



**Village of Cayuga Heights**  
Board of Trustees  
Monthly Board Meeting  
Fire Station  
Tuesday, January 21, 7:00 p.m.  
AGENDA

**EXHIBIT/PAGE**

- 1. Call to Order:**
- 2. Approval of Meeting Minutes:**
  - a. December 16, 2019 Meeting 2020-123 pgs.3-15
- 3. Report of the Fire Superintendent Tamborelle: Submitted Report** 2020-124 pgs.16-17
- 4. Privilege of the Floor:**
- 5. Report of Mayor Woodard:**
  - a. CHFD Ladder Truck
  - b. LED Update
  - c. Planning and Zoning Board Member Changes 2020-125 pg.18
  - d. ITCTC Appointment
  - e. 408 E. Upland Water Bill 2020-126 pgs.19-20
  - f. Planned Development Zone Amendment
- 6. Report of the Trustees:**
- 7. Report of Police Chief Wright: Submitted Report** 2020-127 pgs.21-22
- 8. Report of Director of Public Works Wiese: Submitted Report** 2020-128 pgs.23-24
- 9. Report of Superintendent of Public Works Cross: Submitted Report** 2020-129 pgs.\*
- 10. Report of Treasurer Mangione: Submitted Report** 2020-130 pgs.
  - a. Firetruck Bond Resolution 2020-131 pg
  - b. Budget Calendar 2020-132 pgs.
- 11. Report of Clerk Walker: Submitted Report** 2020-133 pgs.
  - a. Procurement Policy 2020-134 pgs.
  - b. Investment Policy 2020-135 pgs.
  - c. Credit Card Policy 2020-136 pgs.
  - d. Facility and Fire Station Use Policy 2020-137 pgs.
  - e. Municipal Health Insurance Municipal Cooperative Agreement letter 2020-138 pgs.

**12. Report of Attorney Marcus:**

**13. Adjournment**

**EXHIBIT 2020-123**

**Minutes**

**Marcham Hall**

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



**Monday, December 16, 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; Deputy Clerk Rich; Attorney Marcus

**1. Call to Order:** Mayor Woodard calls the meeting to order at 7:05 p.m.

**2. Approval of Meeting Minutes: November 18, 2019 (Exhibit 2020-105)**

**Resolution # 8555**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the November 18, 2019 meeting minutes as presented.

*Motion:* Trustee Marshall

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**3. Approval of Meeting Minutes: November 26, 2019 (Exhibit 2020-106)**

**Resolution # 8556**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the November 26, 2019 meeting minutes as presented.

*Motion:* Trustee Friend

*Second:* Trustee Salton

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**4. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-107)**

- Fire Superintendent Tamborelle states that the Public Safety Committee met on December 16, 2019 to discuss the purchase of a new ladder truck. The buildout time on a new truck is 13 months.
- The current truck is 15 years old and valued around \$125,000.
- The Village will need to notify the Town of Ithaca since the Village provides fire support to the Town.
- The Villages owns the current ladder truck, will keep the proceeds, and will apply that towards the new truck. The Board will resolve the purchase at the January 21, 2020 Board of Trustees Meeting.
- Treasure Mangione states that the Town of Ithaca is able to pay their portion (\$255,799) of the ladder truck this fiscal year.

**4. Privilege of the Floor:**



**VILLAGE OF CAYUGA HEIGHTS**

836 HANSHAW ROAD · ITHACA · NY · 14850  
 (607) 257-1238 · FAX: (607) 257-4910

Monthly Board of Trustees Meeting  
 December 16, 2019 – 7:00 PM – Marcham Hall

	PLEASE PRINT Name/Anonymous	Address	Do you wish to speak? Indicate Yes or No
1.	<u>Kim Dason</u> Phillipsville	<u>125 Main St Buffalo NY</u>	<u>Yes - Upland Heights</u>
2.	<u>Elaine Quaroni</u>	<u>115 Cayuga Plk Ct</u>	<u>Yes - Sump Pump</u>
3.	<u>Irene Lamorse</u>	<u>406 E Upland</u>	<u>Upland Hts. YES</u>

•Village resident, Elaine Quaroni, asks about the proposed Sump Pump Law and is mainly concerned when someone has to disconnect a sump pump. She asks how anyone will determine how close water from a sump pump can go toward a neighbor's property. Attorney Marcus states that you cannot concentrate drainage at a point that could have any different impact other than the natural flow. B. Cross states that nothing about the Sump Pump Law changes the rules or conditions of how drainage is handled. State law covers this issue.

