

Minutes

Zoom Meeting ID # 4118425407

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING



Wednesday, August 19, 2020

7:00 p.m.

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

1. Call to Order: Mayor Woodard calls the meeting to order at 7:07 p.m.

2. Approval of Meeting Minutes: July 15, 2020 (Exhibit 2020-209)

•The July BOT meeting minutes were tabled.

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-210)

•Fire Superintendent Tamborelle states that the Cayuga Heights Fire Department has 12 new recruits.

•Fire Superintendent Tamborelle states that the ladder truck is still on track for delivery sometime in late March.

•A new Ford Rescue pickup truck is ready to be picked up and sent out for equipment installation. The current rescue vehicle, which is a 2007 Chevrolet Suburban, needs the Boards approval to be declared surplus and sent to auction.

Resolution: 8658

WHEREAS, The Village of Cayuga Heights Fire Department is the beneficiary of the Hanselman Family Trusts; and

WHEREAS, The Village of Cayuga Heights Fire Department has determined that there exists a need to replace U244, a 2007 Chevrolet Suburban, which was originally purchased with funds from the Hanselman Trust; and

WHEREAS, The Village of Cayuga Heights Fire Department has determined that it would best benefit the fire department and Hanselman Trust to sell at auction the existing vehicle and apply monies received for U244 directly to decreasing the balance left from the purchase of the last vehicle from the Hanselman Trust; and

WHEREAS, Village of Cayuga Heights Public Safety committee does agree with this process; and

NOW, THEREFORE, BE IT RESOLVED THAT:

Approval is granted to sell the previous U244 at auction and apply the proceeds from auction to the balance owed to the Village of Cayuga Heights from the Hanselman Fund for the previous purchase thereby decreasing the balance owed.

Motion: Trustee Marshall

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

•Treasurer Mangione asks Fire Superintendent Tamborelle what he thought the 2007 Chevy Suburban Rescue vehicle would bring at auction. He states the blue book value is between \$11,000 - \$14,000.

The Hanselmans were members of the Cayuga Heights Fire department and when they passed a portion of their trust was allocated to the Cayuga Heights Fire Department which the fire department has used to purchase new rescue vehicles.

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

5. Report of Treasure Mangione: Submitted Report (Exhibit 2020-212)

•Treasurer Mangione states that the Annual Financial Report (AFR) was submitted.

• Treasurer Mangione states that the Village had one remaining payment (\$57,308.69) on the CHFD pumper truck and that was paid on July 24th, 2020.

•Treasurer Mangione also states the submitted NYSEFC reimbursement for the Cayuga Heights Wastewater Treatment Plant construction cost in the amount of \$1,273,948.11 was received this week.

•NYS has been able to increase/improve internet sales tax collection which will help offset our monthly sales tax deficit by possibly 2 percent. The Village averaged \$80,000 a month for the fiscal year 2019-2020 which was way above normal states Treasurer Mangione.

•Clerk Walker states that the Village sales tax revenue was \$84,000 in April. May was lower due to NYS holding the AIM payment (\$17,300) from the May payment of \$41,840. June was \$64,312 and July \$58,634.

•M. Wiese asks Treasurer Mangione how we are trending with what we budgeted for sales tax this fiscal year. Mayor Woodard informs the Board that she will be sending out year-end numbers by the end of next week. As of right now we are below what we estimated for sales tax revenue.

•Treasurer Mangione states that most of the Village income is through property taxes and sales tax is the second largest source of income. Last year the Village received just over \$793,000 for the year.

Abstract # 3

Resolution: 8659

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #3 for FYE2021 consisting of TA vouchers 14-27 in the amount of \$23,045.86 and Consolidated Fund vouchers 118-211 in the amount of \$652,518.82 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Marshall

Second: Trustee Salton

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

Nays: none

Abstentions: none

Motion Carried

•Trustee Robinson states that, based on his budget worksheets, even with a 25% reduction of sales tax revenue and N.Y.S consolidated local street and highway improvement program (CHIPS), we are still above what the Board budgeted. With a 40% reduction we would be below budget.

