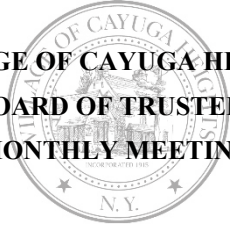


Minutes

Zoom Meeting ID # 99676294046

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING



Wednesday, May 20, 2020

7:00 p.m.

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

1. Call to Order: Mayor Woodard calls the meeting to order at 7:00 p.m.

2. a. Approval of Meeting Minutes: April 14, 2020 (Exhibit 2020-178)

Resolution # 8628

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the April 14, 2020 meeting minutes as presented.

Motion: Trustee Marshall

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Salton

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-179)

- Fire superintendent Tamborelle states that there are currently nice bunkers in the fire station.
- The two emergency projects (hot water tank and dry sprinkler system air compressor) are complete.
- The new CHFD ladder truck is still in production and should be delivered sometime in January 2021.

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

5. Report of Mayor Woodard:

a. Budget Conversion Software to Excel: Mayor Woodard has been able to convert the Williamson Law Book Software from a single PDF file to Excel files.

• Mayor Woodard states that this format will be more accessible and easier to project numbers if the Board has questions on finances throughout the budget process. Mayor Woodard reminds the Board that the Village did not cut or lay off any employees and gave a 2.5% raise to the non-bargaining unit employees.

• Trustee Robinson states that we need to look at the revenues and how they balance with the rest of the year. Employees should be comfortable that nothing is going to change.

•Director of Public Works Wiese states that he and others are reminded by Mayor Woodard that other municipalities have made cuts and we need to be aware of that. He also states that other municipalities are half-way through their fiscal year.

Mayor Woodard states that the reason we keep talking about it is that there are several unknowns that could decrease revenues but recognizes that the Village is in good shape financially.

Mayor Woodard and Trustee Robinson present the Excel Worksheet (Exhibit 2020-183) with the Board.

•Mayor Woodard states that Trustee Salton’s question about exceeding the tax cap prompted the Finance Committee to dig deeper into the calculations produced by Treasurer Mangione.

•Treasurer Mangione states that this is a very clear report and should help the Board get a better picture on our financial position.

•Trustee Salton states that the Board has a statutory duty to have a line by line workup for each budget season. He appreciates the hard work that Mayor Woodard has put into this conversion.

6. Report of Treasurer Mangione: Submitted Report (Exhibit 2020-180)

•The final water bond payment, which originated with a \$1,000,000 bond anticipation note (BAN) for water infrastructure improvements in May 2011, will be made this Friday, May 22, 2020. The Finance Committee, in 2015, decided to increase the annual amount of debt to be retired in the Water Fund by issuing five (5) \$90,000 bonds.

•The upcoming fiscal year the Village is in a better position since the Village has been able to pay off the Cayuga Heights Fire Station and the final water bond payment.

•Treasurer Mangione states that the full INSERO audit report is available for the public on the Village website.

Abstract # 12

Resolution: 8629

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #12 for FYE2020 consisting of TA vouchers 109-122 in the amount of \$6717.92 and Consolidated Fund vouchers 802 - 865 in the amount of \$663,263.62 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Salton

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion carried

b. Appointment of Fred Cowett as Village Forester: Former Village Forester, Andre Bensadoun has retired, and Mayor Woodard would like to appoint Village resident Fred Cowett to the position of Village Forester.

Resolution # 8630

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Fred Cowett as Village Forester.

Motion: Trustee Biloski

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion Carried

C Appointment of Kristina Rennekamp as Village Trustee: The March 2020 Village Elections have been postponed until September 15th, 2020. Current Trustee Maryann Friend is not seeking reelection and would like to step down and resign from her role of Village Trustee. However, she will continue to serve the Village as Zoning Board of Appeals member.

Mayor Woodard would like to appoint Village Resident Kristina Rennekamp who is on the ballot for the Village Election as Village Trustee.

Resolution # 8631

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Kristina Rennekamp as Village Trustee.

Motion: Trustee McMurry

Second: Trustee Salton

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

Nays: none

Abstentions:

Motion Carried

- c. **d. Climate Smart Communities Culvert Right Sizing Grant:** A requirement of this grant is to approve and accept the work scope and budget from NYSDEC.

