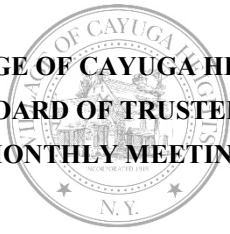


Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING



Monday, August 19, 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

Call to Order: Mayor Woodard calls the meeting to order at 7:08 p.m.

2. Approval of Meeting Minutes: July 22, 2019 (Exhibit 2020-046)

Resolution # 8513

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the July 22, 2019 meeting minutes as presented.

Motion: Trustee McMurry

Second: Trustee Marshall

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

Nays: none

Abstentions: Trustees; Biloski, and Salton

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-047)

- Fire Superintendent Tamborelle is working tonight and couldn't attend this meeting.
 - Trustee Salton would have liked to have Fire Superintendent Tamborelle present to discuss the car fire on August 8th, 2019.
 - B Cross would like NYSEG to investigate the condition of the pole that broke which caused live wires to fall. Trustee Salton pointed out that the NYSEG pole involved with the accident had an old number.
- a. CHFD Fundraising letter:** Each year the Cayuga Heights Fire Department mails a fundraising letter.

Resolution # 8514

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the annual Cayuga Heights Fire Fund Raising Letter to the Village residents as presented in Exhibit 2020-048.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

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

5. Report of Mayor Woodard:

a. LED Design Phase Meeting: Several municipalities attended the August 8th, 2019 meeting held at Marcham Hall. In a couple of months New York State Power Authority (NYPA) will bring in several examples of different LED Lighting to determine the kelvin scale the Village should use. The goal is to have all street lights converted to LED's by May of 2020.

- Trustee Robinson pointed out that the Village will need to enter into a maintenance agreement with NYPA's contractors.

b. Sump Pumps: One potential way to reduce inflow and infiltration (I & I) is to determine if single family homes have sump pumps illegally connected to the sanitary sewer system. One idea is having within our sewer ordinance a Village inspection of the property's sump pump when a building permit is requested and when and real estate transaction takes place.

- Trustee Salton suggests that this become part of the real estate closing package.

- Trustee McMurry states that this is a burden at a very sensitive time. It makes sense to inspect a home for sump pumps during a building permit process and not at a real estate closing.

- The Village sent out a E-news blast on this subject offering a free home inspection, but there was no interest.

- Village Attorney Marcus informs the board that this requirement will cause delays in any closing process.

- The Village has about 800 structures; and Village Engineer, B. Cross, issues around 50 building permits per year.

- The inspection would have to be completed within 24-48 hours.

- The Board agrees that this is an important issue and would like Village Attorney Marcus to draft a proposed local law on sump pumps.

c. TCHC Gold Plan – The current Village health insurance plan is through the Tompkins County Health Consortium (TCHC). The idea is to find a plan that can save the Village money but still offer similar coverage. The TCHC Gold Plan can do that by the Village funding the maximum out of pocket costs for the employees.

- Trustee Salton points out that most covered lives use less than half of the funded amounts per year. The Board will need to commit to this change by October 2019.

- The Gold Plan is a high deductible health care plan which qualifies for a Health Reimbursement Account (HRA) / Health Savings Account (HAS) account.

- Mayor Woodard will set up a meeting with all the employees who would be affected by this change.

d. Village Speed Limits on Pleasant Grove Road: A request has been brought to the Mayor to address this issue with the Board of Trustees.

- Police Chief Wright states that the radar speed sign could go back on Pleasant Grove Road. Police patrols will be continuing traffic detail on Pleasant Grove Road.

•The Board is not in favor of speed bumps and is satisfied with the speed limits currently in place on Pleasant Grove Road.

e. Cornell University Contribution: Cornell’s VP of Community Relations, Joel Malina, and Associate VP of Community Relations, Gary Stewart, sent an email to Mayor Woodard committing to \$10,000 per year for the next four years towards fire-related equipment.

6. Report of the Trustees: Trustee McMurry will be unavailable for the next several months. Mayor Woodard appoints Trustee Rich Robinson as Deputy Mayor in her absence.

a. Bike Rack: The Bike-Ped Committee would like to install a bike rack at Marcham Hall. Exhibit 2020-049 lists the possible locations.

•The gardens around Marcham Hall were a gift to former Mayor Marcham from the Ithaca Garden Club. The Board concluded that there isn’t enough room for a rack close to the building.

•Trustee Marshall suggests that the area around the employee parking to the west of Marcham Hall (#4) would be a suitable location.

•B. Cross confirmed that the Village has permission to place a bike rack on E. Rubinstein’s property (#3) as long as it does not displace any parking spots, interfere with landscaping, and that the Village does not enter into an agreement with Lime Bike to stage bikes at this location.

•Village Attorney Marcus will draft a letter to landowner E. Rubenstein.

b. General Code: A summary was presented to the Board as Exhibit 2020-050. Final revisions are almost complete. A draft will be available for the September Board of Trustees meeting to schedule a Public Hearing.

