



Village of Cayuga Heights
Board of Trustees
Monthly Board Meeting
Marcham Hall
Wednesday, August 19th 7:00 p.m.
AGENDA

EXHIBIT/PAGE

1. **Call to Order:**
<http://zoom.us/j/4118425407>
1-646-876-9923
2. **Approval of Meeting Minutes:**
 - a. July 15th, 2020 2020-209 pgs. 2-9
3. **Report of the Fire Superintendent Tamborelle: Submitted Report** 2020-210 pgs. 10-11
 - a. Hanselman Vehicle Resolution 2020-211 pg. 12
4. **Privilege of the Floor:**
5. **Report of Treasurer Mangione: Submitted Report** 2020-212 pgs. 13
6. **Report of Mayor Woodard:**
 - a. LED Update
 - b. Jack Young Resolution 2020-213 pg. 13
 - c. Lead Agency for large gatherings
 - d. Tree City Grant 2020-214 pgs.14-15
 - e. Village Policies & Updated Harassment and Discrimination Policy 2020-215 pgs. 16-27
 - f. Legal Benefit
7. **Report of the Trustees:**
8. **Report of Police Chief Wright: Submitted Report** 2020-216 pgs. 28-29
9. **Report of Director of Public Works Wiese: Submitted Report** 2020-217 pg. 30
10. **Report of Superintendent of Public Works Cross: Submitted Report**
11. **Report of Clerk Walker: Submitted Report**
12. **Report of Attorney Marcus:**

EXHIBIT 2020-209

Minutes
15, 2020

Zoom Meeting ID # 4118425407

VILLAGE OF CAYUGA HEIGHTS

BOARD OF TRUSTEES
MONTHLY MEETING

Wednesday, July

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 (ARF) formally call 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 knew the dollar amounts any accounts 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 Susan Barnett to 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 Lucy Staley as chair of 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 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 5th, 2020 at 7:00 p.m. at the Cayuga Heights Fire Station. Two LED Samples (a 3000k and 4000k) will be on display.

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

- Mayor Woodard also states that NYSEG will be mailed a formal refund request for 14 street lights 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 15th, 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 15th, 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 Enewsblast 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.

- 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 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. Treasurer Mangione states that going forward, that \$90,000 payment could go into a reserve fund for future water capital improvement projects.

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 which will provide 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 new 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- a 4.4 million dollars 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 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 departments part-time officer's hours.

- Police Chief Wright states that the couple which 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 to discuss the purchase of (8) Axiom police body cameras. 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 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.

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

- 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 Police Chief Wright, Fire Superintendent Tamborelle, and himself attended a Tompkins County Multi-Jurisdictional All-Hazards Mitigation plan webinar to discuss incident management training as part of the County's review 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.
- B. Cross is reminded that T.G. Millers is ready to provide a final project overview of the Climate Smart Grant and will present that to the Public Works Committee, and 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.

EXHIBIT 2020-210

August 18, 2020

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2020

July was a busy month with 49 calls! Call volume has certainly returned to old levels. We had 23 calls in the Village of Cayuga Heights, 24 calls in the Town of Ithaca and 2 mutual aid calls. There were 30 EMS calls and 29 fire runs. As busy as it was most runs were EMS and fire alarm activations. We did have a couple calls for downed power lines early and late in the month.

Training continues to be a priority for our members. Small groups are the focus. We did go over to Lansing and train with them on rural water supply. We set up portable ponds and draft sites to move water from one location to another. We are fortunate to be the only district in the county covered entirely with fire hydrants. Rural water supply for fire suppression is a skill set that many of our members are unfamiliar with. This was an excellent training opportunity. Late in the month we went to the training center to do roll in drills to practice initial attack skills. We are no longer allowed to do live fire training in the tower due to its age and poor condition. One of the problems we have is training members in low visibility. Assistant Chief Mike Garret does event productions as a side job and has an industrial smoke machine. We used that at the tower, and it produced so much smoke it looked like the building was on fire. It was a great training. New York State has started to allow state level trainings again. Many of our members need Basic Exterior Firefighting Operations (BEFO) which is the fire class we require. The class size is limited to 20 and we had 10 members sign up. Unfortunately, we were limited to five in the class to allow other departments to get their members in so the other five were wait listed. We are trying to get spots in out of county classes but for the first time that I can remember all the slots are being taken by in county firefighters.