ATTACHMENT B EXPENDITURE BUDGET

SUMMARY

Contractor Name: The Village of Cayuga Heights
 Project Name: Cayuga Heights Culvert Right Sizing and Walkw
 Contract Number: 94089
 Contract Period: 1/1/2020 - 1/1/2025

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	TOTAL
1. Personnel Services				
a) Salary	\$9,851.50	\$9,851.50	50%	\$19,703.00
b) Fringe	\$1,182.00	\$1,182.00	50%	\$2,364.00
Subtotal				
2. Non-Personnel Services				
a) Contractual Services	\$367,359.50	\$367,359.50	50%	\$734,719.00
b) Travel				
c) Equipment				
d) Space/Property & Utilities				
f) Other				
Subtotal	\$367,359.50	\$367,359.50	50%	\$734,719.00
TOTAL				
	\$378,393.00	\$378,393.00	50%	\$756,786.00

The Village of Cayuga Heights (Contractor),

Climate Smart Community funding will cover the replacement of (9) culverts for streams that flow under Cayuga Height Road and will include the following:

The Village of Cayuga Heights, Cayuga Height Road Culvert Right Sizing and Walkway Improvements Project, for which funds are being sought through the Climate Smart Communities Grant Program, is a response to aging infrastructure, a desire for a more walkable community and climate change.

Culvert upgrades will alleviate localized flooding and allow the construction of sidewalks along Cayuga Heights Road, one of the main thoroughfares in the Village. Several factors related to the storm system and

adjacent watersheds contribute to the drainage issues and associated flood events occurring within the Cayuga Heights Road corridor. In particular, the existing storm system and associated culverts are old in age and deteriorating; numerous culverts are inadequately sized and unable to handle intense or large storm events; and debris accumulates within the system, causing blockages and flows to backup. Additionally, steep drainage ditches and a short time of concentration within smaller watersheds are contributing to the flood events. Among the (15) culverts within the Corridor, (9) are in need of upgrades and will be replaced as part of the project.

The need to replace these culverts and address historical flooding events is further exacerbated by climate change, which increases the intensity and frequency of storm events. Climate change is producing shorter-duration and higher-intensity rainfall events that will be factored into the design for the culvert upgrades. Culvert replacement to appropriate sizes for present needs, as well as future factoring in climate change, will mitigate localized flooding and additionally, culverts will be equipped with upstream sediment traps to prevent flood causing debris from accumulating at the culvert inlet.

Resolution # 8632

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Linda Woodard, Mayor of the Village of Cayuga Heights, Ithaca, New York,

IS HEREBY AUTHORIZED and directed to accept funds from the New York State Department of Environmental Conservation, Climate Smart Communities, in an amount not to exceed **\$378,393.00** and enter into and execute a project agreement with the State for such financial assistance to this municipality for the Cayuga Heights Road Culvert Right Sizing Project

Motion: Trustee Robinson

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion Carried

•Trustee Marshall asks B. Cross if he received any guidance on why the T. G. Miller post design inspection and supervision amounts were such a large percentage of their services. B. Cross states that he spoke to D. Herrick from T. J. Miller and that amount was an average of 4 hours a day for 10 weeks. B. Cross is comfortable with that amount.

D. 2021 AOC Budget Resolution: The Access Oversight Committee is a requirement of the City of Ithaca’s Franchise Agreement. It calls for representation by all the participating municipalities, which currently are the City of Ithaca, Town of Ithaca and the village of Cayuga Heights. “Participating” means supporting public access television and voting on the annual budget.

Resolution # 8633

WHEREAS, Section 15.12 of the Franchise Agreement of January 2003 between the City of Ithaca and the franchisee Time Warner Entertainment-Advance/Newhouse Partnership (TWC), subsequently assigned to Charter Communications, Inc. (d/b/a Spectrum Networks) after Charter's 2016 acquisition of TWC, requires the participating municipalities (City of Ithaca, Town of Ithaca, Village of Cayuga Heights) to provide the franchisee with an annual written budget for Public, Educational and Governmental access operations (PEG) by June 30 of each calendar year, and

WHEREAS, the City of Ithaca's Ordinance #2003-17, Par 18-4-G, requires the Access Oversight Committee (AOC) to provide the Participating Municipalities with a recommended annual budget by May 31 of each calendar year, and

