



Village of Cayuga Heights
Board of Trustees
Annual Organizational Meeting
Marcham Hall
Monday, April 01, 2019, 7:00 p.m.
AGENDA

EXHIBIT/PAGE

1. Affirmation of the Oath of Office by the following officials elected on March 19, 2019:
Trustees: Biloski, Robinson, and Salton. The oath to be administered by Clerk Walker
2. Public Hearing at 7:00 p.m. on Proposed Local Law A of 2019 2020 - 001
3. Schedule a Public Hearing - Village Budget June 1, 2019 – May 31, 2020
4. Appointments and Approvals 2020 - 002
5. Annual Resolutions 2020 - 003
6. GHD
7. Schedule a Public Hearing – General Code 2020 - 004
8. Bergmann & Associates Traffic Study- Notice to Proceed
9. Bonding Resolution 2020 - 005
10. Adjournment

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW A OF THE YEAR 2019

A LOCAL LAW TO AMEND

THE VILLAGE OF CAYUGA HEIGHTS ZONING LAW

ARTICLE 8, “PLANNED DEVELOPMENT ZONE,”

TO CLARIFY CERTAIN TERMS OF THIS ARTICLE

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

SECTION I PURPOSE AND INTENT

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

SECTION II AUTHORITY

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

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

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

Article 8. Planned Development Zone

§ 8.1. Purpose.

A. The purpose of the Planned Development Zone (sometimes referred to in this Zoning Law as a “PDZ”) is to permit, where appropriate, a degree of flexibility in conventional land use and zoning district regulations which will encourage development in an imaginative and innovative way in order to facilitate development or uses, now or in the future, which are not expressly permitted by the other terms of this Zoning Law, but which would promote the objectives or recommendations of the Village's Comprehensive Plan if such development or uses adhere to specific predetermined performance and design standards and conditions.

B. A Planned Development Zone may be utilized for both residential and nonresidential development, as well as for mixed use development (as such term is defined in Section 3.3 of this Zoning Law).

C. A Planned Development Zone shall modify the underlying zoning district regulations of this Zoning Law for the area proposed for the PDZ to the minimum extent possible in order to achieve the benefits of the PDZ, and the PDZ shall not be utilized to circumvent the requirements of this Zoning Law.

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

§ 8.2. Establishment and location.

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

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

1. Preserving and enhancing neighborhood character;

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

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

§ 8.3. Requirements.

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

B. Permitted land uses:

1. Residential land use.

2. Non-residential and non-commercial land use, such as recreational space, community facilities, parkland, etc., if:

a. Such use will contribute to the quality of the proposed development for the area;

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

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

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

C. Density. The number of dwelling units provided in a Planned Development Zone shall not exceed the number of units that would ordinarily be permitted in the PDZ's area in accordance with the

regulations of the underlying zone or district, unless the Village's Board of Trustees determines in accordance with Section 8.12 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.

§ 8.4. Size of Lots.

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

§ 8.5. Yards.

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

§ 8.6. Height of Buildings.

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

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

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

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

§ 8.8. Natural Features.

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

§ 8.9. Stormwater Runoff.

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

§ 8.10. Site Planning Requirements.

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

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

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

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

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

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

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

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

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

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

§ 8.11. Site plan approval.

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

§ 8.12. Special Circumstances.

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

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

B. In order for the Board to grant an exception to the requirements set forth in Sections 8.3(C), 8.5, 8.6 or 8.7 of this Article, the Board must identify in the record (1) the specific objective or recommendation of the Village's Comprehensive Plan that will be achieved, or the specific aspect of the public health, safety and general welfare of the Village and its residents that will be promoted, and

(2) how the PDZ will achieve or promote such result to an extent greater than could be achieved or promoted if the proposed PDZ site were developed in accordance with the underlying zoning district requirements for such site.

SECTION V SUPERSEDING EFFECT

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

SECTION VI PARTIAL INVALIDITY.

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

SECTION VII EFFECTIVE DATE.

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

EXHIBIT 2020-002

Appointment of Trustee Meloney McMurry as Deputy Mayor by Mayor Woodard for the Official Year 2020.

