executive Session and returns to an open meeting.

Motion: Trustee Salton

Second: Trustee Robinson

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 10:30 p.m.

Minutes

Marcham Hall

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



Tuesday, November 26, 2019

11:30 a.m.

Present: Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton; Village Engineer B. Cross; Clerk Walker

Call to Order: Mayor Woodard calls the meeting to order at 11:31 a.m.

- Village Engineer B. Cross states once we turned the boiler project over to GHD, GHD hired Ravi Engineering do a hazardous materials survey that resulted in identification of about 20 Square feet of asbestos containing materials (ACM) in the boiler gaskets and the floor/baseboard at the WWTP.
- The new Boiler is scheduled to arrive on December 5, 2019
- The general contractor of the WWTP project, Blue Heron, reached out to an abatement subcontractor to get a quote for the work. Their initial “sight unseen” estimate was \$65,000 and then they did a site inspection and lowered it to about \$44,000 (inclusive of a 15% mark-up for Blue Heron).
- B. Cross reached out to Expert Environmental who has provided a written quote for \$9,750 and are available to start ASAP.
- The Board expresses their concern that this quote is still high, but with the limited time schedule agrees that they must move forward and sign this contract.
- The Board will pursue hiring a construction estimator to ensure future WWTP project (especially in Phase II) costs are inline.

1. Expert Environmental Contract:



Brent Cross
951 East Shore Drive
Ithaca, New York 14850
(607) 257-5536

EECG - Matt Popen

Expert Environmental & Construction Group
Rochester–Buffalo–Syracuse–Ithaca–Albany

Phone: (800) 397-7914
Email: matt@expertenv.com
Web: www.expertenv.com

Estimate # 19-MP13800
Date 11/21/2019
Business / Tax # 47-4218485

Description

Asbestos Abatement - Scope of Work

Claim Number:
PROJECT LOCATION: 951 East Shore Drive Ithaca, New York 14850
SCOPE OF WORK:
Containment and removal of the following per NYS CR 56.
Approximately 20 SF of Ceramic Tile with Asbestos containing thinset and 1 SF of Boiler ignitor gasket from the boiler room of the Waste Water Treatment plant. Prevailing Wage Rates applied.

Mobilization, Labor, Disposal: \$9,750.00

Anticipated Schedule

For our scope of work and the projected time lines, we would anticipate this type of work to typically take:

2-3 Days

We cannot guarantee these anticipated schedules due to unforeseen conditions, weather, materials delays and other trades, this is only our best estimate based upon similar work performed.

Asbestos Abatement - Customer Preparation

Customer must have all work area(s) cleaned and clear of personal items prior to our arrival. If there are heavy, fixed appliances or furniture please discuss prior to arrival on making arrangements with these items. For any questions or clarification please call prior to arrival.

Asbestos Abatement - Assumptions

- The pricing for this project is based upon the following assumptions:
- *Customer shall have all areas clear for abatement prior to arrival.
 - *All work under adherence to local, state and federal requirements.
 - *Expert Environmental to provide state and federal notifications as necessary.
 - *Expert Environmental to provide disposal costs/manifest documentation as necessary.
 - *Owner responsible for all 3rd party monitoring, variance requirements and costs where necessary if not included in this proposal.

- *Owner to provide all water and temporary electric connections to complete this project.
- *Work area electrical lockouts and HVAC isolations to be provided by certified others where necessary.
- *Owner to provide all temporary heating/cooling and fuel if necessary to complete this project.
- *Pricing is based upon the complete award of this phase of work. All work is to be completed in one mobilization.
- *Pricing assumes no additional non-ACM selective demolition to remove the ACM.
- *Pricing assumes no additional site specific variance submittals are necessary for the described SOW.
- *Pricing is based upon confirmatory site condition visitation and issuance of contract prior to award.
- *All work is to be assumed non-union participation. Wages based upon prevailing wage rates.
- *Prices are based upon eight-hour or ten-hour, on site and non-overtime working shifts, Monday through Friday. Night, weekend, holiday shifts or any variation of schedule shall require additional compensation.
- *Price does not include sales tax if applicable for this project. Quote may be withdrawn if not accepted within 30 days.
- *Terms and Conditions on subsequent pages are part of this agreement. No retainage is to be held.

Capital Improvement - No Sales Tax

If a properly filled out and signed ST-124 Capital Improvement Form for this specific project is received and can comply with all applicable guidelines you will not be charged sales tax. A capital improvement to real property is an addition or alteration to real property that: (a) substantially adds to the value of the real property or appreciably prolongs the useful life of the real property, and (b) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself, and is intended to become a permanent installation.

Subtotal	\$9,750.00
Total	\$9,750.00

A+ BBB RATING - 20 Years Experience - Federal & State Certified Contractor - 5 Star Reviews - Insured & Verified Staff

RESOLUTION # 8554

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Expert Environmental & Construction Group Contract to preform containment and removal of Asbestos in the boiler room at the Village of Cayuga Heights WWTP.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

2. **Meeting adjourns at 12:09 p.m.**

EXHIBIT 2020-107

December 12, 2019

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report November 2019

We ran 40 calls in November. We had 15 calls in the Village of Cayuga Heights, 19 calls in the Town of Ithaca and 6 mutual aid calls. There were 222 EMS calls and 18 fire runs. On November 20th we were requested to a home on Muriel St. for an activated smoke detector and then shortly after we got a second call for a wire down in the roadway at the same address. Units arrived to find a live power line down in the roadway and we quickly closed the road. The home at 2 Muriel St. had smoke in the basement caused by a power line on the furnace that had burned through. NYSEG reported the line to be the neutral line on the main transmission service to the area. NYSEG quickly repaired the line and restored service to the area. The owner of the home was advised to contact an electrician to repair the burned line to the furnace and the power was shut down to the home until that was done. One week later we were requested to the same home for the same problem. The electrician had replaced the line to the furnace, but it had burned through in the same spot. We again secured the power to the house and made contact with the electrician. Further investigation found that the house was not properly grounded and that the pipes running through the basement of the house were electrically charged. The matter was referred to the Town of Ithaca codes department. We were requested to Lansing late in the month for a structure fire. Our units arrived to assist and stretched a hand line and assisted with suppression of a garage fire.