WHEREAS, the AOC has reviewed PEG's current equipment and anticipates that new or replacement equipment will be needed, and

NOW, THEREFORE BE IT RESOLVED, that the AOC recommends earmarking up to \$20,000.00 as contingency to purchase equipment as needed for the functioning of PEG operations, and

NOW, BE IT FURTHER RESOLVED, that the AOC forwards its recommendations for approval by the Common Council of the City of Ithaca, the Town of Ithaca Board and the Village of Cayuga Heights Board of Trustees, so that they may meet their obligation to provide Spectrum TV with an annual written budget for Public, Educational and Governmental access operations

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion Carried

d. Street Light Update: The Board received the New York Power Authority LED Design Report.

- Mayor Woodard will read through the 300-page report and report back to the board in June.
- Mayor Woodard also contacted NYSEG to let them know we needed more time to complete the financial side of this buyout. NYSEG agreed to extend the buyout time limit until the end of July 2020.
- The Board is going to request a map laying out the locations and photometric plan with isoluminant contours.
- NYPA will be sending sample lights for the Board to review.

e. Sunset Park: Mayor Woodard received an email from a woman who is interested in using Sunset Park for a wedding ceremony.

- A Special Use Permit Application must be submitted to the Clerk's office to begin this request. Mayor Woodard will contact the individual to inform them of this process.

f. Property Taxes: NYCOM has informed NYS Villages that they can petition the state to allow the villages to waive late fees on Village Taxes.

•The Board agrees that there is no clear way to evaluate each request to waive late fees. The Board is sensitive to the situation but will not petition the state on this subject.

7. Report of the Trustees: Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC)

•Trustee Salton states that the non-barging employees that are on the GTCMHIC Gold Plan will see a deductible increase in January 2021.

•Trustee Salton also states that the Zoom meeting with New York's 23rd congressional district representative Tom Reed's office is supporting the SMART fund to help frontline states, and communities in the COVID-19 fight. <https://www.cassidy.senate.gov/newsroom/press-releases/cassidy-menendez-introduce-bipartisan-smart-fund-to-help-frontline-states-communities-in-covid-19-fight>

7. Report of Police Chief Wright: Submitted Report (Exhibit 2020-184)

•Police Chief Wright states that most arrests this month were traffic-related.

•Police overtime has been down due to lack of training opportunities and the fact that no one is taking vacations or vacation time.

•The new HVAC unit has been installed and the police department will be painted next week.

•Police Chief Wright states that the last shipment of hand sanitizer and masks from New York State will be distributed to the County this Friday.

•Trustee Salton asks Chief Wright when Village Court might be opening. Chief Wright has been informed that Justice Galbreath and Court Clerk Kannus can start to work on court matters, but they will not be open anytime soon.

8. Report of Director of DPW Wiese: Submitted Report (Exhibit 2020-185)

•Director Wiese states that now that they are at full staff, he will not be seeking a seasonal summer employee this year.

•Director Wiese states that the DPW staff has begun the stormwater improvements at the Village DPW facility.

•Crown Construction will need the materials list paid for the Village house (825 Hanshaw Rd.) in order to put us on the schedule for the new roof.

Resolution # 8634

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the Crown Construction quote for a new at the 825 Hanshaw Rd house owned by the Village of Cayuga Heights. The amount is not to exceed \$13,151.75

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions:

•Trustee Marshall asks Director of Public Works Wiese if he knows the cost per square ft on this project. Director Wiese states that he had not calculated that, but Crown Construction's quote was \$7,000 less than that of another roofing company.

•It was determined by Treasurer Mangione that Director Wiese does not need a resolution for this due to the fact that this amount was budgeted for in the new fiscal 2020-2021 year.

•Director Wiese has several DPW employees who were unable to use up their personal time and some vacation time that expires at the end of this fiscal year. Director Wiese would like to allow them to roll over that time.

•Village Treasurer states that there is some precedent that allows staff to roll over time to as long as it is scheduled with a department head.

Resolution # 8635

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves allowing the DPW staff to roll over vacation and personal time that could not be used due to COVID-19 pandemic.

Motion: Trustee Marshall

Second: Trustee McMurry

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

Nays: none

Abstentions:

Motion Carried

9. Report of Village Engineer Cross: Submitted Report (2020-186)

•B.Cross states that the T.G. Miller Engineering Services needs to be approved by the Board. This agreement is for the Culvert Right Sizing Grant (Exhibit 2020-187) and is based on an hourly rate.