Appointment by the Mayor and approval by Board of Trustees of the following:

<u>Appointee</u>	<u>Position/Term</u>	
Jeffrey D. Walker	Clerk	one official year (4/2020)
Penny A. Rich	Deputy Clerk	one official year (4/2020)
Lisa S. Skrubis	Deputy Clerk	one official year (4/2020)
Joan M. Mangione	Treasurer	one official year (4/2020)
Jennifer Biloski	Deputy Treasurer	one official year (4/2020)
Jeff Walker	Records Management Officer	one official year (4/2020)
Brent Cross	Building Commissioner	one official year (4/2020)
Brent Cross	Stormwater Mgmt. Officer	one official year (4/2020)
Brent Cross	Engineer	one official year (4/2020)
Brent Cross	Zoning & Code Enforcement Officer	one official year (4/2020)
Marcus, Orkin, Tesi LLP	Law Firm: Municipal	one official year (4/2020)
David Klein	Acting Village Justice	one official year (4/2020)
Coughlin & Gerhardt, LLP	Law Firm: Labor	one official year (4/2020)
Thomas Kramer	Village Prosecutor	one official year (4/2020)
Beatrice Szekely	Historian	one official year (4/2020)
Andre Bensadoun	Village Forester	one official year (4/2020)
George Tamborelle	Fire Superintendent	two official years (4/2021)
Jack Young	Zoning Board Chair	five official years (4/2024)
Mark Eisner	Zoning Board Alt.	one official year (4/2020)
Jenny Leijonhufvud	Planning Board Member	five official years (4/2024)

Appointments:

Access Oversight Committee: Wies van Leuken for one official year (4/2020)

Bolton Point Water Commission Board of Directors:

Roy Staley and Mayor Woodard for one official year (4/2020)

Environmental Management Council:

Brian Eden for one official year (4/2020)

Tompkins County Council of Governments (TCCOG) Board of Directors:

Mayor Woodard, and Trustee McMurry, alternate for one official year (4/2020)

TCCOG subcommittee on Energy Smart: Trustee Friend for one official year (4/2020)

Greater Tompkins County Municipal Health Insurance Consortium Board of Directors:

Trustee Salton; Mayor Woodard, alternate for one official year (4/2020)

Greater Tompkins County Municipal Health Insurance Consortium Joint Committee:

Clerk Walker for one official year (4/2020)

Administration Committee: Trustee Biloski and McMurry, Mayor Woodard, and Clerk Walker

Communications Committee: Trustee Friend, Clerk Walker for one official year (4/2020)

Human Resources Committee: Trustees Friend, and McMurry, Mayor Woodard for one official year (4/2020)

Public Safety Committee: Trustees Biloski, Friend, and Salton for one official year (4/2020)

Public Works Committee: Trustees Marshall, and Robinson; Mayor Woodard for one official year (4/2020)

Finance Committee: Trustees Biloski, and Robinson, Mayor Woodard for one official year (4/2020)

I.T. Committee: Trustees Robinson, and Salton, Mayor Woodard for one official year (4/2020)

ITCTC (Ithaca Tompkins County Transportation Counsel) Zoning officer, B. Cross to the Planning Committee. Mayor Woodard appointed to the Policy Committee, and Trustee McMurry as an alternate for one official year (4/2020)

Bike-Pedestrian Committee: Trustees Friend, and McMurry, Fred Cowett, and Jenny Leijonhufvud for one official year (4/2020)

Planning Board Liaison: Trustee McMurry for one official year (4/2020)

Historic Preservation Committee: Village Historian Szekely, Randi Kepecs, and Carole Schiffman for one official year (4/2020)

Shade Tree Advisory Committee: Trustee Marshall, Planning Board Chair Cowett, Village Forester Bensadoun, Mayor Woodard and Scott Howard for one official year (4/2020)

EXHIBIT 2020-003

A. DESIGNATION OF THE VILLAGE’S OFFICIAL NEWSPAPER

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

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

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

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

B. RULES OF PROCEDURE:

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

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

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

- I. **REGULAR MEETINGS:** The date, location, and time for regular meetings of the Board of Trustees is established as the 3rd Monday of each month at Marcham Hall starting at 7:00 p.m. as follows: April 15th, May 20th, June 17th, July 15th, Aug 19th, Sept. 16th, Oct.21st, Nov.18th, Dec. 16th; 2020; Jan. 21st, (Tuesday after Martin Luther King Day - held at the CHFD), Feb. 17th, (Tuesday after President’s Day - held at the CHFD), Mar.16th and Apr.1st– Organizational meeting.
- II. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hours’ notice.
- III. **QUORUM:** A quorum of the Board of Trustees must be physically present to conduct business. A quorum is a majority of the total legally authorized membership of the body, regardless of vacancies or absences. Although a quorum is required to conduct a meeting, a majority vote of the total legally authorized membership of the body is still required to pass most measures.
- IV. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered by a motion made from a properly noticed and conducted open meeting.
- V. **AGENDAS:** The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 48 hours before the meeting’s start time. The agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.
- VI. **VOTING:** Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise

specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present, and their votes must be entered in the minutes.