•Ilene Lambiase, of E. Upland Road, will present her comments at the Upland Heights Public Hearing in January.

**5. Report of Mayor Woodard:**

**a. Upland Heights Proposal:** In attendance are Kim Nason of Phillips Lytle LLP; Mark Mecenias, Applicant; Bernie Carr, Terrestrial Environmental Specialist; David Herrick, T.G. Miller P.C.; and Barry Hamel; Architect PLL.

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

- K. Nason states that she is formally submitting an application on the behalf of Mark Mecenias to petition the Board for rezoning the property located on E. Upland Road in the Village of Cayuga Heights to a Planned Development Zone (PDZ).

- There are two phases to this project, which include three buildings composed of 46 condominiums and 12 commercial spaces.

- Phase one is a three-story building with 26 condominiums units, all 12 retail spaces, and 63 parking spaces.

- Phase two would be two two-story buildings with 10 units in each and 32 parking spaces.

- K. Nason states that they are also seeking the Boards approval to schedule a Public Hearing on the initial application filed.

- K. Nason asks that a coordinated review be completed and establish that the Board of Trustees act as lead agency.

- Village Attorney R. Marcus and Attorney K. Nason agree that the Board of Trustees can assign itself as lead agency and conduct one SEQR review jointly with the Planning Board.

- Trustee McMurry asks how parking was calculated for this project. Dave Herrick, of T.G. Miller and Associates, explains it was calculated from the application: Exhibit C101.

- The development of the PDZ will address the “shared” parking constraints. More information is needed.

- Trustee McMurry states that a PDZ would be created when someone comes before the Board with a project that would greatly benefit the Village as a whole. That benefit justifies changing the Zoning law by creating a PDZ.

- Mayor Woodard feels that 46 units is still too many.

- Mr. Mecenias states that the footprint of this project is fixed. The dwelling units in this project will be sold and not rented.

- Mr. Mecenias states that there is no component of this project set aside for affordable housing.

- B. Carr, from Terrestrial Environmental Specialist, is present to discuss the delineation of the 2 wetlands located on Mr. Mecenias property (Section H) of the Upland Heights Mixed-Use Development project.

- A breakdown of impervious surfaces in the buffer area (50 feet) will be submitted for the Board to review at the January 27, 2020 Special Board of Trustees Meeting.

- Trustee Marshall requests a report on stormwater run-off. He is concerned with the potential failure of stormwater basins exceeding their capacity at this location.
- B. Carr states that the Army Core of Engineers does not utilize or establish buffer zones around wetlands.
- This project has about 1/10 of an acre wetland that formed from the Carriage House Apartment’s storm runoff. One idea would be to plant a buffer zone to eliminate that wetland or take the existing wetland and increase the biodiversity. This can be accomplished by raising the drainage of the wetland. This would create a healthier diversity of vegetation.
- Village Attorney R. Marcus states that buffer requirements have been previously adopted in the Village Zoning Law pertained water quality and addressing stormwater events.
- Trustee McMurry would like more information on traffic counts for this project.
- B.Cross requested proposed zoning criteria for the PDZ, which the applicant agreed to provide before the next meeting.
- Mayor Woodard asks Mr. Mecenias if he knows what type of retail would be occupying the retail space offered in this project. Mr. Mecenias does not know at this point in time.
- K. Nason recognizes that the Board will need to have more specifics on types of business and they will address this issue.
- Trustee McMurry would like to see more specifics on neighborhood enhancements and vehicular/ pedestrian circulation.
- Mayor Woodard would like this project to utilize renewable energy. Roof top solar panels are incorporated into this project.

**Resolution # 8557**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees intends to act as lead agency under SEQR and conduct a coordinated review with the Planning Board for the Upland Heights Project.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution # 8558**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees have identified the Upland Heights Development as an unlisted action under SEQR.

*Motion:* Trustee Marshall

*Second:* Trustee Biloski

*Ayes:* Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion Carried**

**Resolution # 8559**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees hereby schedules a special meeting on January 27, 2020 at 7:00 p.m. at Marcham Hall to take comments on the Upland Heights Mixed-Use Development.

*Motion:* Trustee Biloski  
*Second:* Trustee Marshall  
*Ayes:* Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion Carried**

**Resolution # 8560**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing of a joint Planning Board and Board of Trustees Meeting on January 27, 2020 at 7:05 p.m. at Marcham Hall to take comments on the Upland Heights Mixed-Use Development.