Assistant Chief Mike Garrett has taken over the training program at the station and has, with the assistance of Lt. Sophie Janowsky put together an amazing training calendar. Members are very excited about the variety of subjects being offered. On November 14th we did an extrication training using the nonfunctional car of one of our members. Extrication training with hydraulic tools is always a favorite. Late in the month we did an EMS skills review along with the annual CME (continuing medical education) required practical skills sign offs. All department EMTs are required to have a certain number of CME hours and are required to do a skills evaluation sign off. The last official training of the month was a search training in Etna at their training facility. Etna has an acquired building in their district that they have built a search maze in. The entire building is set up for difficult search areas. This is a great facility that we are happy to have access to. Probationary training took place all through the month with many of our new members working hard to make it through the first sign off requirement. Many of these new members have completed

all of their firsts as well as many of their seconds. Four of our members traveled to Solvay for the Emergency Vehicle Operators Train the Trainer class. This will be very beneficial to all members to have the ability to teach this class in house.

We did receive the new specification and price for the proposed new ladder truck. This spec and price are more in line with what we expected. We did also receive a proposal from a vendor for the purchase of the current truck. There is a meeting set up with the public safety committee in early December to discuss moving this project forward.

The DPW has been working on some of the maintenance concerns at the house at 825 Hanshaw Road. The wall facing the Hanshaw Road side of the house was exposed and found to be heavily water damaged. The wall was taken apart and the siding was pulled from the exterior. The wall was reframed and insulated, and the siding replaced. Several other issues were worked on and we will repaint the interior in mid-December in anticipation of Lt. Brendan Bloodnick occupying the house on January 1st. Brendan has been a bunker at the station for almost five years and is looking forward to a more “private” living situation. FF Josh Lachs has been picked to fill the room vacated by Brendan. This will be a great situation for all members.

Training will slow through December and into January as many of our members will be leaving the area for the holiday break. This is the time of year when those of us who do not live at the station make more of an effort to cover the routine calls in the middle of the night.

We hope everyone has a safe holiday season.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2020-108

Upland Heights Proposal

<https://ftp2.phillipslytle.com/?ShareToken=2AEE11635A5BA687347C6C4A39B741B98C0EEC01>

EXHIBIT 2020-109

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW D OF THE YEAR 2019

A LOCAL LAW TO REDUCE INFLOW AND INFILTRATION INTO THE VILLAGE OF CAYUGA HEIGHTS' SANITARY SEWER SYSTEM

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 requirements to reduce inflow and infiltration (“I&I”) into the sanitary sewer system owned and operated by the Village of Cayuga Heights (the “Village”). The Village’s Board of Trustees (the “Board”) has determined that significant sources of I&I within the Village originate from the connection of sump pumps, downspouts and other drainage facilities to Village sanitary sewer lines. Reduction of I&I would be beneficial to the Village to reduce the volume of water that is treated at the Village’s waste water treatment plant (“WWTP”). The purpose of this Local Law is to take steps to reduce I&I in order to best maintain the Village’s WWTP by diminishing the overburden on the WWTP that is caused by I&I. It is in the interests of the safety and general welfare of Village residents that the WWTP is maintained to operate safely and efficiently, which goals can better be achieved by reducing I&I. The Village 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 intended to regulate activity that has a detrimental impact on the Village’s WWTP in order that it functions safely and efficiently and in order that possible future expansion of the WWTP can more readily be accomplished.

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 INFLOW AND INFILTRATION REDUCTION REGULATIONS

1. No person shall discharge or cause to be discharged any stormwater, groundwater, roof runoff, subsurface drainage or drainage from any sump pump, downspout, yard drain, building foundation, retention or detention basin, parking lot drain, pond or other drainage facility into any sanitary sewer within the Village of Cayuga Heights. No person shall connect any sump pump outlet, nor any roof, yard, building foundation, retention or detention basin, parking lot, driveway, pond or other surface runoff or groundwater drains, or other drainage facility to any sewer line that constitutes a part of the Village's sanitary sewer system or otherwise transports wastewater to the Village's WWTP.

2. All existing sump pumps and downspouts, and any other drainage facilities, that discharge to the Village's sanitary sewer system shall be disconnected from the Village's sanitary sewer system. Sump pumps, downspouts and other drainage facilities may be discharged to curb drains, road ditches or splash blocks within the Village right of way following the property owner's receipt of written approval from the Village engineer. All discharge from sump pumps, downspouts and other drainage facilities that is not so discharged to said drainage facilities within the Village right of way with approval from the Village engineer shall be directed to flow to the natural grade of the property and/or to natural drainage courses in accordance with applicable local, New York State and Federal law and regulations.

3. With respect to any newly constructed improvements, all sump pumps and downspouts, as well as surface drainage and any other drainage facilities, shall be discharged to storm sewers, retention or detention basins or channels approved by the Village Engineer as a component of approval of plans and specifications for the building permit for such improvements.

4. All newly constructed improvements that include a basement or other below-grade space shall have, if physical conditions of the property require, an adequate sump and sump pump to which any interior drain tile and floor drains shall discharge.

SECTION IV PROPERTY INSPECTIONS/PROPERTY TRANSFERS.

1. Voluntary Inspections. An owner of any structure or parcel of land upon which a structure is located within the Village may, at any time, request that the Village's Code Enforcement Officer, or other duly authorized representative of the Village, inspect the sump pump system, downspouts and other drainage facilities for said structure or on said parcel of land. The fee required for this inspection shall be determined by resolution of the Village Board. Provided that the same are found to be in compliance with the provisions of this Local Law, the Village shall issue a certificate of compliance stating so (the "Certificate of Compliance"). The Village shall maintain a record of structures and parcels of land for which such Certificate of Compliance has been issued. In the event that as a result of such inspection, the Village determines that a structure or parcel is not in compliance with the provisions of this Local Law, the Code Enforcement Officer will issue a notice to the property owner describing the violations of this Local Law. When required, all permits for the work necessary to cure violations must be obtained from the Village Code Enforcement Officer. The fee required for such permits shall be equivalent to the fee for a building permit for such work. The owner of such structure or parcel shall, within one (1) year of such inspection, correct the non-compliance and again request that the structure or parcel be inspected as described above.

2. Duration of Certificate of Compliance. Once issued by the Village, the Certificate of Compliance

shall remain in effect unless and until any alteration, modification, replacement, relocation or addition is made to any sump pump, downspout or other drainage facility serving the structure or parcel of land that is the subject of the Certificate of Compliance, which alteration, modification, replacement, relocation or addition results in a violation of this Local Law.

3. Transfer of title. No person shall transfer title to another person, nor accept from any other person the transfer of title, to any structure or parcel of land upon which a structure is located within the Village unless and until a the Village's Code Enforcement Officer, or other duly authorized representative of the Village, shall have inspected the sump pump system, downspouts and other drainage facilities for said structure or on said parcel of land and certified that the same are found to be in compliance with the provisions of this Local Law and the Village has issued a Certificate of Compliance. If the owner of a structure or parcel of land upon which a structure is located intends to sell such property, and the Village has not previously issued a Certificate of Compliance as described above, the owner shall request the required inspection at least thirty (30) days prior to the intended closing date of the sale of said property. This section shall not apply to transfers of property by gift, intestacy or testamentary disposition; transfers pursuant to the Federal Bankruptcy Act; transfers under Tompkins County property tax foreclosures; transfers for which consideration is \$100 or less; and transfers in connection with a partition.