Currently, we are moving forward with a fall recruit class. Our plan is to hold a recruiting dinner in the truck bays to ensure proper distancing. If we do a dinner it will be served by our members in proper PPE. Our intent is to do a smaller class so that we will be able to work in small groups. The spring class was small to begin with and when Cornell shut down, we were not able to finish the training. We have two from the class who are residents and have completed their checklists. If we do not hold a fall class our membership numbers will dip, and it will be hard to recover from quickly. We rely on a steady replenishment of our ranks from the fall class.

We are fully stocked on PPE at this time. We can get masks and gowns from our vendors again. We have hand sanitizer dispensers at all the entrance doors to the station and we can screen members easily. At this time, we are not allowing visitors to the station and all the doors are kept locked.

July was a busy month for scheduled maintenance. The engines and ladder truck went out for annual service and pump testing. All our fire hose was taken off the trucks, tested and repacked and most of our on apparatus SCBA units were inspected and serviced. The annual scheduled maintenance program is key to regulatory compliance. I believe that the condition of our equipment is second to no department.

We are excited that Cornell and the Ithaca City School district plan to reopen. An email has been sent to all the members of the department encouraging them to come to the station only if they are taking all COVID-19 precautions. Our members have been extremely diligent about protecting themselves and those we serve all summer long. Returning students were asked to make a choice about socializing safely with the members of the department and were asked not to come to the station or on calls if their priority was socializing irresponsibly with their peers. Our hope is that students will be responsible and tested regularly and we continue our successful prevention of transmission.

We hope that everyone is safe and healthy.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2020-211

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.

EXHIBIT 2020-212

Approval of Abstract #3

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.

EXHIBIT 2020-213

RECOGNITION OF THE PAST AND CONTINUED OUTSTANDING PUBLIC SERVICE OF JACK YOUNG

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.

EXHIBIT 2020-214

2020 NYS Urban Forestry Council Tree City USA Reward Grant Notice

The **NYS Urban Forestry Council** is pleased to announce available funding for communities to plant large specimen trees or a grove of trees in a prominent location within the community. Communities in New York State that have been a Tree City USA for at least the past five years can apply for up to \$1,000. Funding has been provided by the New York State Urban Forestry Council.

Grant Goals:

The intent of this grant is to encourage municipalities to sustain their community forestry program and maintain their status as a Tree City USA Community through a celebratory tree planting.

[Tree City USA](#) is a program of the Arbor Day Foundation. Please note that this grant is not associated with the Arbor Day Foundation, nor is it part of the NYS Department of Environmental Conservation Urban and Community Forestry Grant Program funded by the NYS Environmental Protection Fund.

Eligibility:

Communities are eligible if they have attained Tree City USA status and have maintained it for at least the past five years. Not-for-profits that work with such TCUSA communities are also eligible.

Eligible projects include

- planting a large specimen tree in a prominent site within the community, accessible to the public
- planting a grove of medium sized trees in a prominent site within the community, accessible to the public
- an event to celebrate the community's Tree City USA status and ongoing community forestry program

Eligible expenses may include but are not limited to trees, mulch, soil, event related costs like advertising. We recognize that large public gatherings are not the best option right now, so we encourage your creativity in sharing your celebration via social media, local publications, websites, or small gatherings where possible.

Eligible projects must be scheduled for the Fall of 2020 or the Spring of 2021.

Selection Process:

Applications will be scored competitively and awarded from highest to lowest until the funding is depleted.

Please note: This is a reimbursement grant. Funds will be paid once a final report is submitted. The final report should include a brief summary of event, photos, receipts for expenditures, and copies of materials or links to postings related to the event/planting.

Deadlines and how to apply:

Applications are due by **5pm on September 14, 2020** (see attached application).

Send completed applications to: **NYS Urban Forestry Council, PO Box 562, Lima, NY 14485** or via email to **nysufc@gmail.com** (please put all information into one attachment).

Award recipients will be notified by September 30th.

If you have questions about your project or this grant opportunity, please contact a grant committee member listed in this notice. Also, we would like to join in your celebration by having a grant committee member and/or other Council member attend your event.