*Motion:* Trustee Friend  
*Second:* Trustee Marshall  
*Ayes:* Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion Carried**

**b. Proposed Local Law D of 2019-Sump Pumps**

•The Board completed the Public Hearing at the November 2019 Board of Trustees Meeting and has completed SEQR review

**Resolution # 8561**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees has determined that Proposed Local Law- D of 2019 will not result in adverse impact (negative declaration) under SEQR.

*Motion:* Trustee Salton  
*Second:* Trustee Robinson  
*Ayes:* Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays:* none

*Abstentions: none*

**Motion Carried**

**Resolution # 8562**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law - D of 2019 as Local Law # 4 of 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 (60<sup>th</sup>) 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.

*Motion:* Trustee Marshall

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

### **Motion Carried**

**c. Tree City Re-Certification:** Part of the recertification process requires Mayor Woodard to proclaim April 26, 2019 as Arbor Day.

**Resolution # 8563**

**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.

*Motion:* Trustee McMurry

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* none

### **Motion Carried**

**d. Fee Schedule:** The Administrative Committee has researched permit fees throughout the state and county and recommends an 100% increase to the current fee schedule. This would be the first fee structure change in 20 years.

- B. Cross is in agreement with this proposal.

- Trustee Salton does not agree with the change and feels that this is just a way to collect money.

### **Resolution # 8564**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes the fee schedule changes as presented in Exhibit 2020-111.

*Motion:* Trustee Friend

*Second:* Trustee Marshall

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

*Nays:* Salton

*Abstentions:* none

### **Motion Carried**

**e. Sunset Drive Address Change:** The Board originally made the change at the request of M. Timmons (26 Sunset Drive) who has medical conditions and was concerned that he might not receive needed medical supplies in a timely manner.

- Mr. Timmons now requests a new address change or a return to the original addresses because he continues to have trouble receiving his mail.

- The Board agrees to not make any changes for six months to see if the situation resolves itself.

**f. TAP-Fisher Proposal:** The Village is waiting for the NYSDOT to return the signed document to move forward with the project.

**Resolution # 8565**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes the Mayor to accept the Fisher scope of services proposal and sign a contract approved by the Village Attorney.

*Motion:* Trustee Biloski

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**6. Report of the Trustees:** Nothing new to report.

**7. Report of Police Chief Wright: Submitted Report (Exhibit 2020-113)**

•Chief Wright would like offer the vacant part-time Police Clerk position to retired part-time Village Police Officer Daniel Tier.

**Resolution # 8566**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes the hiring of Daniel Tier as a part-time Police Clerk for \$16.57 per hour. This approval is subject to a successful background check.

*Motion:* Trustee Friend

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

•Chief Wright states that the District Attorney's office (DA) will be assisting with training of the State Bail Reform Law. The DA office is working on a checklist for officers to utilize for any misdemeanor attests.

•Chief Wright states that the discovery side of this new law will be a big burden on our officers.

**8. Report of Director of DPW Wiese: Submitted Report ( Exhibit 2020-114)**

•Department of Public Works Laborer, Josh Randall, will be resigning his position at the end of December. He has accepted a position out of New York State.

•Trustee Salton asks if leaf pickup has stopped. Director of Public Works Wiese states that they are still working on leaf pickup this week.

•Trustee Robinson would like an update on the Verizon Wireless repair on N. Triphammer Road.

**9. Report of Engineer Cross: Submitted Report (Exhibit 2020-115)**

•B. Cross states that Weather masters will be fixing the roof leak above the Village Court office. They will also install a small section of the proposed gutter design.

**10. Report of Treasurer Mangione: Submitted Report (Exhibit 2020-116)**

**Resolution # 8567**

**Abstract # 7**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #for FYE2020 consisting of TA 50-58 vouchers in the amount of \$17,567.98 and Consolidated Fund vouchers 439-505 in the amount of \$506,708.47 and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Salton

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion carried**

**11. Report of Clerk Walker: Submitted Report**

•Clerk Walker was absent from this meeting.

•The Board postponed addressing the policies submitted by Clerk Walker until the January 21, 2020 Board of Trustees Meeting.

