



**Village of Cayuga Heights**  
Board of Trustees  
Monthly Board Meeting  
Marcham Hall  
Wednesday, June 17<sup>th</sup> 7:00 p.m.  
**AGENDA**

**EXHIBIT/PAGE**

- 1. Call to Order:**
- 2. Approval of Meeting Minutes:**
  - a. May 20th, 2020 2020-188 pgs. 2-10
- 3. Report of the Fire Superintendent Tamborelle: Submitted Report** 2020-189 pg. 11
- 4. Privilege of the Floor:**
- 5. Report of Treasurer Mangione: Submitted Report** 2020-190 pgs. 12-13
- 6. Report of Mayor Woodard:**
  - a. LED Update and buyout
  - b. Police Cameras
  - c. Bicycle Pedestrian Committee Appointment- Matt Johnston
  - d. NYPA Authorization to Proceed 2020-191 pg. 14
- 7. Report of the Trustees:**
- 8. Report of Police Chief Wright: Submitted Report** 2020-192 pgs. 15-16
- 9. Report of Director of Public Works Wiese: Submitted Report** 2020-193 pg. 17
- 10. Report of Superintendent of Public Works Cross:** 2020-194 pgs. 18-25
- 11. Report of Clerk Walker: Submitted Report** 2020-195 pg. 26
- 12. Report of Attorney Marcus:**

Join Zoom Meeting

<https://zoom.us/j/92811318332>

Meeting ID: 928 1131 8332

One tap mobile

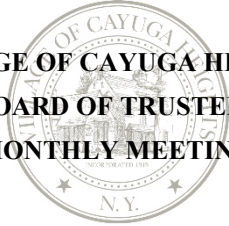
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## EXHIBIT 2020-188

Minutes

Zoom Meeting ID # 99676294046

VILLAGE OF CAYUGA HEIGHTS  
BOARD OF TRUSTEES  
MONTHLY MEETING



Wednesday, May 20, 2020

7:00 p.m.

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

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

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

### **Resolution # 8628**

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

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* Trustee Salton

### **Motion Carried**

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

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

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

**5. Report of Mayor Woodard:**

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

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

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

- Director of Public Works Wiese states that he and others are reminded by Mayor Woodard that other municipalities have made cuts and we need to be aware of that. He also states that other municipalities are half-way through their fiscal year.
- Mayor Woodard states that the reason we keep talking about it is that there are several unknowns that could decrease revenues to the Village but she recognizes that the Village is in good shape financially.

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

- Mayor Woodard states that Trustee Salton’s question about exceeding the tax cap prompted the Finance Committee to dig deeper into the calculations produced by Treasurer Mangione.
- Treasurer Mangione states that this is a very clear report and should help the Board get a better picture on our financial position.
- Trustee Salton states that the Board has a statutory duty to have a line by line workup for each budget season. He appreciates the hard work that Mayor Woodard has put into this conversion.

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

- The final water bond payment, which originated with a \$1,000,000 bond anticipation note (BAN) for water infrastructure improvements in May 2011, will be made this Friday, May 22, 2020. The Finance Committee, in 2015, decided to increase the annual amount of debt to be retired in the Water Fund by issuing five (5) \$90,000 bonds.
- The upcoming fiscal year the Village is in a better position since the Village has been able to pay off the Cayuga Heights Fire Station and the final water bond payment.
- Treasurer Mangione states that the full INSERO audit report is available for the public on the Village website.

**Abstract # 12**

**Resolution: 8629**

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

*Motion:* Trustee Salton

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion carried**

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

**Resolution # 8630**

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

*Motion:* Trustee Biloski

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:*

### **Motion Carried**

**C Appointment of Kristina Rennekamp as Village Trustee:** The March 2020 Village Elections have been postponed until September 15<sup>th</sup>, 2020. Trustee Maryann Friend is not seeking reelection and has resigned from her role of Village Trustee. However, she will continue to serve the Village as Zoning Board of Appeals member.