Thank you for your interest in trees and improving the environment within

your community! Sincerely,

Karen Emmerich, Council
President Andrew
Hillman, Grants
Committee Chair

*New York State
Urban Forestry
Council PO Box 562,
Lima, NY 14485
nysufc@gmail.com*

EXHIBIT 2020-215

Village Policies:

- 1. Capital Asset Policy***
- 2. Code of Ethics Policy**
- 3. Credit-Purchasing Card Policy**
- 4. Discrimination and Harassment Policy**
- 5. Fire Station use Policy**
- 6. Fiscal Stress Monitoring Policy**
- 7. Investment Policy**
- 8. IT Policy ***
- 9. Public Access and Privilege at Board Meeting Policy**
- 10. Public Access to Records Policy**
- 11. Procurement Policy**
- 12. Record Management Policy**
- 13. Sexual Harassment Policy**
- 14. Vehicle Use Policy**
- 15. Workplace Violence Policy**

***need to develop**

EXHIBIT 2020-215

VILLAGE OF CAYUGA HEIGHTS POLICY AGAINST DISCRIMINATION AND HARASSMENT

SECTION 1: PURPOSE

- A. Scope of Policy**
- B. Policy Objectives**

SECTION 2: DEFINITIONS

SECTION 3: POLICY

SECTION 4: POLICY ENFORCEMENT

- A. Complaint Procedure for Employees
 - 1. Notification Procedure
 - 2. Making a Complaint
 - 3. Supervisory Responsibilities
- B. Time for Reporting a Complaint
- C. Confidentiality and Privacy
- D. Acknowledgment of Complaint

SECTION 5: INVESTIGATION PROCEDURES

- A. Timing of Investigations
- B. Method of Investigation
- C. Notification to Complaining Party and the Accused Party
- D. Remedial Measures

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

SECTION 7: APPEALS

SECTION 8: RECORD KEEPING

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

SECTION 10: QUESTIONS

SECTION 11: COMPLIANCE OFFICERS

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

SECTION 1: PURPOSE

The Village of Cayuga Heights believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Village of Cayuga Heights, (hereinafter “Municipality”), is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is the Municipality’s policy to provide an employment environment free from harassment and discrimination based on race, color, gender, religion, religious creed, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to

lactation), citizenship, domestic violence victim's status or any other characteristics protected by applicable federal, state or local law.

A. Scope of Policy The Municipality shall apply this Policy to all Municipality employees and all personnel in a contractual or other business relationship with the Municipality including, for example, applicants, temporary or leased employees, interns (whether paid or unpaid), volunteers, visitors, independent contractors, contractors, subcontractors, vendors, consultants or other persons providing services in the workplace pursuant to a contract with the Municipality, including employees of independent contractors, contractors, subcontractors, vendors, consultants or others providing services in the workplace pursuant to a contract with the Municipality. In the remainder of this Policy, the term "employees" refers to this collective group. This Policy applies with equal force on Municipality property as it does at Municipality-sponsored events, programs, and activities that take place off Municipality premises.

B. Policy Objectives By adopting and publishing this Policy, it is the intention of the Municipality's governing body to:

- (1) Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy;
- (2) Inform employees about the complaint procedures established by the Municipality that enable any employee who believes (s)he is the victim of harassment or discrimination to submit a complaint which will be investigated by the Municipality;
- (3) Clearly advise all supervisory staff, managers, and employees that harassment and discrimination is strictly prohibited, and no such person possesses the authority or has any right to harass or discriminate; and
- (4) Notify all employees that the Municipality has appointed the Village Clerk as our Compliance Officer who are specifically designated to receive complaints and ensure compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive and investigate complaints are listed below in *Section 11* of this Policy. Any change in the designated Compliance Officers shall be distributed in writing to all current employees and shall be posted.

SECTION 2: DEFINITIONS

"Prohibited Discrimination of Employees"

Prohibited discrimination of employees can take the form of any adverse employment action against an employee, by either a Municipality employee or official or a third party engaged in activities sponsored by the Municipality which is based upon the employee's protected characteristic. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits. The phrase "prohibited

discrimination” as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic, including “Sexual Harassment” as defined below.