**12. Report of Attorney Marcus:** Nothing new to report.

**13. Adjournment:** Mayor Woodard adjourns the meeting at 10:13 p.m.

## EXHIBIT 2020-124

January 17, 2020

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report December 2019

We ran 37 calls in December to close out the year. We had 22 calls in the Village of Cayuga Heights, 13 calls in the Town of Ithaca and 2 mutual aid calls. There were 22 EMS calls and 15 fire runs. Late in the month we were dispatched for a fire alarm activation at a residence. Crews responded and found an activated alarm with a voice alert on the detector speaking Spanish. The crew translated the alert and determined that it was a carbon monoxide alarm. We deployed a gas detector and quickly found out that there were dangerous levels of carbon monoxide in the home. Luckily nobody was home at the time, and it was discovered by the crew and NYSEG that a malfunctioning furnace was the cause of the CO leak. We were dispatched on Christmas Day for our “almost annual” fire in the stove. Crews responded and found that cooking Christmas dinner in the oven has caused a fire in the appliance. The fire was out on arrival and the engine crew assisted with ventilation and recommendations for Christmas Day carry-out locations.

We ended 2019 with 214 calls, up 4 from 2018. We had 269 calls in the Village of Cayuga Heights, 193 in the Town of Ithaca and we were requested 52 times for mutual aid. We received mutual aid from our neighbors 7 times in 2019. There were 223 fire responses and 291 EMS calls. It was a busy year for the volunteers of Cayuga Heights. We average 9.87 members per call with an average response time of 3.5 minutes from time of call to time of response. The average length of call was 20 minutes. We did 42 in house trainings throughout the year for a total of 1,190-man hours. We have 52 current members of our organization. 20 of our members responded to more than 30% of our calls qualifying them for our annual Die-Hard recognition. These are amazing numbers for a volunteer department.

We did a couple of our end of the semester fun trainings before we took a break over the holidays. We held our annual Jeopardy training which is a team event with fire department knowledge at the “trivia” subjects. We also did rescue tool Jenga. We use cribbing to set up the Jenga tower and then use the hydraulic rescue tool to remove the pieces. All who participated had a great time. We started our fall recruit class with 18 members and 15 of them completed the first sign off requirements, with several almost done with the entire list of second sign offs. This was a great class with many motivated members. The entire department stepped in to help with checklist work to get these new members through the process. When the class is motivated like this one was its great for the entire membership’s morale!

We are prepared to move forward with the purchase of the new ladder truck. We received the contract information from E-One and have set up a prebuild conference at the station for the middle of January. We can do the prebuild to work through the specification before we sign the contract in hopes that this will speed the process. With the prebuild done before the contract signing, we will

be able to have everything submitted to the manufacturer and they will be able to get us a better timeline on the build cycle. We have spoken with several used truck vendors and it seems like we will go with a vendor who will allow us to keep the current truck until December 2020 and guarantee us a purchase price above 100K.

The work at 825 Hanshaw Road went well with many hours put in by the staff of the DPW. This is greatly appreciated. The new tenant Lt. Bloodnick and his girlfriend spent many hours painting and cleaning things up in preparation for a move in January.

We are looking forward to our college members slowly trickling back into town in January and getting our staffing back to normal. Those members in town for December and January have done an amazing job covering calls and keeping the station looking great.

Sincerely,

George Tamborelle  
Fire Chief/Fire Superintendent

**EXHIBIT 2020-125**

**RECOGNIZING GRAHAM GILLESPIE FOR HIS SERVICE TO THE PLANNING BOARD**

**WHEREAS**, Graham Gillespie was appointed by the Village Board of Trustees to serve as a member of the Planning Board, and

**WHEREAS**, Graham served as a member from the first organizational meeting of the Planning Board in October 2009 until December 2019, and

**WHEREAS**, Graham's input in the development of the Planning Board and its direction was very valuable,

**THEREFORE BE IT RESOLVED** that the Village of Cayuga Heights Board of Trustees recognizes and thanks Graham Gillespie for his commitment to the Village of Cayuga Heights Planning Board and for his service to the Village.

**Planning Board Update:** Village Resident Andy Monroe is interested in filling the vacant seat

**Zoning Board Update:** Sue Manning is resigning. Village resident Jeff Sauer is interested in becoming a member.

## EXHIBIT 2020-126

December 27, 2019

Tamara Markowitz  
8308 Autumn Way  
Richmond, VA 23235  
(804)330-2450  
TMarkowitz17@gmail.com

Account #H2301

Dear Mayor Woodard, the Village of Cayuga Heights Board, and Village Clerk Jeff Walker,

I'm writing regarding my last water and sewer bill of \$2,325.04, received on Dec. 9th, 2019. Unfortunately, the pink postcard was lost in the mail, and I had no idea there was a past due amount. My husband, Burton Markowitz, had his optometric practice in this building for over 40 years. He passed away two years ago, and I've been managing the building from Virginia while I've been trying to sell it. My bill is usually around \$120 per quarter. I don't know what could have caused such an enormous spike in usage, and we certainly didn't get any alert that there was a problem.