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

### **Resolution # 8631**

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

*Motion:* Trustee McMurry

*Second:* Trustee Salton

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

*Nays:* none

*Abstentions:*

### **Motion Carried**

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

**ATTACHMENT B EXPENDITURE BUDGET**

**SUMMARY**

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

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

The Village of Cayuga Heights (Contractor),

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

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

Culvert upgrades will alleviate localized flooding and allow the construction of sidewalks along Cayuga Heights Road, one of the main thoroughfares in the Village. Several factors related to the storm system and adjacent watersheds contribute to the drainage issues and associated flood events occurring within the Cayuga Heights Road corridor. In particular, the existing storm system and associated culverts are old in age and deteriorating; numerous culverts are inadequately sized and unable to handle intense or large storm events; and debris accumulates within the system, causing blockages and flows

to backup. Additionally, steep drainage ditches and a short time of concentration within smaller watersheds are contributing to the flood events. Among the (15) culverts within the Corridor, (9) are in need of upgrades and will be replaced as part of the project.

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

### **Resolution # 8632**

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

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

*Motion:* Trustee Robinson

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:*

### **Motion Carried**

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

**d. 2021 AOC Budget Resolution:** The Access Oversight Committee requires representation by all the participating municipalities, which currently are the City of Ithaca, Town of Ithaca and the Village of Cayuga Heights. “Participating” means supporting public access television and voting on the annual budget.

### **Resolution # 8633**

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

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

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

**AND WHEREAS**, the AOC recommends earmarking up to \$20,000.00 as contingency to purchase equipment as needed for the functioning of PEG operations, and

**AND WHEREAS**, the AOC has forwarded its recommendations for approval by the Common Council of the City of Ithaca, the Town of Ithaca Board and the Village of Cayuga Heights Board of Trustees, so that they may meet their obligation to provide Spectrum TV with an annual written budget for Public, Educational and Governmental access operations

**NOW, THEREFORE BE IT RESOLVED** that the Village of Cayuga Heights approves the recommendations of the AOC and supports public access television.

*Motion:* Trustee Biloski

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:*

### **Motion Carried**

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

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

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

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

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

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

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

- Trustee Salton states that the non-barging employees that are on the GTCMHIC Gold Plan will see a deductible increase in January 2021. A “premium holiday” is also under consideration
- Trustee Salton also states that the Zoom meeting with New York’s 23<sup>rd</sup> congressional district representative Tom Reed’s office is supporting the SMART fund to provide state and local aid to help states, and communities in the COVID-19 fight. <https://www.cassidy.senate.gov/newsroom/press-releases/cassidy-menendez-introduce-bipartisan-smart-fund-to-help-frontline-states-communities-in-covid-19-fight>

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

- Police Chief Wright states that calls for service are up, largely due to property checks, including unoccupied fraternities and sororities.
- Fewer traffic stops were initiated, although most arrest this month were traffic-related.
- Police overtime has been down due to lack of training opportunities and the fact that no one is taking vacations or vacation time.
- The new HVAC unit has been installed and the police department will be painted next week.
- Police Chief Wright states that the last shipment of hand sanitizer and masks from New York State will be distributed to the County this Friday.
- Trustee Salton asks Chief Wright when Village Court might be opening. Chief Wright has been informed that Justice Galbreath and Court Clerk Kannus can start to work on court matters, but they will not be open anytime soon.

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

- Director Wiese states that a new MEO has started and that the DPW is now back to full staff, but will not be seeking a seasonal summer employee this year.
- Director Wiese states that the DPW staff has begun the stormwater improvements at the Village DPW facility.
- Crown Construction will need the materials list paid for the Village house (825 Hanshaw Rd.) in order to put us on the schedule for the new roof.

### **Resolution # 8634**

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

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:*

- Trustee Marshall asks Director of Public Works Wiese if he knows the cost per square ft on this project. Director Wiese states that he had not calculated that, but Crown Construction's quote was \$7,000 less than that of another roofing company.
- It was determined by Treasurer Mangione that Director Wiese does not need a resolution for this due to the fact that this amount was budgeted for in the new fiscal 2020-2021 year.
- Director Wiese has several DPW employees who were unable to use up their personal time and some vacation time that expires at the end of this fiscal year. Director Wiese would like to allow them to roll over that time.
- Village Treasurer states that there is some precedent that allows staff to roll over time to as long as it is scheduled with a department head.



**Resolution # 8635**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes the DPW staff to roll over vacation and personal time that could not be used due to COVID-19 pandemic provided the time is scheduled with the department head and is taken within the first two months of the new fiscal year.

