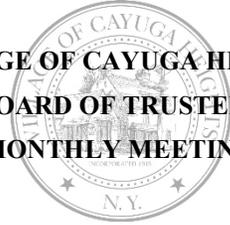


**Minutes**

**Zoom Meeting ID # 4118425407**

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



**Wednesday, July 15, 2020**

**7:00 p.m.**

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

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

**2. Approval of Meeting Minutes: June 17, 2020 (Exhibit 2020-196)**

**Resolution # 8650**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the June 17, 2020 meeting minutes as presented.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-197)**

•Fire superintendent Tamborelle was unable to attend tonight's meeting.

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

**5. Report of Treasure Mangione: Submitted Report (Exhibit 2020-198)**

•Treasurer Mangione states that she is working on the Annual Financial Report (AFR) formally called the Annual Update Document (AUD).

•Before the submission of the AFR, Treasurer Mangione requests a Board resolution to make necessary budget modification to close out the fiscal year ending June 2020.

•Trustee Biloski asks Treasurer Mangione if she knows the dollar amounts of any accounts that could be overbudgeted before employee benefit information is added.

Treasurer Mangione states that the budget modifications are generally pretty small. Treasurer Mangione suggests that she could present the budget modification numbers next month to the Finance Committee to review.

•Trustee Salton would like to know how often updated financial information will be provided to the Board. Mayor Woodard states that going forward it will be available and reviewed quarterly.

**Resolution: 8651**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes the Treasurer to make Final Budget Modifications as necessary to bring any overdrawn expenditure accounts to zero in the General, Water, and Sewer Funds.

*Motion:* Trustee Marshall

*Second:* Trustee Salton

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

*Nays:* none

*Abstentions:* none

**Motion carried**

•Treasure Mangione states that the majority of the large Consolidated Fund expenditures on this abstract are from the Village Wastewater Treatment Plant construction project. Reimbursement for those expenditures will be submitted to NYS Environmental Facilities Corporation as part of the CWSRF Grant.

**Abstract # 2**

**Resolution: 8652**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #2 for FYE2021 consisting of TA vouchers 3 – 13 in the amount of \$20,641.26 and Consolidated Fund vouchers 40 - 117 in the amount of \$515,865.07 and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Biloski

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**6. Report of Mayor Woodard:**

**a. ZBA Appointments:** Zoning Board of Appeals Chair Jack Young has resigned his position. Mayor Woodard would like to appoint ZBA member Lucy Staley as Chair. With that appoint Mayor Woodard would like to also appoint Village resident Susan Barnett to the Board to fill Lucy Staley’s position.

**Resolution: 8653**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Lucy Staley as chair of the Cayuga Heights Zoning Board of Appeals.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 8654**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Susan Barnett to the Cayuga Heights Zoning Board of Appeals.

*Motion:* Trustee Robinson

*Second:* Trustee Rennekamp

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**b. Finance Committee Appointment:** Mayor Woodard would like to remove herself from this committee and appoint Trustee Rennekamp in her place. Trustee Rennekamp is the Associate Professor in Accounting at Cornell University and welcomes the opportunity to assist the committee.

**Resolution: 8655**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Kristina Rennekamp as a member of the Village of Cayuga Heights Finance Committee.

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Rennekamp

**Motion Carried**

**c. LED Update and Maintenance Contract:** Mayor Woodard states that Exhibit 2020-199 of the agenda lists the summary of cost for the installation of the Streetlight LED fixtures.

- Mayor Woodard states that the Village is at the 90% design phase and Casey Mastro from NYPA will conduct a public informational meeting. The Meeting will take place on August 5<sup>th</sup>, 2020 at 7:00 p.m. at the Cayuga Heights Fire Station. Two LED Samples (a 3000k and 4000k) will be on display.

- Financing will be through NYPA and will be funded by the savings resulting from the LED conversion.

- Mayor Woodard states that after the 100% design plan is accepted by the Village Board, the next step is installation, which will occur in the fall.

- Mayor Woodard also states that NYSEG will be mailed a formal refund request for 14 streetlights that the Village has been paying maintenance fees on but don't actually exist.

- Trustee Salton would like to know if NYSEG will be replacing the designated "bad" poles before NYPA installs the new LED fixtures. Mayor Woodard states that she will discuss that with Casey Mastro.

- Trustee Robinson reminded B. Cross that NYSEG had a third-party report with that information.

- B. Cross will email Tad Palmer from NYSEG about the status of that request.