4. Temporary Waiver of Certificate of Compliance for Time of Sale Inspection.

(a) The Village's Code Enforcement Officer may temporarily waive the requirement for a Certificate of Compliance as a prerequisite to transfer of title, as specified above, provided that no later than ten (10) business days prior to the expected closing for said transfer:

- (i) The seller makes a written request to the Code Enforcement Officer that includes a written, itemized quote from a plumber that provides for correction of all violations identified in the notice delivered to the property owner based upon the Village's inspection; and
- (ii) The seller and purchaser shall have filed with the Code Enforcement Officer a written guaranty to correct any violations in said structure or on said parcel of land within ninety (90) days after the closing of the sale; and
- (iii) The purchaser shall have provided a sum equal to one hundred fifty (150%) percent of the estimated costs contained in the itemized quote provided in subsection (i) above. Such sum shall be payable by certified check or bank draft payable to the Village of Cayuga Heights at closing and held in escrow by the Village. The Village will deliver such sum to the purchaser if the violations have been corrected within the time specified in the guaranty, but this sum will be forfeited to the Village if the violations are not corrected within the time frame specified in the written guaranty.

(b) If the violations are not corrected within the time specified in the written guaranty, the temporary waiver issued by the Code Enforcement Officer shall immediately expire, and the purchaser shall be subject to the penalties stated below.

(c) Notwithstanding any of the provisions of this Section 4 to the contrary, if the purchaser has not completed the necessary work and obtained the Certificate of Compliance within the a foretated ninety (90) day period, the purchaser may apply for an extension of said ninety (90) day period by submitting to the Code Enforcement Officer, at least ten (10) business days prior to the expiration of the ninety (90) period, written evidence of purchaser's good faith efforts to have completed the necessary work and the reason for not having done so. Provided that the

Code Enforcement Officer determines that an extension based on such written evidence is appropriate, the Code Enforcement Officer shall issue to the purchaser a letter extending the time to satisfy the requirements of this Section 4 for an additional ninety (90) day period.

SECTION V BUILDING PERMITS

In the event that any person applies to the Village for a building permit to undertake any work on any property in the Village, whether new construction or repair, renovation, restoration or expansion of existing improvements, unless a Certificate of Compliance is on record with the Village, such person shall arrange for the Village's Code Enforcement Officer to perform the inspection described above in Section IV, subsection (1). If, on the basis of such inspection, the Code Enforcement Officer determines that the property and all existing improvements are in compliance with the provisions of this Local Law, the Village shall issue a Certificate of Compliance stating so. If the Code Enforcement Officer determines that the property or any existing improvements are not in compliance with the provisions of this Local Law, the work necessary to remedy all such violations shall be added the work that is the subject of the building permit that had been applied for, and the Code Enforcement Officer shall not issue a certificate of compliance for the work that is the subject of such building permit application until such violations have been corrected. Upon correction of such violations, the Code Enforcement Officer shall issue a Certificate of Compliance for the sump pump, downspouts and/or other drainage facilities at the property.

SECTION VI ENFORCEMENT

The Village's Code Enforcement Officer 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

Any person who violates this Local Law shall be guilty of a violation and subject to a fine of not more than \$500. Each day that a violation of this Local Law continues after the sixtieth (60th) day following notice to the property owner of the existence of such violation shall constitute a separate violation.

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 as of January 1, 2020, provided that by such date this Local Law has been filed in the office of the New York State Secretary of State, except that this Local Law 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 2020-110

VILLAGE OF CAYUGA HEIGHTS 2019 ARBOR DAY PROCLAMATION

WHEREAS, Arbor Day was created in 1872 as a special day for planting and celebrating trees; and

WHEREAS, in New York State, Arbor Day is celebrated on the last Friday in April; and

WHEREAS, trees provide shade, beautify the community, and contribute important environmental benefits; and

WHEREAS, planting trees in Cayuga Heights is important to all Village residents; now

THEREFORE, I, Linda Woodard, Mayor of the Village of Cayuga Heights, on behalf of Village residents and the Board of Trustees, do hereby proclaim April 26, 2019 as Arbor Day in the Village of Cayuga Heights and urge all residents to protect and improve our environment by planting and caring for trees.

EXHIBIT 2020-111

**VILLAGE OF CAYUGA HEIGHTS
Building/Zoning Fee
Schedule**

***NEW**

Public Works Permits	
Type	Fee
Street Opening Permit (\$1000 security deposit required)	\$50
Sump Pump Inspection	\$100
Sewer Connection/Inspection (inside Village)	\$200/new connection or \$100 inspection
Sewer Connection/Inspection (outside (Village)	\$300/new connection or \$150 inspection

Building/Zoning Permit Fee Schedule		
Construction Value	Building Fee	Zoning Fee
\$0 - \$10,000	\$50	\$50
\$10,001 - \$20,000	\$100	\$100
\$20,001 - \$30,000	\$150	\$150
\$30,001 - \$40,000	\$200	\$200
\$40,001 - \$50,000	\$250	\$200
\$50,001 - \$100,000	\$500	\$200
\$100,001 - \$250,000	\$1000	\$200
\$250,001 - \$500,000	\$1500	\$200
\$500,001 - \$1,000,000	\$2000	\$200
\$1,000,000 – over	0.1% of cost	\$200
Optional by Village (any size)	Third Party Review plus 0.04% of cost	\$200

Other Zoning Permit	
Type	Fee
Pre-existing Determination	\$100
Variance Request	\$150
Sign – Temporary (exc. Contractors)	\$50
Sign – Permanent	\$100

Planning Board Reviews	
Type	Fee
Site Plan (commercial/multi-family)	\$400
Subdivision – Minor	\$400
Subdivision – Major (per lot)	\$200
Planned Development Zone	TBD by Trustees (min/\$1000)

EXHIBIT 2020-112

Exhibit A, Page 1
Salary Schedule

FISHER ASSOCIATES, PE, LS, LA, DPC

D and PIN 3950.69
Name Walking Safe - Cayuga Heights
Location Cayuga Heights, NY
Date: November 201)