*Motion:* Trustee Marshall

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:*

**Motion Carried**

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

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

**Resolution # 8636**

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

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:*

**Motion Carried**

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

**Resolution # 8637**

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

*Motion:* Trustee Robinson

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:*

## **Motion Carried**

- Trustee Salton asks Village Engineer B. Cross about the status of the NYSEG natural gas meter/regulator at the WWTP that has a possible direct affect on the noise the new boiler is producing. B. Cross states that he a NYESEG workorder was signed today.
- B.Cross states that old lighting system in the WWTP needs to be replaced. The current electrical contractor MATCO put together a quote to replace the lighting, but it really doesn't make sense to put this into the current grant process for reimbursement. Matco can do the work for \$7,300 and the money will come out of the current budget.
- The Marcham Hall gutter project is going to begin next week.
- Fisher and Associates have completed the field survey work for the Walking Safe Grant and are beginning to map the layout and will be submitting the design guide to NYSDOT.

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

- Village Clerk Walker states that Village Justice Galbreath was in and signed the reassignment application of grant funds. This will allow the Village Court to purchase equipment, partitions, and various COVID-19 related materials.
- Village Clerk Walker states that a department head meeting would be a good forum to begin talking about protocols on opening Marcham Hall to the public.
- Future Board of Trustees meeting's might be a hybrid event. The Board is reminded that we will want the public involved for the Upland Heights Project. Chief Tamborelle suggested using the Fire Station as a venue as it can allow for better social distancing of larger crowd

## **12. Report of Attorney Marcus: No report**

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

## **EXHIBIT 2020-189**

June 17, 2020

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report May 2020

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

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

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

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

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

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

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

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

Sincerely, George Tamborelle, Fire Chief/Fire Superintendent

## **EXHIBIT 2020-190**

### **Approval of Abstract 13, and Abstract 1**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #13 for FYE2020 consisting of Consolidated Fund vouchers 866 – 928 in the amount of \$ 664,318.88 and TA vouchers 123- 125 in the amount of \$1,763.07. Abstract #1 for FYE2021 consisting of TA vouchers 1 – 2 in the amount of \$13,649.34 and Consolidated Fund vouchers 1 - 39 in the amount of \$369,121.53 and the Treasurer is instructed to make payments thereon.

## MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS:

The following is a detailed statement of all moneys received AND disbursed BY me during the month of April, 2020:

DATED: June 4, 2020

  
 \_\_\_\_\_  
 TREASURER

	Balance 03/31/2020	Increases	Decreases	Balance 04/30/2020
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	-254,065.92	714,453.30	179,432.26	280,955.12 ←
CASH - SAVING	1,007,434.82	55.93	500,000.00	507,490.75 ←
CERTIFICATE OF DEPOSIT	1,046,463.36	878.73	0.00	1,047,342.09 ←
PETTY CASH	450.00	0.00	0.00	450.00 ←
FIRE COUNCIL CASH ASSETS	-28,383.90	1,790.93	0.00	-26,592.97 ←
GROUNDS WORK RESERVE	1,171.66	0.00	0.00	1,171.66 ←
POLICE COMP TIME RESERVE	25,017.38	0.00	0.00	25,017.38 ←
CULTURAL & HISTORIANS RESERVE	1,992.21	0.00	0.00	1,992.21 ←
TOTAL	1,800,079.61	717,178.89	679,432.26	1,837,826.24
<b>CD SPECIAL GRANT FUND</b>				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>F WATER FUND</b>				
CASH - CHECKING	224,872.64	8,002.15	8,145.74	224,729.05 ←
TOTAL	224,872.64	8,002.15	8,145.74	224,729.05
<b>G SEWER FUND</b>				
CASH - CHECKING	285,268.43	146,015.16	67,821.40	363,462.19 ←
CASH - SAVINGS	18,447.79	1.02	0.00	18,448.81 ←
CERTIFICATE OF DEPOSIT	411,384.19	777.74	0.00	412,161.93 ←
TOTAL	715,100.41	146,793.92	67,821.40	794,072.93
<b>H CAPITAL FUND</b>				
CASH - CHECKING	-36,100.34	0.00	162,317.36	-198,417.70 ←
CASH FROM OBLIGATIONS	-56,000.00	0.00	0.00	-56,000.00 ←
TOTAL	-92,100.34	0.00	162,317.36	-254,417.70
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	30,349.16	129,536.68	135,295.93	24,589.91 ←
TOTAL	30,349.16	129,536.68	135,295.93	24,589.91
<hr/>				
TOTAL ALL FUNDS	2,678,301.48	1,001,511.64	1,053,012.69	2,626,800.43
		↑ . . . . .		