VII. GENERAL RULES:

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

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

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

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

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

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

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

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

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

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

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

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

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

Anyone with an interest in any facet of Village government is encouraged to contact the Mayor, the Board of Trustees and the Village staff through email addresses found on the

Village of Cayuga Heights web site (www.Cayuga-Heights.ny.us).

Adopted by the Board of Trustees, Village of Cayuga Heights, December 12th, 2011

IX MINUTES:

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

X ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a. Call to order;
- b. Approval of minutes of previous meeting(s);
- c. Public comment period;
- d. Report of officers and committees (Fire, Mayor, Trustees, Police, Public Works, Treasurer, Clerk);
- e. Report of the Attorney;
- f. Adjournment

XI **GUIDELINES FOR USE OF RECORDING EQUIPMENT:** All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.

XII **ADJORNMENT:** Meeting may be adjourned by motion.

XIII **AMENDMENTS TO THE RULES OF PROCEDURE:** The forgoing procedure may be amended from time to time by a majority vote of the Board.

C. DESIGNATING DEPOSITORY:

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

THEREFORE, BE IT RESOLVED THAT:

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

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

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

Section 3. That this resolution is effective immediately.

D. DESIGNATING MEETING DATES:

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

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

BE IT RESOLVED THAT: The date and time for regular meetings of the Zoning Board of Appeals is scheduled on an as needed basis (historically held the 1st Monday of the month at 7:00 p.m.).

E. CODE OF ETHICS:

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

F. ADVANCE APPROVAL OF CLAIMS:

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

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

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

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

THEREFORE, BE IT RESOLVED THAT:

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

Section 2. That this resolution is effective immediately.

EXHIBIT 2020-004

GENERAL CODE

Items for Board Consideration

1. Global nomenclature changes:
 - a. "Ordinance" revised to "law"
 - b. "Offense" revised to "violation"

2. Penalties
Current penalty sections are replaced with the following wording in order to comply with Penal Law §§ 55.10 and 80.05.
Each Violation of this article shall constitute a violation as defined in the Penal Law of the State of New York and shall be punished by a fine of not more than \$250 and/or not more than 15 days in jail.
 - a. Chapter 81: Alcoholic Beverages: § 81-5. Penalties for offenses.
 - b. Chapter 115: Curfew: § 115-5. Penalties for offenses.
 - c. Chapter 133: Firearms: § 133-3. Penalties for offenses
 - d. Chapter 166: Noise: Penalties for offenses
 - e. Chapter 182: Parades and Special Events § 182-8. Penalties for offenses
 - f. Chapter 193: Peddling and Soliciting § 193-10. Penalties for offenses

3. Chapter 90: Animals - *Revisions as shown in DRAFT code*

4. *Chapter 115: Curfew Additions to law recommended by General Code*

5. Chapter 108: Construction Codes *[NEW-revised to reflect current state law]*

3. Chapter 140-2: Fire Prevention *[fines not previously specified]*

4. Chapter 140-10: Emergency Lock Boxes: Penalties for Offenses *[NEW]*

5. Chapter 203-3: Poles & Conduits: *[fines not previously specified]*

6. Chapter 226: Sewers
 - a. New language where indicated
 - b. § 226-28: Penalties for offenses *[fines not previously specified]*
 - c. Original "minimum charge" language replaced by 26-30 to reflect LL 2017-2 Calculation of sewer rents

8. Chapter 235: Stormwater

- a. Definitions revised to be consistent with new zoning
- b. 235-11: language regarding subdivision regulations and site plan review removed (covered by new zoning)
- c. 235-13(D): *[fines revised]*

9. Chapter 242: Streets and Sidewalks

- a. 242-4: changed deposit from \$100 to \$1000
- b. 248-15: *[fines increased]*

10. Chapter 280: Vehicles and Traffic

- a. New language where indicated
- b. Removed truck exclusions on Triphammer

10. Chapter 295-3: Water

- a. Sections A(1)-(3) and B(1)-(5): only change is reference to "(1994)" at the end of each paragraph.

11. Chapter 305: Zoning

- a. Changes marked where indicated; mostly editorial revisions to clarify language or correct cross-references, per Fred and Randy's suggestions