JOB TITLE	ASCE (A OR NICET (GRADE	AVERAGE HOURLY RATES			MAX. HOURLY RATES			OVERTIME CATEGORY
		PRESENT 11/2019	PROJECTED XX/2020	2019	2020	2021		
Project Manager	VIII (A)	87.82	90.00	90.00	90.00	90.00	A	
Project Manager	VII (A)	61.62	63.47	73.12	75.31	77.57	A	
Senior Engineer	VI (A)	58.56	60.32	67.00	69.01	71.08	A	
Project Engineer	V (A)	55.28	56.94	55.30	56.96	58.67	A	
Environmental Scientist	IV (A)	51.58	53.13	61.00	62.83	64.71	B	
Design Engineer	IV (A)	43.58	44.89	48.00	49.44	50.92	B	
Engineer	III (A)	35.50	36.57	40.00	41.20	42.44	B	
Senior Designer	III (A)	40.68	41.90	44.75	46.09	47.47	B	
Junior Engineer	III (A)	27.67	28.50	30.00	30.90	31.83	B	
Resident Engineer	IV (N)	49.50	50.99	61.00	62.83	64.71	C	
Senior Engineering Technician	IV (N)	49.50	50.99	61.00	62.83	64.71	C	
Engineering Technician	III (N)	41.86	43.12	45.00	46.35	47.74	C	
Party Chief	III (N)	28.07	28.91	36.00	37.08	38.19	C	
Project Surveyor	III (N)	44.00	45.32	56.75	58.45	60.20	B	
Senior Cad Operator	III (N)	36.80	37.90	40.87	42.10	43.36	C	
Survey Manager	III (N)	60.92	62.75	73.12	75.31	77.57	A	
Survey Technician	III (N)	29.02	29.89	31.30	32.24	33.21	C	
Assoc. Engineering Technician	II (N)	32.38	33.35	33.50	34.51	35.55	C	
Cad Operator/Tech II	II (N)	29.06	29.93	32.00	32.96	33.95	C	
Project Surveyor	II (N)	33.83	34.84	36.00	37.08	38.19	C	
Instrument Person	I (N)	21.12	21.75	25.50	26.27	27.06	C	
Jr Engineer Tech/Tech I	I (N)	22.95	23.64	28.00	28.84	29.71	C	
Technical Typist	NA	22.05	22.71	24.00	24.72	25.46	C	
Party Chief (Field)*	III (N)	28.07	28.91	36.00	37.08	38.19	C	
Instrument Person (Field)*	I (N)	21.12	21.75	25.50	26.27	27.06	C	

NOTES:

Hourly rates shall not exceed those shown above or the current NYS DOT Maximum Allowable, as described in Exhibit E of the original agreement.

OVERTIME POLICY

- Category A - No overtime compensation.
- Category B - Overtime compensated at straight time rate.
- Category C - Overtime compensated at straight time rate x 1.50.

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

*Prevailing Wage Rates - The difference between the required prevailing wage rate and the normal hourly rate is considered a direct cost:

		Prevailing Rate	Projected Rate	Normal Rate	Difference	Payroll Additive	Total
Party Chief	III (N)	\$42.86	\$44.15	\$28.91	\$15.24	\$2.06	\$17.30
Instrument Person	I (N)	39.37	40.55	21.75	18.80	2.54	21.34

*Supplemental Benefits are also considered direct costs. The net benefit is the difference between required amounts and deductions made through existing plans (overhead):

		Prevailing Benefit	Normal Rate	Difference (Net)	Wage Adjustment	Payroll Additive	Total
Party Chief	III (N)	\$25.60	\$5.41	\$20.19	\$0.00	\$2.73	\$22.92
Instrument Person	I (N)	25.60	4.55	21.05	0.00	2.84	23.89

Exhibit A, Page 2
Staffing Table

FISHER ASSOCIATES, PE, LS, LA, DPC
 D and PI 3950.69
 Name Walking Safe - Cayuga Heights
 Location Cayuga Heights, NY
 Date: November 2019

JOB TITLE	ASCE (A) OR NICET (N) GRADE	T A S K S									Total Hours	PROJECTE HOURLY RATE	DIRECT TECHNICAL LABOR
		Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9			
Project Manager	VIII (A)										0	90.00	0.00
Project Manager	VII (A)	22	2	16			20	6			66	63.47	4,189.02
Senior Engineer	VI (A)	28	8	24			38	2			100	60.32	6,032.00
Project Engineer	V (A)										0	56.94	0.00
Environmental Scientist	IV (A)				14						14	53.13	743.82
Design Engineer	IV (A)	6		8			26				40	44.89	1,795.60
Engineer	III (A)	14	8	70			120	20			232	36.57	8,484.24
Senior Designer	III (A)										0	41.90	0.00
Junior Engineer	III/I (A)	2		31	20		35				88	28.50	2,508.00
Resident Engineer	IV (N)										0	50.99	0.00
Senior Engineering Technician	IV (N)										0	50.99	0.00
Engineering Technician	III (N)	2		16	78		26				122	43.12	5,260.64
Party Chief	III (N)										0	28.91	0.00
Project Surveyor	III (N)										0	45.32	0.00
Senior Cad Operator	III (N)	2		30			50				82	37.90	3,107.80
Survey Manager	III (N)										0	62.75	0.00
Survey Technician	III (N)										0	29.89	0.00
Assoc. Engineering Technician	II (N)										0	33.35	0.00
Cad Operator/Tech II	II (N)			20			40				60	29.93	1,795.80
Project Surveyor	II (N)										0	34.84	0.00
Instrument Person	I (N)										0	21.75	0.00
Jr Engineer Tech/Tech I	I (N)	2		28			100				130	23.64	3,073.20
Technical Typist	NA										0	22.71	0.00
Party Chief (Field)*	III (N)										0	28.91	0.00
Instrument Person (Field)*	I (N)										0	21.75	0.00
													0.00
	TOTAL	78	18	243	112	0	455	28	0	0	934		\$36,990.12
													=====

FISHER ASSOCIATES, PE, LS, LA, DPC
 D and PIN 3950.69
 Name Walking Safe - Cayuga Heights
 Location Cayuga Heights, NY
 Date: November 2011

EXPENDABLE COSTS

1. Travel, Lodging & Subsistence

Personal Vehicle

<u>Trips to</u>	<u>trips</u>	<u>miles per</u>		
Site (from Syracuse)	6	110	miles/trip	660
Site (from Rochester)	4	200	miles/trip	800
Region (from Rochester)			miles/trip	0
On-Site			miles/trip	0

Company Vehicle

Site (from Rochester)			miles/trip	0
Region (from Rochester)			miles/trip	0

 Total Mileage - 1460 @ \$0.580 \$846.80

Per Diem	people for	days @	\$55.00 /day	\$0.00
Lodging	people for	nights @	\$96.00 /night	\$0.00
Tolls	4 trips @	\$2.90 /trip		\$11.60
Rental Car	days @	\$50.00 /day		\$0.00