## EXHIBIT 2020-192



### Village of Cayuga Heights Police Department

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Jerry L. Wright  
Chief of Police

6/10/2020

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

Re: Report of the Police Department for May 2020

In the month of May, the police department received 434 calls for service. In addition to these calls 60 uniform traffic tickets were issued and 0 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony incidents reported.

5 Misdemeanor Penal Law Incidents were handled including 3 for Theft and 2 for Drugs which resulted in Arrest. 1 Theft from a motor vehicle was handled. A subject reported that their unsecured vehicle had been entered by an unknown subject and an amount of loose change had been taken. The subject also found items that were kept inside the vehicle to be on the ground outside of the vehicle. There are no suspects in this case. Another Larceny report was received for a missing package. The package had been taken from the resident's porch where it had been confirmed to be delivered. There are no suspects and the complainant will be reimbursed by their bank for the cost of the stolen items. A final complaint of Theft was made which involved the larceny of a lawn mower. The investigation of this case is on-going. During 3 investigations of traffic stops for moving violations, officers found occupants of the vehicles to be in possession of quantities of marijuana and methamphetamine resulting in Misdemeanor charges.

10 Vehicle and Traffic Stops resulted in the following 12 Misdemeanor charges being filed: 5-Aggravated Unlicensed Operation of a Motor Vehicle 3<sup>rd</sup> and 7-Suspended Registration.

6 Penal Law Violations were handled, 4 for Drugs, 1-Harassment and 1-Trespass. During investigation of 4 Traffic Stops, officers found vehicle occupants to be in possession of a quantity of Marijuana. Charges of Unlawful Possession of Marijuana were filed for each individual. The Harassment complaint consisted of a subject stating that they had received several text messages from a subject they no longer wished to have contact with, although there was property in question that needed to be retrieved. After a short period of time, the subjects came to a decision on how the property would be turned over, no further complaints have been received regarding this matter. A report of Trespass was made by a resident stating that an unknown subject was walking through residents' yards. Upon contact with the suspect, it was found that the subject was walking from tree to tree in an attempt to stay out of the rain. The officer advised the subject that they were not to be on residential property and to stay on the sidewalk where available.

There were no Local Law complaints received.

There was 1 personal injury accident reported which involved a pedestrian riding a bicycle. This is not reported in TraCs.

No deer incidents were reported.

In summary 18 persons were arrested and the following 23 charges were filed: 2-Criminal Possession of a Controlled Substance 7<sup>th</sup>, 1-Criminal Possession of Marijuana, 12-AUO 3<sup>rd</sup>, 4-Suspended Registration, and 4-Unlawful Possession of Marijuana.

No trainings or events took place in the month of May:

The full-time officers worked a total of 15 hours of overtime and the part-time officers worked a total of 158 hours.

Sincerely,

Chief Jerry Wright



## **EXHIBIT 2020-193**

Village of Cayuga Heights

Mike Wiese – B.O.T Report

June 17<sup>th</sup>, 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.

### **NYSIF Field Rep Visit –**

All issues associated with the field rep visit have been addressed and we are just awaiting her return to reinspect.

### **DPW Site Improvement –**

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

### **Road Drainage –**

The drainage project on Comstock Road has been completed. This should resolve flooding issues that have occurred during rain events.

### **Village House –**

Roof – Crown construction has been given the directive to proceed with the roof replacement project and has given me an anticipated date of the middle of July.

Air conditioning – I have coordinated with HSC to install the new air conditioning unit at the village house. They anticipate performing this work on 6/23/2020.

### **Surplus Equipment**

As scheduled in our budget I would like to list (3) pickup trucks as surplus to be sold in an equipment auction. The vehicles are listed below:

- 2014 Ford F-250
- 2014 Ford F-250
- 2009 Ford F-250

**Fire Department – Don't Block the Box –** Signs have been ordered and will be installed by the end of this week. The road will be painted as well.