•B. Cross states that a letter from NYSDOT came in this week stating that NYS money has been delayed but not eliminated.

6. Report of Mayor Woodard:

a. Village LED Public Meeting: The Meeting took place on August 5th, 2020 at 7:00 p.m. at the Cayuga Heights Fire Station. Two LED Samples (a 3000k and 4000k) were on display.

•Mayor Woodard states that Casey Mastro from NYPA answered several questions from Village residents who attended that public meeting.

•NYPA is moving forward and purchasing the LED bulbs and fixtures. The LED Installation of Village streetlights could take place later this fall but most likely next spring.

b. Jack Young Resolution: The Board would like to acknowledge Jack Young for his service to the Village as the former Zoning Board of Appeals Chair.

Resolution: 8660

WHEREAS Jack Young has served the Village of Cayuga Heights with honor and distinction over many years, providing the Village with exceptional leadership.

WHEREAS, Jack has served as Zoning Board of Appeals Chair since July 7, 2008

WHEREAS, Jack has brought respect, and expertise in handling over 65 Zoning Board of Appeals cases.

NOW, THEREFORE, BE IT RESOLVED, that the Cayuga Heights Board of Trustees does hereby commend Jack Young for his dedication, commitment, and outstanding past and continued public service to the Village of Cayuga Heights.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that the Zoning Board of Appeals had its first meeting in over a year earlier this month.
- Village Attorney Marcus states that the two new Zoning Board of Appeals Board members did a reasonable job considering that they are unfamiliar with the zoning appeal process.

c. Lead Agency for Large Gatherings: Local law enforcement agencies will help monitor and report any large gatherings in an effort to prevent the spread of COVID-19.

- Mayor Woodard states that, in an effort to have Cornell students return to campus, Cornell University has a plan in place to test students twice a week. It is a concern of the Village because the Village has several apartment buildings and fraternities and sororities located in the Village. If a call is reported to the County Dispatch center and the gathering is within the Village then our officers will respond.
- Police Chief Wright states that every call that is dispatched by the Tompkins County communication center will be directed to the appropriate agency. Cornell University defines a large gathering as a group of 30 people. With any violation, Cornell will use their judicial administrator’s office to deal with the consequence of these violations. Chief Wright also states that the County has developed a written warning form to issue to violators.
- Trustee Rennekamp suggests that through our E-newsblast we specify the criteria for making a report of a large gatherings.
- Trustee Salton asks what the Police Department is supposed to be enforcing: masks? large gatherings?
- Police Chief Wright states we will have to use our own discretion on these issues. The Cayuga Heights Police Department does not have the authority to issue violations based on the governor’s executive order; only the Tompkins County Health Department has that authority.

d. Tree City Grant: Village Forester Fred Cowett has an opportunity to apply for the Tree City USA Reward Grant.

- The Tree City USA Grant provides funding up to \$1,000 for communities to plant large specimen trees or a grove of trees in a prominent location within the community.

- Mayor Woodard states that this money would be used to purchase a new tree and manicure the landscaping around Marcham Hall. Mayor Woodard would like to plant a tree in honor of former Village Forester Andre Bensedoun.
- Trustee Salton and Village Engineer B. Cross both agree that planting a tree in front of Marcham Hall could present problems. Trees grow big and could fall on the building and roots can cause foundation damage.
- Mayor Woodard will consult with Village Forester F. Cowett as well as Cayuga Landscape owner David Fernandez to find a type of tree that will not negatively impact Marcham Hall.

Resolution: 8661

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign an application produced by Village Forester Fred Cowett for a Tree City USA Reward Grant.

Motion: Trustee Salton

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

e. Village Policies and Updated Harassment and Discrimination Policy: The Annual review of the Village policies will be reformatted and presented at the annual Organizational Meeting each April.