7. Report of Police Chief Wright: Submitted Report (Exhibit 2020-051)

•Part-time Police Clerk, James Conlon, submitted his resignation as of July 25, 2019. This position will need to be filled at some point.

•The new police vehicle will be ready by the end of next week.

8. Report of Director of DPW Wiese: Submitted Report (Exhibit 2020-052)

•The NYS Department of Labor (PESH) re-inspection of the DPW was on August 8, 2019. All areas of concern have been addressed and a chemical handling policy has been introduced for adoption.

a. Chemical Handling Policy: A chemical inventory and handling procedure policy needs to be in place.

Resolution # 8515

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and adopts the Hazard Communication Policy with the completed chemical list as presented in Exhibit 2020-053.

Motion: Trustee Salton

Second: Trustee Friend

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

Nays: none

Abstentions: none

Motion Carried

b. Sidewalk Machine: This machine would be utilized to remove the snow on the Village sidewalks as well as a roadside mower. The mowing equipment would be purchased next fiscal year.

- Trustee Biloski asks how long it takes to remove snow from the Village sidewalks. Director of Public works Wiese states just over 2 hours.

Resolution # 8516

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes a purchase order from CNY Farm Supply for a Ventrac Tractor 4500Z and also authorizes Village Treasurer Mangione to transfer \$14,000 from the capital improvement account (H1640.410) to the general fund (A).

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution # 8517

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Village Treasurer Mangione to increase the snow equipment budget account (A5142.200) by \$14,000.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

9. Report of Engineer Cross: Submitted Report (Exhibit 2055)

- The Snug Planet energy audit report on Marcham Hall is complete. A summary will be provided to the Board at the September meeting.
- The Cornell North Campus Residential Expansion (NCRE) road analysis report from C&S Engineers is complete. B. Cross will circulate the report to the Board next week.
- B. Cross will notify Cornell that NCRE signage is needed on Pleasant Grove Road to direct construction traffic.

a. GHD Amendment NO. 1: The Village needs to replace the WWTP boiler before this winter.

Resolution # 8518

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and the Village of Cayuga Heights, NY

(OWNER) entered into an Agreement dated April 10, 2019 to provide Bidding and Construction Phase engineering services for the replacement of headworks (Phase 1) at the Cayuga Heights Wastewater Treatment Plant; and,

WHEREAS, OWNER has pre-purchased a replacement boiler (originally the boiler was to be replaced in Phase 2 of the plant upgrade) and desires to have the new boiler installed before winter 2019 under Phase 1; and,

WHEREAS, OWNER requests that this additional construction effort be included in Phase 1 through a change order to the existing construction contractors; and,

WHEREAS, OWNER authorizes the ENGINEER to prepare the appropriate design, specifications, and procurement of proposals; and process change orders and a partial certification of substantial completion; and,

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

The Scope of Services to be provided by ENGINEER in connection with Amendment No. 1 shall include the following:

1. Provide structural design and specification to cut an approximate 8-foot x 9-foot hole in the block wall to allow the removal and placement of the old and new boiler.
2. Provide design and specification for new garage door and any external modification needed for egress.
3. Request price proposal (and review prices) from the HVAC, General, and Electrical contractors.
4. Prepare Change Order No. 1 and each contract.
5. After start up and commissioning, review and prepare partial Certificate of Substantial Completion for the boiler and new door.

ENGINEER will complete the Scope of Services within 90 days of authorization to proceed.

The fee for the Scope of Services described above is estimated to be \$7,500 to be completed on an hourly basis and will increase the total not to exceed amount from \$310,000 to \$317,500 without written authorization by OWNER.

FURTHER BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes the changes set forth in GHD Amendment NO. 1.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

- Trustee Robinson reminded the Board that the Borg Warner filtration system is coming online and as a result will reduce Village revenue of \$50,000.

10. Report of Treasurer Mangione: Submitted Report (Exhibit 2020-057)

- Treasurer Mangione submitted the Annual Update Document (AUD) to New York State this month.
- The annual fire protection billing has been submitted to the Town of Ithaca.

Abstract # 3

Resolution # 8519

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #3 for FYE2020 consisting of TA vouchers 15 - 23 in the amount of \$18,156.28 and Consolidated Fund vouchers 113 - 189 in the amount of \$306,981.23 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Marshall

Second: Trustee McMurry

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

Nays: none

Abstentions: none

Motion carried

11. Report of Clerk Walker: Submitted Report (Exhibit 2020-059)

- Clerk Walker reviewed the NYCOM fall training agenda..

- The permissive referendum posting is complete and the notice of estoppel will be submitted to the Ithaca Journal at the end of the month.

14. Adjournment: Mayor Woodard adjourns the meeting at 10:15 p.m.