## EXHIBIT 2020-194

1. In the continuing process of addressing I&I throughout the entire sewer service area (including Lansing's and Ithaca's), the Village was intending to seek a grant on behalf of all of the gov't agencies that contribute sewage to the VCHWWTP. In preparation for the quarterly Intermunicipal Sewer Group meeting, I coordinated with CJ Randall, Town of Lansing, who concluded that the normal grant opportunities were not going to be available in 2020. As a follow-up to that discussion, I had a meeting with the engineering staffs for each of the towns and came to the following conclusion:
  - 1) the City of Ithaca WWTP has progressed their sewer flow meter monitoring project to the point that they are now have live data management for each of the sewer meters that contributes to their facility. Subsequently, the City WWTP has offered to host/store data from meters in the VCHWWTP service area as well;
  - 2) the Town of Ithaca and the Village of Lansing are already to move forward with their meter upgrades projects that would make it possible to link in with the data management system that the City WWTP has already implemented (and paid for).As a result, it became obvious at the Group of 6 meeting that the best way to move forward, is for each town/village to have their own metering project. Since the Village of Cayuga Heights does not have any sewer meters other than at the WWTP, the best place to start the metering project in the Village is at the confluence of two parts of the Village's collection system that combines flows from the old village (south) and the new village (north). This occurs about halfway up West Remington Road, just before the combined flow goes under NYS Route 13. This would require a construction project to install 2 new flow meters. Subsequently, I have requested that TG Miller Engineers (consultant for Town/Village of Lansing's) to provide an engineering proposal to figure out the details about exact location (surveying), exact equipment (to be compatible with other towns/city), produce bid documents, administer bidding, write contracts, oversee contracts, inspect the new work, coordinate the output with the other town/city systems. Their proposal has come in at \$13,500 for all of these services.

# T.G. MILLER, P.C.

ENGINEERS AND SURVEYORS

203 N. Aurora Street | Ithaca, NY 14850 | phone 607-272-6477 | fax 607-273-6322 | www.tgmillerpc.com

June 12, 2020

Mr. Brent Cross, P.E. Superintendent of  
Public Works Village of Cayuga Heights  
836 Hanshaw Road Ithaca, New York  
14850

Re: Village of Cayuga Heights  
Remington Road Sanitary Sewer Flow Meter  
Proposal for Engineering Study and Report Phase Services Dear Mr.

Cross,

We are pleased to submit to the Village of Cayuga Heights (“Owner”) this proposal for engineering services related to the design of two new sanitary sewer flow meters on Remington Road collection system, hereinafter referred to as the “Project”.