- Mayor Woodard would like to table voting on the Harassment and Discrimination Policy until Trustee McMurry has a chance to review Village Attorney Marcus changes as requested by the Administrative Committee.
- Village Attorney R. Marcus states that he thought the policy was complete and well written he is doubtful it can be improved in any signification way.
- Village Clerk Walker states that Exhibit 2020-215 represents a list of current adopted Village policies. A goal of the Administrative Committee is to review and update any changes to these policies then present them to the Board for approval. Currently the Village needs to create and update a Capitol Assets Policy and Information Services Technology (I.T.) policy.
- Mayor Woodard would like to have a couple of Board members take the lead on reviewing Village policies and will reach out to Trustees Biloski and McMurry.
- Village Clerk Walker states that the Board could look at dissolving the I.T. Committee since they have not met in many years and allow the Administrative Committee to oversee any actions going forward. Mayor Woodard would like to keep the committees separate.
- Trustee Salton states that there is a human resource side of the I.T. Policies, the Administrative Committee could take a look at that portion, but for the rest that role should stay with the I.T Committee. The I.T. Committee is made up of Mayor Woodard, Chief Wright, Treasurer Mangione, and Trustees Robinson and Salton.

•Clerk Walker states that he will take the first steps and contact NYCOM to obtain sample I.T. polices and then present them to the I.T. Committee.

f. Legal Benefit: The Village non-bargaining unit and Police employees pay into a legal coverage benefit.

•Mayor Woodard states that Village Clerk Walker has brought this possible cost saving to her attention. Most employees either did not know about this benefit or have never used it. All six non-bargaining employees were willing to drop this benefit as long it helped the Village maintain financial stability. The Village Police Benevolence Association was not interested in breaking the current contract and will keep the coverage for their sixteen employees.

•Mayor Woodard states that the total cost savings per year for the Village would be \$4,130 and the employee would save \$60 per year. Mayor Woodard will re-connect with the non-bargaining unit employees and confirm they are willing to drop this benefit even though the PBA is keeping it.

7. Report of the Trustees:

a. Greater Tompkins County Municipal Health Insurance Consortium Update: Trustee Salton states that the consortium's fund balance is about double of what it normally is. The Board of Directors is considering a one-month (in December) premium waiver, which represents a \$40,000 savings to the Village and to our employees. There are also discussions about reducing the annual budgeted premium increase from 5% to something less for next year.

b. Wastewater Treatment Plant NYSDEC Inspection: Last month the Village Wastewater Treatment Plant had an inspection that has been pending for several years.

•Trustee Robinson states that the plant passed with a ranking of marginal (middle of the scale). The three issues are as followed:

1. The sludge build up in the primary settling tanks and solids in the chlorine contact tanks. These observations, though accurate, were influenced by the large rain event that occurred in the Ithaca area just prior to the inspection. The resulting I & I observed at the plant attributed to the rain event is noted in the report.
2. Conditions being addressed in the renovations (safety railings, alarm systems, screening in Headworks treatment area, etc.) These conditions are known and being addressed. It is unclear how influential these were in the overall rating
3. Activated Sludge Processing and MLSS testing and Trickling Filter Design. These areas are the most confusing. These process controls and the resulting lack of MLSS testing, assume that the Cayuga Heights Plant uses Activated Sludge Processing in its treatment. This is not the case. This was explained by GHD to the NYSDEC after a preliminary inspection summary was communicated to the Village. The DEC also seemed confused about the tricking filter design, concerned that a 'bypass' to the filters was in place. Again, incorrect.

•The Village will be issuing a response to the report prior to the November 2nd. deadline.

•Trustee Marshall states that it should also be noted that none of those findings directly reflected poorly on the management (Yaws) team for the plant. The issues were related to the status of the plant.

•B. Cross also noted the same and the report from NYSDEC contradicts the monthly reports the committee reviews. It did not help that a major rain event happened the same day.

•Trustee Salton states that we have an old plant and what we are doing now is probably 20 years later than it should be. We shouldn't be surprised at their report.

•B. Cross states that the Village doesn't hear from NYSDEC in four years and if they felt like there was an issue with plant deficiencies they would be back annually. It is frustrating that they can say that the Village has not been keeping up when they haven't either.