- Village Attorney R. Marcus states that the current NYPA Street Light Maintenance Contract ties back into a master agreement that the Village entered on February 15<sup>th</sup>, 2019.

**Resolution: 8656**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the NYPA Maintenance Contract as part of the Master Cost Recovery Agreement signed on February 15<sup>th</sup>, 2019. Exhibit 2020-203.

*Motion:* Trustee Salton

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion carried**

**d. COVID-19 Update and Marcham Hall:** Mayor Woodard has written an article in the E-newsblast asking for Village residents' input on how they feel about the Village services.

- Mayor Woodard states that she would like to continue to keep Marcham Hall locked but still have the staff service the public by meeting them at the front door.

- Trustee McMurry states that we should make Marcham Hall as accessible as possible to the public.

Choose an item. •Trustee Salton would like to see someone stationed at the front door. Village Clerk Walker states that he cannot perform his job at a temporary station downstairs next to the front door. He also states that there is signage on the front door which provides specific directions for the public.

•B. Cross states that the feedback he has received has been mostly positive. Only a few contractors turned around and left when they saw the “STOP” sign on the front door. There are now clearer directions for the public on how to reach the appropriate department before entering the building.

•Trustee Robinson is comfortable with the way things are being done now and agrees that Marcham Hall should stay locked.

•Mayor Woodard provides 3 graphs (Exhibit 2020-200) showing COVID-19 incidents in Tompkins County.

•One new aspect to COVID-19 testing includes the Village Wastewater Treatment Plant being asked to contribute weekly sewage samples for testing to try to detect the virus. The hope is that this process could be an early warning sign for future early outbreaks of COVID-19.

**e. Town of Ithaca Fire Protection Contract:** The Village of Cayuga Heights Fire Department provides fire protection services to the Town of Ithaca as spelled out in Exhibit 2020-201. This agreement has been out of date for a couple of years. Village Attorney R. Marcus (with input for Fire Superintendent Tamborelle) has drafted this agreement for the Board to review and sign.

•Trustee McMurry asks if the Village Fire Department also has an agreement with the City of Ithaca. Village Attorney R. Marcus states that the Village only has an agreement with the Town of Ithaca to the extent of the boundaries described in this agreement. The Town of Ithaca has a separate agreement with the City of Ithaca to cover areas that the Village does not cover.

•The Village of Cayuga Heights Fire Department will occasionally provide mutual aid to the City of Ithaca Fire Department but not often.

## **Resolution: 8657**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Town of Ithaca Fire Protection Contract as written in Exhibit 2020-201.

*Motion:* Trustee McMurry

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

**Motion carried**

**f. Bolton Point Water Rate Increase:** As a member of the Bolton Point Finance Committee, Mayor Woodard states that Bolton Point has passed their annual budget, and that water rates will increase 3.5% in January 2021.

- Mayor Woodard recommends that the Village Finance Committee review Village water rates and any possible water infrastructure projects in the coming year.
- B. Cross states that to put it into perspective, a water main pipe replacement averages out to be \$100,000 per block.
- Trustee Salton states that a municipality cannot fund a water capital improvement project through rate increases, the only option would be to finance it or obtain grants.
- B. Cross states that about 10 years ago the Village financed a \$1,000,000 water capital improvement project on the Parkway. This past May was the final annual \$90,000 payment on that project. Treasurer Mangione states that going forward, that \$90,000 could go into a reserve fund for future water capital improvement projects. The finance committee will discuss this idea.

## **7. Report of the Trustees:**

**a. Walking Safe Cayuga Heights TAP Grant:** Trustee McMurry states that Fisher and Associates has completed their survey work for the design phase of the Walking Safe Cayuga Heights grant. The next step is to put together three informational channels to get feedback on two possible plans for the sidewalk route. The informational channels are as follows:

1. Set up a website in early August 2020.
2. A stakeholder meeting for residents directly affected by this project.
3. Public informational session at the CHFD station in September 2020.

- B. Cross states that the NYSDOT and the Federal Highway Association requires us to prove that the Village has provided every avenue to receive public feedback. If we do not, the Village could possibly lose the 80% funding from New York State.
- Mayor Woodard asks if anyone has provided any feedback about this project. Trustee McMurry states that there is one property owner that is concerned about the sidewalk encroaching on their property.
- Another aspect in this process will be analyzing and investigating any historical districts affected by this project.