“Harassment”

Harassment is strictly prohibited and includes, but is not limited to, conduct that is unwelcome and has the purpose or effect of unreasonably interfering with a person’s work performance, or creating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited by this Policy if it is based on a protected characteristic or directed at an individual because of a protected characteristic. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

“Sexual Harassment”

Sexual harassment is strictly prohibited. It is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or of creating an intimidating, hostile or offensive working environment, even if the reporting individual is not the intended target of the sexual harassment.

The foregoing includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for the same.

Who can be the target of harassment?

Harassment can occur between any individuals, regardless of their sex, gender or other protected status. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can harassment occur?

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

“Prohibited Behavior and Examples of Harassment, including Sexual Harassment”

Specific forms of behavior the Municipality considers harassment or sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

- **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee’s protected characteristic, sexual activity and/or body parts whether or not said in that person’s presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes; propositions; threats; comments on a person’s appearance that make the person feel uncomfortable because of his or her protected characteristic; sex stereotyping, continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; comments about an employee’s anatomy or protected characteristic that are unwelcome, unreasonably interfere with an employee’s work performance, or create an intimidating, hostile or offensive work environment; and unwelcome advances or demands based on someone’s protected characteristic.
- **Nonverbal:** Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries based on a protected characteristic; derogatory cartoons or caricatures; lurid or obscene gestures in the workplace; staring at a person’s body in a sexually suggestive manner; gestures or motions based on a protected characteristic; sending material through the Municipality e-mail system or other electronic communication devices (e.g. voice mail) or using the Municipality’s mail, computers or cell phones to view material that is demeaning or derogatory based on one’s protected characteristic.
- **Physical:** Unwelcome physical conduct, including but not limited to: hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, rape or assault or attempts to commit these assaults, persistent brushing up against a person’s body, unnecessary touching and flashing or other unwelcome physical conduct.
- **Other:** Hostile actions taken against an individual because of an individual’s sex, sexual orientation, gender identity and the status of being transgender or because of any other protected characteristic, such as: interfering with, destroying or damaging a person’s workstation, tools, or equipment, or otherwise interfering with the individual’s ability to perform the job; sabotaging an individual’s work; bullying, yelling, or name-calling.

Any employee who feels discriminated against or harassed should report so that any violation of this Policy can be corrected promptly. Any harassing conduct, even if a single incident, can be addressed under this Policy.

SECTION 3: POLICY

The Municipality prohibits harassment and discrimination based on any characteristic protected by

applicable law and will not tolerate any form of unlawful discrimination or harassment. The Municipality will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment, including sexual harassment, in the workplace.

All employees, including but not limited to, Municipality officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to a supervisor, manager, or one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the Municipality's designated Compliance Officers. Furthermore, if any employee believes that any member of management has violated this policy or has not properly responded to and/or handled a report or concerns of discrimination or harassment, the employee should immediately contact one of the Municipality's designated Compliance Officers.

Each employee is assured pursuant to *Section 6* of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any employee for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws shall be subject to discipline, up to and including termination of employment. Any employee who believes he/she has been retaliated against in violation of this policy should report violations to one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in *Section 11* of this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for Employees

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged and essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact his or her supervisor or a Compliance Officer listed in *Section 11* of this Policy, or another administrator. Likewise, anyone who witnesses or becomes aware of instances of harassment or discrimination should report such behavior to his or her supervisor or a Compliance Officer listed in *Section 11* of this Policy, or another administrator.

2. **Making a Complaint**

Complaints are accepted orally and in writing. All employees are encouraged to use the Municipality's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from a Compliance Officer, with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination or harassment, the Municipality encourages employees to place complaints in writing, even if originally made orally. If an employee has any questions or difficulty filling out the complaint form, she/he can obtain assistance from any one of the Compliance Officers or the supervisor to which he/she complained. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date(s) of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of one of the Municipality's Compliance Officers or a supervisor, the written complaint, or oral complaint as the case may be, should be promptly forwarded to one of the Municipality's Compliance Officers.

Complainants are expected to cooperate with the Municipality's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

3. **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are required to report such suspected harassment or discrimination to one of the Municipality's Compliance Officers.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue.

Supervisors and managers will also be subjected to discipline for engaging in any retaliation.

B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed.