Between the late fee (from an unreceived bill) and the exorbitant bill this quarter, I'm writing to ask if you will forgive the late fee and adjust this amount due. I have paid in full, so if you are so gracious, it would be a return in funds to me.

Thank you for your consideration, and best wishes in the New Year.

Sincerely,

Tamara Markowitz

01/09/2020

11:55:21

VILLAGE OF CAYUGA HEIGHTS

Meter Reading History

Account #: H2301	Status: Active	Dial Size: 7
User: 408 UPLAND ROAD LLC		Meter Type: B
Service Location: 408 EAST UPLAND RD		Meas.: G

Date	Metered	Consumed	Estimated
01/15/2019	199800	22500	[ ]
04/15/2019	218500	18700	[ ]
07/15/2019	227900	9400	[ ]
10/15/2019	386500	158600	[ ]

DR BURTON MARKOWITZ  
8308 AUTUMN WAY  
RICHMOND VA 23235

FINAL WATER/SEWER BILL

DATE:	12/9/2019
ACCOUNT NUMBER:	H2301
TAX MAP:	10.-3-6
ADDRESS:	408 EAST UPLAND RD

FINAL READING:	387,000	
PREVIOUS READING:	<u>386,500</u>	10/15/2019
AMOUNT CONSUMED:	500	
WATER CHARGE:	33.82	
SEWER CHARGE:	9.28	
ARREARS:	<u>2,281.94</u>	
<b>TOTAL DUE:</b>	<b>2,325.04</b>	

Payments received at the municipal office above will be credited to the account, which transfers to the purchaser upon closing.

**INSTRUCTIONS:** The Water Commission billing staff has obtained a final reading from the meter located at the service address for this account and has used this information to apportion the next regularly scheduled, quarterly water/sewer bill to the seller. This document serves as the **FINAL BILL** for the seller, who is hereby notified of the obligation to compensate the purchaser the **TOTAL DUE** listed above upon receipt, or prior to the real estate transaction/closing.

If an **ARREARS** amount is listed above, it was billed on 11/1/19 and due on 11/20/19, and at the time this bill was calculated, payment had not yet been received. If payment has been made, the seller should provide the purchaser with proof of payment and subtract the amount of the payment from this bill.

The purchaser will receive the regularly scheduled, quarterly water/sewer bill, which will be due on 2/20/20, and will include the current charges on this **FINAL BILL**.

**FOR ADDITIONAL INFORMATION:** Contact our billing department Monday through Friday, 8am to 4pm, at 607-277-0660.

**EXHIBIT 2020-127**



**Village of Cayuga Heights  
Police Department**

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1/11/2020

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

Re: Report of the Police Department for December 2019

In the month of December, the police department received 399 calls for service. In addition to these calls 83 uniform traffic tickets were issued and 9 parking violations was cited. A breakdown of the calls for service is as follows:

There were no Felony incidents reported.

1 Misdemeanor Penal Law charge of Assault 3<sup>rd</sup> was filed after investigation of a reported physical dispute. See below for more details.

7 Vehicle and Traffic Stops, including activity carried out during 4 special traffic details, resulted in the following Misdemeanor charges being filed: 5-Aggravated Unlicensed Operation of a Motor Vehicle 3<sup>rd</sup>, 2-Suspended Registration.

3 Penal Law Violations were handled, including 2-Drugs and 1-Harassment. During investigation of two traffic stops, officers found subjects to be in possession of a quantity of marijuana. Charges of Unlawful Possession of Marijuana were filed. After investigation of a dispute between roommates, officers filed charges of Assault 3<sup>rd</sup> and Harassment 2<sup>nd</sup> Physical Contact.

2 Local Law complaints for Dog Control were handled. In one incident a resident reported an aggressive dog in the neighborhood that had charged at her while she was on a walk. The on-duty officer contacted the dog's owner and was advised of the complaint. The owner stated that they had been attempting to have a fence installed on their property, however their application for a permit had been denied by the Village Zoning Department. The dog was contained by an invisible fence and no local law had been violated. The second complaint was reported as a Loose Dog running in an area of the Village. The responding officer was able to contact the dog's owner who stated the dog had broken free from the cable used to secure them. The dog owner expressed that a stronger cable would be purchased for the dog.