•Mayor Woodard informs the Board that, at the last meeting of the 6 municipalities that utilize the Village Waste water Treatment Plant they discussed getting sanitary sewer flow meters installed to pinpoint the water inflow and infiltration (I & I) that flows into the Wastewater Treatment Plants (Cayuga Heights and Ithaca).

•B. Cross follows Mayor Woodard in stating that T.G. Miller engaged in preparing bids for the group to purchase at least two flow meters.

8. Report of Police Chief Wright: Submitted Report (Exhibit 2020-216)

•Chief Wright states that the month was pretty consistent. No real spikes one way or another. Overtime hours are still way down.

-No questions from the Board

•Trustee Salton states that the Public Safety Committee is meeting on August 22, 2020 to discuss the body worn cameras and Chief Wright has circulated the documents outlining the cost for the hardware and support to the Committee. It is hopeful that the Public Safety Committee will present the recommendation at the September Board Meeting.

9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2020-217)

•Director Wiese states that the DPW has completed all paving projects for the year and the staff is working on replacing the sidewalk on East Upland Road.

•Director Wiese has an equipment trailer that he would like to declare surplus and send to auction.

Resolution: 8662

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby declares the 2010 Cam Deck Over Tilt trailer as surplus and authorizes the sale at auction in September of 2020.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

•During the re-roofing of the house at 825 Hanshaw Road, the contractor found that there was too much space between the roofing boards. In order to be up to code, Crown Construction needed to install roofing plywood which was an additional \$2,300. The Board agreed that this was an unanticipated expense and the funds should be paid out of the contingency fund.

Resolution: 8663

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign a change order from Crown Construction in the amount of \$2,300, which isto be paid out of the contingency fund.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

9. Report of Village Engineer Cross:

•B. Cross states that Phase I of the Village Wastewater Treatment Plant construction is on schedule. He also states that GHD will provide to the Board a cost-to-date summary.

•B. Cross informs the Board that in Phase II they have identified a piece of property that is code compliant for the waste gas flair, but the costs associated with that plan may not be affordable.

•Trustee Salton wants to make sure we take a look close at the neighboring property. His concern is that at some point we might need to purchase that land for future plant expansion. He wants to make sure that the WWTP Committee keeps that in mind.

•B. Cross states that to follow up on the Zoning Board of Appeals comments from earlier, it is important to understand that it has been over a year since that Board has met.

•Village Attorney R. Marcus states that the new members of the Board were taking a more aggressive approach and it was suggested to back away from that approach. The Zoning Board procedure is required by state law to evaluates five specific criteria. It is the Zoning Board’s duty to remain neutral. At the end, the Board was able to come to an agreement and approved the fence variance located at 602 The Parkway.

11. Report of Clerk Walker:

•Village Clerk Walker states that the Village received a special event permit application for a wedding ceremony at Sunset Park in September. Police Chief Wright found no issue with this application. The Board does not have to take any action on this event.

•Village Clerk Walker states that the office has been busy working through another water billing cycle.

•The Village Election is taking place September 15, 2020 at the First Congregational Church from 12 noon to 9:00 p.m.

12. Report of Attorney Marcus: Attorney Marcus states that he has reviewed the pre-treatment permit agreement for Odyssey and has separated the billing porting to the Village so the Village can in turn collect that cost from Odyssey.

13. Executive Session

•Mayor Woodard states that there will be an executive session.

Resolution # 8664

WHEREAS: The NYS Open Meeting Law §105 prescribes matters for which a public body may conduct an executive session; and,

WHEREAS: Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered; and,

WHEREAS: The conduct an executive session for these enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

THEREFORE, BE IT RESOLVED THAT, An Executive Session of the Village of Cayuga Heights Board of Trustees is conducted for the purposes of subsection (d) discussions regarding proposed, pending or current litigation;

Motion: Trustee Marshall

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

Resolution # 8665

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees exits the Executive Session and returns to an open meeting.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion carried

14. Adjournment: Mayor Woodard adjourns the meeting at 10:21 p.m.