 TOTAL TRAVEL, LODGING, & SUBSISTENCE \$858.40

2. Reproduction, Drawings & Reports

	<u>sheets/set</u>	<u>sets</u>	<u>cost/sheet</u>	
Vellums (22"x34")			\$10.13	\$0.00
Blueprint (22"x34")			\$1.30	\$0.00
Mylar (22"x34")			\$10.39	\$0.00
B & W Copies (8½"x11")	50	5	\$0.09	\$22.50
B & W Copies (11"x17")	20	5	\$0.18	\$18.00
Color Print (8½"x11")			\$0.99	\$0.00

 TOTAL REPRODUCTION, DRAWINGS & REPORTS \$40.50

3. Owner's Protective Insurance (Estimated) \$0.00

4. Mailings & Deliveries

months @	mailings/month	\$2.80 per mailing	\$0.00
months @	deliveries/mont	\$15.00 per delivery	\$0.00

 TOTAL MAILINGS & DELIVERIES \$0.00

5. Survey Personnel Costs

Wage Differential		Hours	@	Rate	
Party Chief	III (N)	0		\$17.30	\$0.00
Instrument Person	I (N)	0		21.34	0.00

 SUBTOTAL Wage Differential \$0.00

Supplemental Benefits		Hours	@	Rate	
Party Chief	III (N)	0		\$22.92	\$0.00
Instrument Person	I (N)	0		23.89	0.00

 SUBTOTAL Supplemental Benefits \$0.00

 TOTAL SURVEY PERSONNEL COSTS 0.00

 TOTAL DIRECT NON - SALARY COST \$898.90

SUB-CONTRACTOR COSTS

Environmental Sample Testing	LS	\$400	\$400.00
Environmental Database	Ea	\$350	\$350.00
GPR			
WZTC			31
UBIU			

 TOTAL DIRECT NON - SALARY COST, SUB-CONTRACTOR COST \$750.00

Exhibit C
Summary

FISHER ASSOCIATES, PE, LS, LA, DPC
D and PIN 3950.69
Name Walking Safe - Cayuga Heights
Location Cayuga Heights, NY
Date: November 2019

Item IA, Direct Technical Salaries (estimated) subject to audit	\$36,991
Item IB, Direct Technical Salaries Premium Portion of overtime subject to Salary Cost (estimated) subject to audit	\$0
Item IIA, Direct Non-Salary Cost (estimated) subject to audit	\$899
Item IIB Direct Non-Salary Cost (estimated) subject to audit (Sub-Contractor Cost)	\$750
Item III, Overhead (169%) (estimated) subject to audit	\$62,515
Item IV, Fixed Fee (negotiated)	\$11,000
Item IIC Direct Non-Salary Cost (estimated) subject to audit (Sub-Consultant Cost)	\$20,692
Total Estimated Cost	----- \$132,847
MAXIMUM AMOUNT PAYABLE	\$133,000 =====

EXHIBIT 2020-113



**Village of Cayuga Heights
Police Department**

Jerry L. Wright
Chief of Police

12/6/19

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

Re: Report of the Police Department for November 2019

In the month of November, the police department received 350 calls for service. In addition to these calls 98 uniform traffic tickets were issued and 0 parking violations was cited. A breakdown of the calls for service is as follows:

1 Felony Burglary incident was reported. Residents reported that in the afternoon hours their locked apartment house had been entered by an unknown subject(s). Officers observed damage to the door, exhibiting that force had been used to gain entry. No items were reported missing.

5 Misdemeanor Penal Law incidents occurred, 3 for Fraud and 2 for Larceny. One of the incidents of Fraud was for a defendant stating they were living at a specific location while on probation when in fact they were residing at a separate location, which they had not reported to the necessary authorities. After submission of supporting documentation, the District Attorney's office determined that the case would not be prosecuted due to lack of sufficient evidence. The remaining 2 complaints of Fraud consisted of residents receiving phone calls from supposed Social Security Administration employees. The phone calls were deemed to be fraudulent in nature and the residents were advised to keep a close watch on their accounts for any suspicious activity. A larceny complaint for theft of alcohol was reported. A resident stated that an unknown subject had been consuming liquor from one of their bottles of alcohol. The case remains under investigation. A second incident of theft was reported for larceny of several checks from a resident's vehicle and being cashed for an amount totaling over \$2,000.00. There is a suspect in this case and the investigation is ongoing.

8 Vehicle and Traffic Stops, including activity carried out during 4 special traffic details, resulted in the following Misdemeanor charges being filed: 1-Aggravated Unlicensed Operation of a Motor Vehicle 2nd, 2-Aggravated Unlicensed Operation of a Motor Vehicle 3rd, 1-Displayed Forged Certificate of Inspection and 4-Suspended Registration.

3 Penal Law Violations were handled 1-Drugs, 1-Disorderly Conduct and 1-Harassment. During investigation of a traffic stop officers found a subject to be in possession of a quantity of marijuana. A charge of Unlawful Possession of Marijuana was filed. The Disorderly Conduct incident involved a subject arriving for court early and becoming irate after brief contact with Police Department members. The subject was known to have a history of disorderly behavior and the on-duty officer remained present while the subject waited and appeared before the court. A harassment complaint was made by a student stating that her house mate was sending her threatening text messages stating they were going to beat up the student.

Officers determined that there was not enough probable cause to file charges of harassment. The student was advised to seek assistance from Cornell University Police regarding new housing arrangements.

There were no Local Law Violations reported.

2 Warrants were executed by CHPD Officers. Warrants had been issued by Village of Cayuga Heights Court for subjects whom had failed to appear for scheduled dates. 2 Subjects had been located by collaborating agencies. CHPD was notified and the wanted persons were advised to appear before Cayuga Heights Court on the next scheduled court date.

There was 1 motor vehicle accident reported in TraCs, none involving deer.

No other deer incidents were reported.

In summary 11 persons were arrested and the following 12 charges were filed: 1-Unlawful Possession of Marijuana, 1-AUO 2nd, 2-AUO 3rd, 4-Suspended Registration, 1-Displayed Forged Certificate of Inspection, 2-Warrant and 1-MHY 9.41.

Over the course of the month the following trainings and events took place: On the 13th, District Attorney Matthew Van Houten came to CHPD to familiarize members with the upcoming changes in legislation being made in New York State. Mayor Woodard was in attendance as well as members of Cornell University Police Department. On the 18th, Part-Time officers conducted semiannual night shoot range, while Full-Time officers completed qualifications on the 19th. On the 22nd, Chief Wright, Ofc. Langlois and Clerk Carr went to the Diminished Capacity & Financial Exploitation Seminar presented by Cornell Pochily Investment Advisors, held at the Ithaca YMCA. Lastly, on the 25th Officers Barr and Manheim assisted Adrian Armprister, NYSDOT Supervisor, Region 3 Level I Motor Carrier Safety Inspector, in conducting a Commercial Vehicle Safety Check Detail.