C. Confidentiality and Privacy

The Municipality shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the

Municipality may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. Acknowledgement of Complaint

Upon receipt of an oral or written complaint, the Compliance Officer should endeavor to contact promptly the complainant to confirm that the complaint has been received. If the complainant does not receive such confirmation promptly, she/he is encouraged to contact a Compliance Officer or his/her supervisor or the supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

SECTION 5: INVESTIGATION PROCEDURES

A. Timing of Investigations

The Municipality will promptly investigate all allegations of discrimination and harassment prohibited by this Policy. The Municipality will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will provide all parties due process, and reach reasonable conclusions based on the evidence collected. Investigations will be conducted by Municipality Compliance Officers, Municipality's legal counsel, and/or other impartial persons designated by the Municipality. The primary purposes of all investigations under this Policy will be to determine:

- Did the conduct complained of occur?;
- Did the conduct complained of violate this Policy?; and
- What remedial measures or preventative steps, if any, shall be taken?

Investigations will necessarily vary from case to case and may typically include the following: fact-finding interviews, including of the accuser and the accused; document request, review and preservation, depositions, observations, or other reasonable methods. Municipality investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by Municipality employees or agents conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators will typically create written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;

- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any remedial actions.

C. Notification to Complainant Party and the Accused Party

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party.

D. Remedial Measures

This Policy is intended to prevent all forms of unlawful discrimination and harassment and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or harassment or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or such disciplinary action as may be permitted by applicable collective bargaining agreements and law. Any third party found to have engaged in discrimination or harassment of an employee may be barred from Municipality property.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Unlawful retaliation can be any action that could discourage an employee from coming forward to make a complaint or support a discrimination or harassment claim. Adverse action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Retaliation is strictly prohibited by this Policy and by law against anyone for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if he/she had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.

Complaints of retaliation should be brought directly to a Compliance Officer. Such complaints will be

promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 7: APPEALS [OPTIONAL]

Any complainant or accused party who wishes to appeal the conclusion which the Municipality reached in investigating a complaint filed under this Policy, may do so within ten (10) calendar days of the appealing party's receipt of notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Municipality's governing body. The appealing party shall be entitled to present evidence in writing as to why the conclusion was flawed, improper, or otherwise not supported by the evidence. The Municipality's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Municipality's governing body, or its designee, shall render a decision. That decision shall be final. The appealing party shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the Municipality's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the Municipality at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

The Municipality shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least three years. The Municipality shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The Municipality shall also maintain these documents for, at a minimum, three years.

The Municipality's records regarding alleged discrimination and harassment shall be maintained separate and apart from personnel records in a secure and confidential location.

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Discrimination and harassment based on protected characteristics, including sexual harassment, are not only prohibited by the Municipality but are also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Municipality, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, individuals may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment and harassment based on other protected characteristics set forth in this Policy, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. Complaints of sexual harassment that accrue on or after August 12, 2020 may be filed with DHR at any time **within three years** of the alleged sexual harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged harassment, including sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Municipality does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual or other illegal harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual or other illegal harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees (in sex discrimination and sexual harassment cases only) and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, employers must have at least 15 employees to come within the jurisdiction of the

EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. If the harassment or discrimination occurred within New York City, the complainant may contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. The victim should contact the local police department.

SECTION 10: QUESTIONS

Any questions by employees of the Municipality about this Policy or potential harassment or discrimination should be brought to the attention of one of the Municipality’s Compliance Officers. The names, addresses, and telephone numbers of the Municipality’s Compliance Officers are listed in *Section 11* of this Policy.

SECTION 11: COMPLIANCE OFFICER

Jeff Walker 836 Hanshaw Rd 257-1238 ext 102 JWalker@cayuga-heights.ny.us

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be on August 19, 2020. The Village Clerk shall ensure that this Policy is adequately disseminated and made available to all employees of the Municipality. This Policy shall be distributed at the beginning of each year with or as part of the annual publications to employees that may be appropriate. In addition, copies of this Policy and Complaint Form shall be maintained in the Clerk’s Office.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace prior Municipality policies and regulations regarding employee discrimination and harassment.

EXHIBIT 2020-216



**Village of Cayuga Heights
Police Department**

Jerry L. Wright
Chief of Police

8/4/2020

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

Re: Report of the Police Department for July 2020

In the month of July, the police department received 382 calls for service. In addition to these calls 47 uniform traffic tickets were issued and 7 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony incidents reported.