2 Bench Warrants were executed by CHPD Officers. While conducting a traffic stop, the on-duty CHPD officer made contact with a subject that had an active warrant out of the State Police in Homer. The defendant was turned over to the state police at an agreed upon location without incident. The second warrant arrest ensued after a law enforcement agency from an adjoining county advised CHPD that they had taken a subject into custody on an bench warrant out of our agency. The on-duty CHPD officer took the subject into custody at a designated location. The subject was arraigned in Cayuga Heights Court and Released on their own Recognizance.

There was 5 motor vehicle accident reported in TraCs, none involving deer.

No other deer incidents were reported.

In summary 11 persons were arrested and the following 14 charges were filed: 1-Assault 3<sup>rd</sup>, 1-Harassment 2<sup>nd</sup> Physical Contact, 2-Unlawful Possession of Marijuana, 5-AUO 3<sup>rd</sup>, 2-Suspended Registration, 3-Warrant and 1-MHY 9.41, 1-MHY 22.09.

Over the course of the month the following trainings and events took place: On the 16<sup>th</sup> and 17<sup>th</sup> Officers attended an informational meeting held by the Tompkins County District Attorney's Office addressing the upcoming changes in NYS Legislation Reform. On the 17<sup>th</sup> Chief Wright and Officer Jim Landon assisted Cops, Kids, and Toys with delivering toys to participating families in Tompkins County.

The full-time officers worked a total of 43 hours of overtime and the part-time officers worked a total of 182 hours.

Sincerely,

Chief Jerry Wright

## EXHIBIT 2020-128

### Village of Cayuga Heights

#### Mike Wiese – B.O.T January Report

January 21<sup>st</sup>, 2020

**GIS Development** – The intention is to purchase Diamond Maps around March, \$20/month, and in the new year to purchase additional equipment to enhance the accuracy of the program.

**Village House** – DPW finished repairs in the Village house in December and new tenant is now occupying the home.

**Water Break** – Bolton Point notified the Village of a water break during the holidays. The break was determined to be in the intersection of Cayuga Heights Road and North Sunset Drive. We attempted to locate the break on 12/30 however we were unfortunate and could not locate the issue. Bolton Point attempted a second time to help locate the leak which they determined to be near where the Village initially dug. We then attempted to locate the leak again on 1/6. We were able to locate the leak on this attempt which was sealed.

**NYSIF Field Rep Visit** – We had our annual visit from the New York State Insurance Fund in December. They do a walkthrough of the building to assist us in identifying possible unsafe situations. The representative found that we needed to add a “watch your step” sign to one exterior door and found that a second exterior door will need some additional work to help prevent icy conditions. The sign has been placed and we are in the planning stages to remedy the icy conditions situation.

**New Hire** – There has been some discussion based on what position to hire for to replace the recent leaving of Josh Randall, who was a Laborer. The desired plan to move forward is to replace that position with a Motor Equipment Operator, MEO, position. The DPW is currently made up of the following personnel: (1) Working Supervisor, (2) Senior MEO's, (3) MEO's, (1) Laborer with a CDL. I would like to proceed with promoting the Laborer with a CDL, Wayne Relyea, to an MEO and then to hire an MEO position. This would change our manpower to: (1) Working Supervisor, (2) Senior MEO's, (5) MEO's. The idea behind this is that we would have a much more skilled pool of potential employees to hire from. The employees currently all work together very well and all interchange tasks therefore all I believe they should all hold the same job titles.

**Bike Rack** – An inexpensive (~\$30) free standing small bike rack will be purchased and placed in various locations around Macham Hall to determine ultimate location. Rack will be purchased in Spring.

**Winter-** In the month of December the guys worked a total of 48 Hours of Overtime. We currently holding our maximum amount of salt at the DPW however to date we have ordered 700 Tons of our 1200 Ton annually planned amount.

**Equipment** – With the purchase of the new sidewalk plow we were able to put the oldest member of our sidewalk fleet into Auction for sale. We contacted Teitsworth Auctions and asked them to enter our 1984 Bombardier Sidewalk plow into the January Auction. We also asked them to sell our Asphalt Hot Box, a piece of equipment to help make hot asphalt in winter times, into the auction. This piece of equipment does not get used and is losing value sitting in the DPW inventory. Both pieces of equipment sold in the January auction. The sidewalk plow sold for \$4,000 and the Hot Box sold for \$1,535.