The full-time officers worked a total of 71 hours of overtime and the part-time officers worked a total of 292 hours.

Sincerely,
Chief Jerry Wright

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EXHIBIT 2020-114

Village of Cayuga Heights Mike Wiese BOT report December 16, 2019

Snow:

- We had two major snow storms in November which had a total of 30 hours of Overtime in November. We were able to stay ahead of the ice storm during the last weekend of November which resulted in minor issues in the village.
- The new sidewalk plow has worked as intended. This is doing minimal damage around the sidewalks.

North Triphammer Street Lights:

- I have been in touch with the new supervisor with NYSEG and he is currently having a worker investigate the issue and start repairs.

DPW Site Improvement:

- This work will continue in the spring.

Leaves:

- The leaf crew is continuing with the leaf pickup as weather allows. The recent snow storm caused a delay in pick up however after a couple of days the crew was able to return to the task.

Village House:

- The DPW has made some repairs to the Village House. We were able to locate a wet spot in the wall which has since been fully repaired. We have been working close with George T. to ensure we can have the new tenant in by January 1st.

EXHIBIT 2020-116

**VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
December 16, 2019**

Administration:

Administrative Committee Meeting: November 21, 2019

Audit:

The Village's annual audit performed by Insero & Co. CPAs LLP, continues. The final document should be available by this calendar year end.

Budget:

No modifications to request

Debt and Financing:

WWTP

All documents for the closing of borrowing from the NYS Environmental Facilities Corp were reviewed and signed as noted by the Village's bond attorney and returned in preparation for the closing. The closing took place on December 5, 2019. Supplemental Certification #1 is submitted to obtain reimbursement of project expenditures of \$742,542.74.

Fire Station Bond

Principal payment in the amount of \$80,000 was made on December 13, 2019. Interest of \$2,400 is also paid. This is the final bond payment on the fire station.

Finance Committee:

Revenues and Expenses:

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

Approval of December Abstract:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #7 for FYE2020 consisting of TA vouchers 50 - 58 in the amount of \$17,567.98 and Consolidated Fund vouchers 439 - 504 in the amount of \$229,265.60 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 November, 2019:

DATED: December 5, 2019



 TREASURER

	Balance 10/31/2019	Increases	Decreases	Balance 11/30/2019
A GENERAL FUND - VILLAGE				
CASH - CHECKING	492,774.42	236,240.32	436,390.63	292,624.11
CASH - SAVING	1,855,377.52	584.04	200,000.00	1,655,961.56
CERTIFICATE OF DEPOSIT	1,042,160.16	877.51	0.00	1,043,037.67
PETTY CASH	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-31,115.35	0.00	0.00	-31,115.35
GROUNDS WORK RESERVE	1,171.44	0.05	0.00	1,171.49
POLICE COMP TIME RESERVE	25,012.89	0.98	0.00	25,013.87
CULTURAL & HISTORIANS RESERVE	1,991.86	0.08	0.00	1,991.94
TOTAL	3,387,822.94	237,702.98	636,390.63	2,989,135.29
F WATER FUND				
CASH - CHECKING	121,696.16	164,796.12	103,465.03	183,027.25
TOTAL	121,696.16	164,796.12	103,465.03	183,027.25
G SEWER FUND				
CASH - CHECKING	251,410.90	93,425.94	82,655.24	262,181.60
CASH - SAVINGS	18,421.02	5.80	0.00	18,426.82
CERTIFICATE OF DEPOSIT	407,587.43	772.66	0.00	408,360.09
TOTAL	677,419.35	94,204.40	82,655.24	688,968.51
H CAPITAL FUND				
CASH - CHECKING	-444,150.73	0.00	153,912.89	-598,063.62
CASH FROM OBLIGATIONS	-56,000.00	0.00	0.00	-56,000.00
TOTAL	-500,150.73	0.00	153,912.89	-654,063.62
TA TRUST & AGENCY				
CASH - CHECKING	13,586.09	153,686.94	158,810.33	8,462.70
TOTAL	13,586.09	153,686.94	158,810.33	8,462.70
TOTAL ALL FUNDS	3,700,373.81	650,390.44	1,135,234.12	3,215,530.13

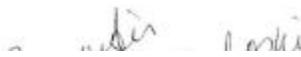


EXHIBIT 2020-117

Clerk Report December 2019

A goal of the Administrative Committee is to review Village policies and presents them to the Board annually. Enclosed are several for you to approve. The Ethics Policy is a topic recently introduced and has not yet been reviewed.

Highlights:

- Penny and Lisa are now N.Y.S Notaries. The next step for them will be Microsoft Word and Excel courses.
- The Tree Inventory reimbursement requests have been submitted to N.Y.S.D.E.C
- JCAP Grant announcements should be this month.
- The NBU employees are now enrolled in to the Excellus Gold Plan and the HRA accounts have been opened. Training on December 19th at 10:00 with Benefit Resource Inc. Everything is in-line for January 2020.
- Letters have been mailed updating retirees on the healthcare 5% increase.
- Williamson Payroll Service will start in January.
- All network Village computers will be updated this month with Windows 10 operating systems.
- The annual NYSIF workers compensation audit was completed last month- no changes. A Village safety inspection will be conducted on December 30th

Reminders:

- Sieba enrollment ends this month.
- The Village holiday party is on December 18th, from 12- 2 at the Cayuga Heights Fire Station.

EXHIBIT 2020-118

VILLAGE OF CAYUGA HEIGHTS PROCUREMENT POLICY AND PROCEDURES

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:

Purchase contracts under \$20,000 and public works contracts under \$35,000;

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.

Certain municipal hospital purchases;

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);

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;

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.

Purchases under county contracts and certain federal general service administration contracts pursuant to General Municipal Law §103(3);

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;

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 or emails 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:

Estimated Amount of Purchase Contract

\$500 - \$4,999

\$5,000 - \$19,999

Method

two (2) verbal quotes

two (2) written/fax quotes or written RFPs

Estimated Amount of Public Works Contract

\$500 - \$2,999

\$3,000 - \$9,999

\$10,000 - \$34,999

Method

two (2) verbal quotes

two (2) written/fax quotes

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 Excepted 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?Increase? 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

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

Director of Public Works

Chief of Police

Fire Superintendent

EXHIBIT 2020-119

Village of Cayuga Heights Investment Policy

The objectives of the Investment Policy of the Village of Cayuga Heights are to conform to all applicable federal and state legal requirements; to adequately safe guard principal; to provide sufficient liquidity to meet all operating requirements; and to insure a competitive rate of return.