**b. Greater Tompkins County Municipal Health Insurance Consortium Update:** Trustee Salton states that the Board of Directors is considering a one-month (in December) premium waiver, which represents a \$4.4 million cost to the consortium. There are also discussions about reducing the annual budgeted premium increase from 5% to 3.2% for next year.

- Mayor Woodard asks if there was any more discussion with the consortium on reducing the out-of-network deductible for metal-level plans. Clerk Walker states that the GTCMHIC Design Committee has passed a resolution supporting a reduction of the out-of-network deductible to 1.5 times the in-network amount verses the current 2 times the in-network amount.

## **8 . Report of Police Chief Wright: Submitted Report (Exhibit 2020-203)**

- Police Chief Wright states that training opportunities are still restricted due to COVID-19 which has resulted in a decrease of the department's part-time officers' hours.
- The decrease in part-time officers' hours also reflects a reduction in traffic with the students gone, but may increase when the students return.
- Officers have also completed the required training under the State Police Reform guidelines. These were completed online and therefore no overtime or travel was required.
- Police Chief Wright states that the couple who were involved in a domestic dispute last month have moved out of the Village.
- Police Chief Wright informs the Board that the Police Department is assisting with Village Court. Mayor Woodard states that Judge Galbreath informed her of how appreciative he is of the extra assistance the officers are providing.
- As requested by the Board of Trustees, the Village Public Safety Committee met on June 29<sup>th</sup> to discuss the purchase of (8) Axon police body cameras. Chief Wright explains that the proposed purchase would have unlimited cloud-based data storage and the magnetic action connect (AMC) which will activate the camera anytime the officer's taser or firearm is drawn from the holster. The first-year payment is a balloon payment of \$26,000 and then \$14,000 for the next four years. •Chief Wright states that given the current state of our country, he feels there is no option but to equip the department with body cameras.
- Chief Wright could utilize part-time Village Police Clerk Dan Tier to manage the camera database.
- Chief Wright has also reached out to the TRIAD Foundation and will be submitting an application for monetary assistance towards this purchase. Mayor Woodard states that she would like to wait and see what the TRIAD Foundation would be willing to contribute and continue the conversation at next month's Board of Trustees monthly meeting.
- The Public Safety Committee will review the proposals and potential grant opportunities and make a recommendation to the Board of Trustees at the August meeting.

## **9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2020-204)**

- There has been a small reduction in our CHIPs funding, which usually represents roughly 50% of our annual capital improvement budget.
- Seneca Stone will be milling and paving Comstock, Wyckoff, and a portion of Highgate Road this week.
- The 3 DPW pick-up trucks that were declared surplus sold at auction for \$33,800.
- Crown Construction will be installing the new roof at the Village House the first week of August.

## **9. Report of Village Engineer Cross: Submitted Report (2020-205)**

- B. Cross states that he, Police Chief Wright, and Fire Superintendent Tamborelle attended a Tompkins County Multi-Jurisdictional All-Hazards Mitigation plan webinar to discuss incident management training as part of the County’s review of their Hazard Mitigation Plan.

<https://tompkinscountyny.gov/files2/planning/documents/TompkinsCountyHMPUpdateDraft030813.pdf>

- B. Cross states that the Phase I of the Village Wastewater Treatment Plant construction is on schedule. He also states that GHD is developing engineering plans to incorporate slide gates that can move the sewage flow from one trough to another. A formal report will be submitted next month.

- B. Cross informs the Board that NYSDEC has finally completed their re-inspection of the Village Wastewater Treatment Plant and he expects a satisfactory report.

- The Village is waiting for NYSDEC to sign the Climate Smark Grant Contract.

- B. Cross is reminded that, in the meantime, T.G. Millers is ready to provide a final project overview of the sidewalk portion of the project, which will be presented to the Board of Trustees through the Public Works Committee, including Trustee McMurry, next month.

#### **11. Report of Clerk Walker: Submitted Report (Exhibit 2020-206)**

- Village Clerk Walker states that the Village was notified by New York Municipal Insurance Reciprocal this week of an updated Harassment and Discrimination Policy. This policy (Exhibit 2020-206) would replace the existing Harassment Policy.

- Trustee Robinson and Salton suggest we take more time to review this policy. Clerk Walker will forward the policy to the Administrative Committee for a closer review and then present it to Village Attorney Marcus for final approval.

#### **12. Report of Attorney Marcus: Attorney Marcus has nothing more to report.**

The meeting was adjourned at 9:38 PM.