**DPW Building Maintenance** – After having the roof replaced over the North side of the DPW building I tasked the guys with performing some interior repairs to what we call the Warm Storage part of the building. This included replacing some interior insulation, putting up new wall board, replacing light bulbs and painting the space. The crew completed this work and the room has much improved energy efficiency and it improve the appearance significantly.

### **EXHIBIT 2020-129**

Brent's Report:

### **EXHIBIT 2020-130**

## **VILLAGE OF CAYUGA HEIGHTS TREASURER'S REPORT January 21, 2020**

### **Debt and Financing:**

#### **Pumper Fire Truck**

Coordinate lending and legal to obtain financing for new truck.

### **Revenues and Expenses:**

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

### **Approval of January Abstract:**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #8 for FYE2020 consisting of TA vouchers 59 – 73 in the amount of \$19,608.90 and Consolidated Fund vouchers 506 -587 in the amount of \$409,317.57 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 December, 2019:

DATED: January 7, 2020

  
TREASURER

	Balance 11/30/2019	Increases	Decreases	Balance 12/31/2019
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	-58,703.39	257,934.50	711,891.35	-512,660.24
CASH - SAVING	1,655,961.56	517.14	150,000.00	1,506,478.70
CERTIFICATE OF DEPOSIT	1,043,037.67	849.91	0.00	1,043,887.58
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	1,171.49	0.06	0.00	1,171.55
POLICE COMP TIME RESERVE	25,013.87	1.26	0.00	25,015.13
CULTURAL & HISTORIANS RESERVE	1,991.94	1,900.09	1,900.00	1,992.03
TOTAL	2,637,807.79	261,202.96	863,791.35	2,035,219.40
<b>F WATER FUND</b>				
CASH - CHECKING	183,027.25	15,131.59	14,321.49	183,837.35
TOTAL	183,027.25	15,131.59	14,321.49	183,837.35
<b>G SEWER FUND</b>				
CASH - CHECKING	262,181.60	58,323.86	68,227.13	252,278.33
CASH - SAVINGS	18,426.82	5.75	0.00	18,432.57
CERTIFICATE OF DEPOSIT	408,360.09	749.14	0.00	409,109.23
TOTAL	688,968.51	59,078.75	68,227.13	679,820.13
<b>H CAPITAL FUND</b>				
CASH - CHECKING	-246,736.12	742,564.59	61,064.21	434,764.26
CASH FROM OBLIGATIONS	-56,000.00	0.00	0.00	-56,000.00
TOTAL	-302,736.12	742,564.59	61,064.21	378,764.26
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	8,462.70	259,636.13	229,121.61	38,977.22
TOTAL	8,462.70	259,636.13	229,121.61	38,977.22
TOTAL ALL FUNDS	3,215,530.13	1,337,614.02	1,236,525.79	3,316,618.36

  
1/8/20

Page 1 of 1

## EXHIBIT 2020-131

BOND RESOLUTION DATED JANUARY 21, 2020.

A RESOLUTION AUTHORIZING THE PURCHASE OF A FIRE PUMPER TRUCK FOR THE VILLAGE OF CAYUGA HEIGHTS, TOMPKINS COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$840,856, AND AUTHORIZING THE ISSUANCE OF \$511,835.23 BONDS OF SAID VILLAGE TO PAY PART OF THE COST THEREOF.

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

Section 1. The purchase of a fire pumper truck for the Village of Cayuga Heights, Tompkins County, New York, is hereby authorized at a maximum estimated cost of \$840,856.

Section 2. The plan for the financing of such maximum estimated cost is as follows:

- (a) By the issuance of \$511,835.23 bonds of said Village, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law;
- (b) By the expenditure of \$10,000 available funds; and
- (c) By the expenditure of \$319,020.77 to be received as a contribution by the Town of Ithaca.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is twenty years, pursuant to subdivision 27 of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will not exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Village Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Village Treasurer, consistent with the provisions of the Local Finance Law.

Section 5. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Village Treasurer, who shall advertise such bonds for sale,

conduct the sale, and award the bonds in such manner as she shall deem best for the interests of said Village, provided, however, that in the exercise of these delegated powers, she shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Village Treasurer shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

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

Section 7. The faith and credit of said Village of Cayuga Heights, Tompkins County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Village, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

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

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provisions of law which should be complied with as the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

3) Such obligations are authorized in violation of the provisions of the Constitution.