Section 1 - Delegation of Authority

The Village of Cayuga Heights Board of Trustees responsibility for administration of the investment program is delegated to the Village Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information.

Section 2 - Permitted Investments

In accordance with this policy, the Village Treasurer, the chief fiscal officer, is hereby authorized to invest all funds, including proceeds of obligations and reserve funds, in:

- A. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States' government sponsored corporation.
- B. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district, or district corporation of such state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys.
- C. Certificates of Deposit issued by a bank or trust company authorized to do business in New York State.
- D. Time deposit accounts in a bank or trust company authorized to do business in New York State.

Section 3 – Safekeeping and Collateralization

- A. Eligible securities used for collateralizing deposits shall be held by the depository and/or a third-party bank or trust company subject to security and custodial agreements.
- B. The security agreement shall provide that eligible securities are being pledged to secure the Village's deposits together with agreed interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in the form suitable for transfer or with an assignment in blank to the Village of Cayuga Heights or its custodial bank.

- C. The custodial agreement shall provide that securities held by the bank or trust company, or agent of a custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Section 4 – Delivery of Securities

Payment shall be made by or on behalf of the Village for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposit, and other purchased securities upon the delivery thereof to the custodial bank or, in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System account. All transactions shall be confirmed in writing.

Section 4 – Written Contracts

Written contracts are required for certificates of deposit and custodial undertakings. With respect to the purchase of obligations of the United States, New York State, or other governmental entities, etc., in which moneys may be invested, the interests of the Village will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Village or custodian or, in the case of book-entry transactions, on the crediting of purchased securities to the custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Village.

Section 5 – Designation of Depositories

Official depositories shall be designated at the Village's annual organizational meeting, the first Monday of April.

Section 6 – Financial Strength of Institutions

All trading partners must be credit worthy. Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the chief fiscal officer to determine satisfactory financial strength.

Section 7 – Operations, Audit and Reporting

- A. The chief fiscal officer shall authorize the purchase and sale of certificates of deposit on behalf of the Village. Oral directions concerning the purchase or sale shall be confirmed in writing. The Village will encourage the purchase of certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.
- B. Within 60 days of the end of each of the first three quarters of the fiscal year, the chief fiscal officer shall prepare and submit to the Board of Trustees of the Village a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the chief fiscal officer deems appropriate.
- C. Within 120 days of the end of the fiscal year, the chief fiscal officer shall prepare and submit to the Board of Trustees an annual investment report, any recommendations for change in the investment policy, income record, a list of total fees, if any, paid to the custodial bank and such other matters as the chief fiscal officer deems appropriate.
- D. At least annually and, if practicable, at the annual meeting of the Board of Trustees, the Trustees shall review and amend, if necessary, this investment policy.

- E. The provision of this investment policy and any amendments hereto shall take effect prospectively; and shall not invalidate the prior selection of any custodial bank or prior investment.

EXHIBIT 2020-120

Village of Cayuga Heights 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 \$1200 per transaction per day and \$3000 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 Treasurer 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 Treasurer, 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 Treasurer is responsible for the credit/purchasing card program and for ensuring that card use does not violate VCH Purchasing Policy.

EXHIBIT 2020-121

Village of Cayuga Heights Fire Station Use Policy

The Cayuga Heights Fire Department is located at 194 Pleasant Grove Road in the Village of Cayuga Heights. The Village of Cayuga Heights Board of Trustees has authorized the fire department to permit community organizations, principally those based or operating in the Village of Cayuga Heights or the northeast section of the Town of Ithaca, the use of the said property.

The following guidelines shall be followed:

1. A written request must be made to the Fire Superintendent in a timely fashion⁹ⁱ. The written request must state what organization is requesting use of the station, date, time period, and number of individuals expected to attend and the precise nature of the activity to be conducted.
2. No serving or drinking of alcoholic beverages is permitted by outside groups while on the property located at 194 Pleasant Grove Road.
3. The organization will be responsible for the supervision, control and safe keeping of individuals attending an event at the fire station.
4. Individuals will only be permitted in areas where permission has been granted.
5. All areas used by the organization must be cleaned and returned to the same conditions as found prior to the function and a deposit of \$_____ is to be made to secure performance of this obligation.
6. The organization will turn all lights off in the area used and secure said area.
7. The undersigned user of the Cayuga Heights Fire Station premises hereby agrees to indemnify and save harmless the Village of Cayuga Heights and the Cayuga Heights Fire Department and Fire Company from all liabilities, obligations, damages, penalties, claims, costs and expenses for any reason, attorney's fees, paid suffered or incurred as a result of any breach by the undersigned party, its agents, contractors, employees, invitees or licensees of any term of the within guidelines which the user hereby agrees to, or in the careless, negligent or improper conduct of that party whole using the premises.
8. The organization must obey all local, state & federal laws while using the fire station.
9. The organization must not discriminate on the basis of age, race, creed, color, national origin, gender, disability or sexual orientation.
10. The approved letter issued by the Fire Superintendent or an authorized designee must be displayed to any Village Official upon request.
11. The organization must be a "non for profit" community organization as determined by evidence submitted to the Fire Superintendent as he may request.
12. The organization shall be financially responsible for damage and or clean up caused by the organization's use of the property.
13. The Cayuga Heights Fire Company (a separate non-for-profit organizations) may charge the organization for the use of equipment owned by it. Any charges will be communicated to the organization prior to the listed event.
14. All vehicles connected to the event, except those carrying authorized handicapped parking permits, must be parked at the rear of the fire station or off the property. All parking on the northside of the building must be available to fire fighters.

APPLICATION FOR USE OF COMMUNITY FACILITIES

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Time: _____ to _____. Your supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from municipality? Yes _____ No _____

If needed, state what types and for what purpose:

Residents (Number): _____ Non-Residents (Number): _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Village of Cayuga Heights from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of property, facilities and/or services by _____.

Address: _____

Signature of Organization's _____

Telephone Number: _____

Representative

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

VILLAGE OF CAYUGA HEIGHTS ATTENTION:

FACILITY USE REQUIREMENTS

The use of all village facilities shall be subject to the accompanying rules of use and approval of the village clerk or mayor.

1. Organizations wishing to use municipal facilities shall first apply to the village clerk on the prescribed form.
 2. In the event of inclement weather, the village clerk or mayor has the final authority on whether facilities are usable.
 3. [Intoxicants shall not be brought onto municipal facilities at any time.] or [Alcohol use is allowed only by permit. Alcohol is not permitted in glass bottles, kegs or barrels. A separate fee of \$__ is required for an alcohol permit.]
 4. All posted rules must be adhered to.
 5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
 6. Any damage to municipal facilities shall be promptly repaired at the user's expense.
- No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean-up afterwards.
 8. Permits may be revoked at any time.
 9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
 10. The fee for use is \$____, payable before use begins.
 11. When required, users must provide the following insurance prior to using facilities.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Commercial Users:

A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.