6 Misdemeanor Penal Law Incidents were handled: 1-Menacing, 2 for Criminal Mischief, 1 of which resulted in 2 arrests, and 3 for Fraud. 2 individuals were arrested after admitting to making graffiti on public property within the village. The subjects were each charged with Criminal Mischief-Intent to Damage Property and Making Graffiti. 1-Incident of Menacing was reported during a complaint of road rage incident. The complainant stated an occupant of a vehicle involved brandished a gun. A suspect or vehicle were not able to be located. 3 separate complaints of Fraudulent internet scams were received. Complainants advised that personal and account information had been compromised and/or an exchange of funds had been made due to on-line computer scams. Attempts to contact suspects were made by the investigating officer with negative results. Copies of incident reports were given to the complainants to use for reconciling their respective accounts.

6 Vehicle and Traffic Stops resulted in the following 6 Misdemeanor charges being filed: 5-Aggravated Unlicensed Operation of a Motor Vehicle 3rd and 1-Suspended Registration. Two of these arrests stemming from LPR hits.

2 Penal Law Violations were handled. 1-Harassment and 1-Trespass. 1 Harassment complaint came in as a resident reporting that their neighbor had been taking pictures of the complainant's cars in their driveway. The on-duty officer attempted contact with the neighbor with negative results. A Trespass incident was handled after the on-duty officer found two individuals on the grounds of Cayuga Heights Elementary School after hours. The subjects left under officer advisement without incident.

6 Local Law-Noise complaints were received. 4 of these complaints were made by a resident stating that their neighbor has on going loud music coming from their home. Officers have responded to the reported location and

found the noise to be within reason as per the village ordinance. Further resolve of this matter is being handled by village code enforcement. Another noise report was made for persons at Cayuga Heights Elementary School. A group of juveniles were found to be at the school and were advised of the school being closed. The individuals left the area without further incident. A final complaint was for loud music in the area. The on-duty officer located the noise and made contact with a resident who was hosting a small outdoor gathering in which music was being played. The officer advised the resident of the village noise ordinance and asked them to keep their voices down as well as to turn the music down. No further complaints were received regarding this incident.

There was 2 Motor Vehicle accident reported, none involving deer.

No deer incidents were reported.

In summary 10 persons were arrested and the following 12 charges were filed: 2- Criminal Mischief, Intent to Damage Property 2-Making Graffiti, 5-AUO 3rd, 1-Suspended Registration, 1- Noise/Construction or other machine, and 1-Taken into Custody, Mentally Ill.

The following trainings and/or events took place in the month of July: During the course of the month, all officers completed 2 on-line trainings; “Implicit Biased Awareness” and “De-escalation Techniques”. These on-line trainings, offered by Silver State Consulting Group LLC, combine video, lecture, practical exercises, and knowledge check to ensure POST compliance. On the 29th officers conducted a Commercial Vehicle Detail involving NYS DOT

The full-time officers worked a total of 18 hours of overtime and the part-time officers worked a total of 141 hours.

Sincerely,

Chief Jerry Wright

EXHIBIT 2020-217

Village of Cayuga Heights Mike Wiese – B.O.T Report August 19th, 2020

COVID-19 –

Every individual working for the DPW has been given a mask. The DPW facility is disinfected daily and the trucks are disinfected nightly. Precautions are being taken to maintain the six-foot distancing when possible.

DPW Site Improvement –

The work for this storm water improvement continues. We anticipate having this work completed by May of 2021.

Village House –

Roof – Work started on August 13th and has been slow. Work is expected to be completed on 8/19.

I sent an email out to trustees on 8/18 regarding existing sheathing issue. Change order to the project for \$2,300.

Surplus Equipment

DPW has replaced the equipment trailer that was in the expected budget and would now like to list the existing trailer as surplus

2010 Cam Deckover tilt trailer

Paving work –

Wyckoff Road, Comstock Road and Highgate road have been paved which concludes all paving for the year.

Sidewalk -

Wyckoff sidewalk has been replaced in its entirety from Highland road to Ridgewood Road. This was a significant improvement for pedestrians.

East Upland Road – Moving onto this sidewalk project next. We intend on replacing all remaining asphalt sidewalk along East Upland Road.