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

Section 10. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said Village hereby designated for such purpose, together with a notice of the Village Clerk in substantially the form set forth in paragraph a of Section 81.00 of the Local Finance Law.

## **EXHIBIT 2020-132**

### VILLAGE OF CAYUGA HEIGHTS

FYE2021

### BUDGETCALENDAR

FISCAL YEAR June 1, 2020 – May 31, 2021

**STEP 1:** The Budget Officer notifies administrative units in writing of the necessity for and form of estimates of revenues and expenditures for the ensuing fiscal year by February 7<sup>th</sup>. (Village Law Section 5-502[1])

**STEP 2:** The heads of administrative units submit estimate to the Budget Officer by February 28<sup>th</sup>. (Village Law Section 5-502[2])

**Board of Trustee Meeting** Monday March 16, 2020

Village Election Wednesday (due to St. Patrick's Day) March 18, 2020

**STEP 3:** The Budget Officer prepares the Tentative Budget, furnishes a copy to each member of the Board of Trustees, reproduces copies for public distribution and files the tentative budget with the Village Clerk by March 20<sup>th</sup>. (Village Law Section 5-504)

**Budget Workshop:** Saturday March 28<sup>th</sup> *(Legal Notice Required)*

**STEP 4:** The Village Clerk presents the Tentative Budget to the Board; the Board reviews and modifies the Tentative Budget by March 31<sup>st</sup>. (Village Law Section 5-508[1])

**Annual Organizational Meeting:** Wednesday April 1<sup>st</sup>

First Publication of Tentative Budget At least five (5) days prior to the Public Hearing  
(Village Law Section 5-508[3])

**STEP 5:** Notice of Public Hearing on Tentative Budget; at least five days shall elapse between first publication and date specified for the hearing, which is to be held **not later than APRIL 15<sup>th</sup>**. (Village Law Section 5-508[3])

**Board of Trustee Meeting** Wednesday April 15<sup>th</sup>

**STEP 6:** Public hearing may be adjourned from day to day, but **not beyond April 20<sup>th</sup>**. (Village Law Section 5-508[3])

**STEP 7:** Final revision of tentative budget **AFTER PUBLIC HEARING BUT PRIOR TO ADOPTION**. (Village Law Section 5-508[4])

**STEP 8:** Adoption of Budget **BY MAY 1<sup>st</sup>**. (Village Law Section 5-508[4])

**EXHIBIT 2020-133**

**Clerk Report for December and January**

**Highlights:**

- Penny and Lisa are now N.Y.S Notaries. The next step for them will be Microsoft Word and Excel courses and some governmental accounting through NYS Comptroller's Office.
- The Tree Inventory reimbursement requests have been submitted to N.Y.S.D.E.C and received.
- 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 and are being used.
- Letters have been mailed updating retirees on the healthcare 5% increase.
- Williamson Payroll Service started this month.
- All Village computers will be updated this month with Windows 10 operating systems.
- The annual NYSIF workers compensation audit was completed last month- no changes.
- Deputy Clerk Skrubis will be out of the office for several weeks starting late February.

**EXHIBIT 2020-134**

**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

## **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 2020-136**

### **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 2020-137**

## **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 fashion<sup>9i</sup>. 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 2020-138

The Greater Tompkins County Municipal Health Insurance Consortium (Consortium), to inform you that Section Q.2. of the 2015 Municipal Cooperative Agreement (MCA) requires all Consortium signatories (participants) to review and provide amendment language, if any, to the MCA by March 1<sup>st</sup> of the anniversary of the fifth year, which is March 1, 2020.

The following letter outlines the process the Consortium will use to make sure we comply with the Section Q.2 review.

At the September 2019 Board meeting we notified each participant to review the terms and conditions of the existing MCA (attached) and asked that you send your comments and objections in a written resolution to the Consortium before January 1, 2020. Please also inform us, in writing, if you have no comments or recommendations.

*To the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors:*

*The Village of Cayuga Heights has received notification of the upcoming 2020 review process for the Consortium's Municipal Cooperative Agreement and upon review of the existing agreement has no proposed modifications to submit for consideration.*

*The Village of Cayuga Heights understands and accepts responsibility to review at a later date any proposed modifications to the Agreement and will adopt and submit a resolution to the Consortium approving the amended Municipal Cooperative Agreement.*