Resolution # 8636

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the T.G. Miller Engineer for service agreement not to exceed \$86,250 and subject to approval from Village Attorney R. Marcus.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions:

Motion Carried

•B.Cross informed the Board that the Village has an obligation to annually certify the stormwater collation report. The annual report will be signed by Mayor Woodard and submitted back to the County. Clerk Walker will post the report to the Village website.

Resolution # 8637

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the T.G. Miller Engineer for service agreement not to exceed \$86,250 and subject to approval from Village Attorney R. Marcus.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions:

Motion Carried

•Trustee Salton asks Village Engineer B. Cross about the status of the NYSEG natural gas meter/regulator at the WWTP that has a possible direct affect on the noise the new boiler is producing. B. Cross states that he a NYESEG workorder was signed today.

•B.Cross states that old lighting system in the WWTP needs to be replaced. The current electrical contractor MATCO put together a quote to replace the lighting, but it really doesn't make sense to put this into the current grant process for reimbursement. Matco can do the work for \$7,300 and the money will come out of the current budget.

•The Marcham Hall gutter project is going to begin next week.

•Fisher and associates have completed the field survey work for the Walking Safe Grant and are beginning to map the layout and will be submitting the design guide for NYSDOT.

11. Report of Clerk Walker: Submitted Report (Exhibit 2020-187)

•Village Clerk Walker states that Village Justice Galbreath was in and signed the reassignment application of grant funds. This will allow the Village Court to purchase equipment, partitions, and various COVID-19 related materials.

•Village Clerk Walker states that a department head meeting would be a good forum to begin talking about protocols on opening Marcham Hall to the public.

•Future Board of Trustees meeting's might be a hybrid event. The Board is reminded that we will want the public involved for the Upland Heights Project.

12. Report of Attorney Marcus: No report

13. Adjournment: Mayor Woodard adjourns the meeting at 9:40 p.m.

DRAFT

June 16, 2020

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report May 2020

We ran 28 calls in May. We are still seeing a decrease in our call volume currently. We had 14 calls in the Village of Cayuga Heights, 10 calls in the Town of Ithaca and 4 mutual aid calls. There were 14 EMS calls and 14 fire runs. On May 28th we were requested to provide mutual aid assistance to the Brooktondale Fire Department for a working house fire on Slaterville Road. We responded E203 and U242 with manpower. Cayuga Heights firefighter were on scene for 3 hours and performed admirably in assisting with water supply and suppression of the fire. The Brooktondale chief was very pleased with our members.

Training is continuing in the small group settings. We are working through checklist work with exterior and probationary firefighters. Members are finding it easier to find an evaluator willing to do work now that many people are out of work and school is done. We are unsure, at this time, where we will stand with a fall recruit class. We are planning to have one, but the timing and size will depend on Cornell's plan for opening in the fall.

Luckily in May we seemed to not have any major mechanical issues at the station or with the truck. We will keep our fingers crossed that this trend continues for a while. It sounds like the L231 project is still on the projected timeline for a March delivery date. The order was placed for the new pickup truck to replace U244. The projected build date is in July, so we hope to see that vehicle replacement happen in August or September.

We did receive notice that the state would be putting the PPE supply distribution at the Department of Emergency Response on hold in late May. We were given very short notice of this and were unable to get a stock of N95 masks and other items prior to the supply source stopping. We do have a comfortable stock of PPE at this time and I am confident that if there is a need that the state will open that source of equipment again. We are starting to see that our vendors can fill orders in a timely manner.

We would like to host movies at the station this summer, but we are waiting on guidance from NYS on how openings will progress. We have had many inquiries from weary parents about this summer event. The bunkers are doing an amazing job around the station keeping everything cleaned and in service. Its amazing how motivating boredom can be!

We were sad that we missed out annual graduation cookout for our college and high school seniors this year. It is a strange time when we have members leaving without being able to celebrate and thank them

and their families for the service they provided to the community. We are still hoping, if Cornell opens on its regular schedule to be able to host a department recognition event in place of our missed banquet.

We hope everyone is staying safe and please do not hesitate to contact us with any questions or needs.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

DRAFT