B. The policy naming the municipality as an additional insured shall:

- be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
- contain a 30-day notice of cancellation;
- state that the organization's coverage shall be primary coverage for the Municipality
- additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.

C. The user agrees to indemnify the municipality for any applicable deductibles.

D. Enclose a copy of the endorsement providing additional insured status.

E. Required Insurance:

•Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate.

F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals: Required Insurance:

•Homeowners Insurance

Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

13. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.

EXHIBIT 2020-122

Village of Cayuga Heights Code of Ethics

The purpose of this Code of Ethics is to require officials of the Village of Cayuga Heights (the “Village”), whether elected, appointed or employed, whether full time or part time, to avoid any action which will result in, or give the appearance of, unethical conduct.

Section 1 – Declaration of Policy

Pursuant to New York General Municipal Law §806, the Board of Trustees of the Village of Cayuga Heights recognizes rules of ethical conduct for public officials, officers and employees must be observed to maintain a high degree of ethical conduct and public confidence in our local unit of government. Public officers, officials and employees must be independent, impartial and responsible to the people. They must ensure that government decisions and policy are made in the proper channels of the governmental structure, that public office is not used for personal gain, observe in their official acts the highest ethical standards and discharge faithfully the duties of their office regardless of personal consideration. It is the purpose of this code, approved by resolution by the Board of Trustees, to provide rules of ethical conduct for the officers, officials and employees of the Village of Cayuga Heights. In the event of any conflict between the provisions of this code and New York General Municipal Law, the latter shall control.

Section 2 – Definitions

- A. “Municipal Officer, Official or Employee” means an officer, official or employee of the Village of Cayuga Heights whether paid or unpaid, including members of any administrative board, commission, committee or other agency thereof. No person shall be deemed to be a municipal officer, official or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.
- B. “Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.
- C. “Conflict of Interest” means no official, officer or employee of the Village shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, that is in conflict with, might reasonably tend to conflict with, might be perceived to present a conflict of interest with the proper discharge of his duties for the Village.

Section 3 – Representation of Private Interests

No official, officer or employee of the Village shall represent private interests before any department, board, office or agency of the Village nor represent private interests in any action or proceeding against the interests of the Village or in any litigation to which the Village is a party, if such representation results in a benefit to the official, officer or employee.

Section 4 – Disclosure of Interest

- A. Any official, officer or employee of the Village, whether paid or unpaid, who has a direct or indirect financial or other private interest in any matter being considered by the Village of Cayuga Heights’

Board of Trustees, or by any other official or agency, officer or employee of the Village, and who participates in discussions before or gives opinions to the Board, agency or individuals, shall publicly disclose on the official record the nature and extent of such interest.

- B. Any official, officer or employees of the Village, whether paid or unpaid, who has knowledge of any matter being considered by any board, agency, officer or employee of the Village in which he/she has any direct or indirect financial or other private interest, shall be required to disclose, in writing his/her interest to such board, agency, officer or employee and the nature and extent thereof.
- C. A copy of every disclosure required under subsection A and B above, including a copy of any transcript of such disclosure, shall be promptly provided to the Village Clerk who shall maintain and file the disclosure as a public record.

Section 5 – Interests in Conflict with Official Duties

- A. Any official, officer or employee of the Village shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly affected in decisions to be made by him/her or which will otherwise create conflict between his/her public duty and his/her private interest. Further he/she shall refrain from discussion of any questions in which he/she or a member of his/her immediate family has an interest.
- B. An elected official shall not vote on any proposal or action where that official has expressed an interest in property which will be affected by the adoption of the proposal or action, unless the official provides proof to the Village Clerk that he/she has notified the owner or agent of property of the termination of that interest.
- C. Public officials and employees, whether full time or part time, must avoid any action, which will result in or create the appearance of using public office for private gain, and/or the giving of preferential treatment to any person.
- D. Public officials, whether full time or part time, must avoid any action which will adversely affect the confidence of the public in the integrity of its municipal government or the public officials involved.

Section 6 – Standards of Conduct

Every officer, official or employee of the Village of Cayuga Heights shall be subject to and abide by the following standards of conduct:

- A. Gifts – He/she shall not directly or indirectly solicit any gift, or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part. This restriction does not apply to gifts valued at \$25 or less in any one calendar year or the informal voluntary practice of Village residents providing Village employees with a holiday gratuity.
- B. Confidential information – He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
- C. Outside employment

- i. He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict of interest with or impairs the proper discharge of his/her official duties.
 - ii. The Mayor and members of the Board of Trustees may not be considered for employment with the Village of Cayuga Heights while holding such positions and for a one-year period after leaving such office, whether by expiration of term, resignation or otherwise.
 - iii. He/she shall not, after the termination of service or employment with the Village of Cayuga Heights, appear before any board or agency of the Village of Cayuga Heights in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was actively under his consideration for a period of two years.
- D. Use of village employees or public property
- i. Village employees and property may not be used for private interest. This shall not preclude any official, officer or employee from voluntarily performing service or work outside of the hours during which he/she is assigned to perform duties for the village.
 - ii. No official, officer or employee of the village shall request or permit the use of village owned vehicles, equipment, materials, or property for personal convenience or profit, except where such services are available to the village public or are provided as village policy for the use of such officer or employee.
- E. Purchasing - The Village will not purchase labor, services, goods or materials from any current Village Board member, officer or employee, or from any member of such person's immediate family, or from any entity that is owned, in whole or in part, or managed or controlled by, any such person or any member of such person's immediate family, except in the case that a majority of the members of the Board of Trustees vote in favor of doing so, with full disclosure of the relationships, in advance of engaging in the transaction.

The Village Purchasing Policy be revised to read "All transactions shall be in accordance with the Village's Code of Ethics as may be amended from time to time."

Section 7 - Distribution

The Mayor of the Village of Cayuga Heights shall cause a copy of this code of ethics to be distributed to every official, officer and employee of the Village within five (5) days after the effective date of this resolution. Each official, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. Each official, officer and employee shall upon receipt of a copy of this code indicate his/her understanding and agreement with the provisions of this code by affixing their signature to a form indicating the same. This form will be kept by the Clerk. Additionally, each official, officer and employee shall complete and submit to the Clerk, a confidential Disclosure Statement annually within thirty (30) days of the beginning of the Village Official Year.

Section 8 – Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 9 – Exception

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal official, officer or employee of any claim, account, demand or suit against the Village of Cayuga Heights, or any agency thereof on behalf of him/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 11 – Effective Date