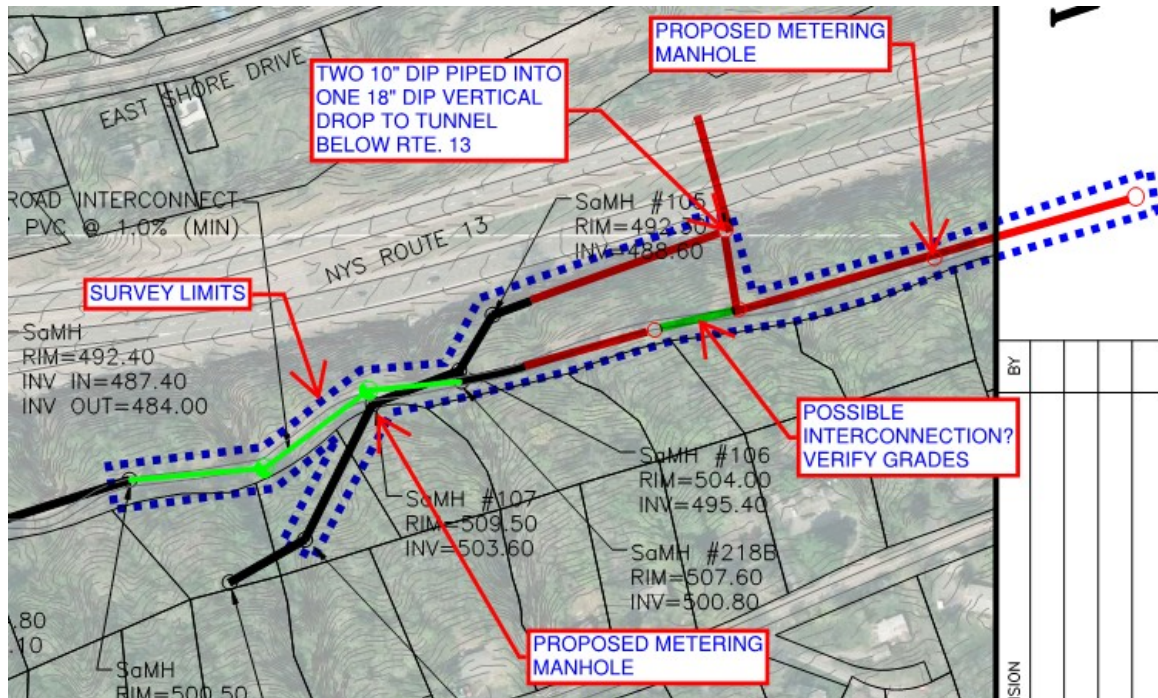
## General

Based on the Remington Road by-pass Study and ongoing Inflow and Infiltration (I&I) studies, the collection system exhibits occasional high I&I. To help identify I&I and to better understand flow characteristics from different sewer sheds within the Village collection system, two monitoring locations have been identified on Remington Road. Two flow meters are proposed to be placed upstream of the junction before the flow is combined and conveyed under NYS Route 13. Each meter will measure flow on a recurring interval and report data to a central location where flow data will be stored and accessible for further analysis. Different technologies will be evaluated to determine best use based on the site location and budgetary considerations.

## Scope of Work

1. **Survey** (Budget \$3,000 to \$4,000)
  - a. Locate sanitary sewer mains, manholes and invert elevation along Remington Road from the combined junction at Route. 13 to upstream of each proposed metering manhole as shown below.

David A. Herrick, P.E. Frank L Santelli, P.E. Andrew J. Sciarabba, P.E.



**2. Design** (Budget for Professional Services \$8,500 to \$9,500)

- a. Evaluate site conditions with a flow meter representative to determine available technologies best suited for the site. (Assume metering sensors can be installed in the existing manholes connected to a panel box mounted within the ROW)
- b. Summarize flow metering options in a brief letter report and obtain budgetary proposals for flow meter hardware.
- c. Attend a meeting with the Village to evaluate metering options and to determine a preferred design.
- d. Prepare construction documents including plans, details and specification as necessary for procurement.
  - Coordinate with NYSEG and local landowners as necessary for installation of new electric services if warranted at each meter location.
  - Prepare preliminary opinion of probable construction costs.
- e. Solicit written proposals from qualified vendors for materials and installation.
- f. Evaluate proposals and provide recommendation for consideration.
- g. Provide construction administration services to oversee the installation, calibration and reporting.

**3. Additional services**

- a. Evaluate flow meter data and overlay with local rainfall data to determine I&I.
- b. Assist as needed to evaluate centralized data management system for collecting data from multiple metering stations and displaying in real-time.
- c. Evaluate Remington Road by-pass connections options including flows north of the Rte. 13 crossing (manhole #106).

**Schedule**

Assuming authorization to proceed is granted in July 2020, we can begin our services immediately.

Compensation for our Basic Services described above is estimated not to exceed \$13,500. Fees and Reimbursable expenses incurred in connection with all services will be invoiced in accordance with our Standard Hourly Rates and Reimbursable Expenses Schedule, attached as Exhibit A. Billings for Services and Reimbursable Expenses will be monthly. The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the Project through completion.

For any authorized Additional Services, compensation will be computed based upon actual hours accrued at the hourly rates in effect at the time services are actually performed.

This proposal, together with Exhibit A, represents the entire understanding between you and us in respect to the Project. If the scope of work, fee and terms are acceptable, please have Mayor Lynn sign below and return one copy as authorization to proceed. If necessary, we can furnish a certificate of insurance for professional liability in the amount of \$1,000,000.

We sincerely appreciate the opportunity to work with you on this Project. Please contact me if you have any questions.

Respectfully, Accepted by:



David A. Herrick, P.E.

Title: Mayor

Date:

\_\_\_\_\_

Enclosure

**EXHIBIT A - STANDARD HOURLY RATES AND REIMBURSABLE EXPENSES**

**Schedule of Hourly Billing Rates:** January 1, 2020 through December 31, 2020 for Professional Engineering and Surveying Services.

POSITION	HOURLY RATE
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<b>Principal Engineer</b> David A. Herrick, P.E. Frank L. Santelli, P.E. Andrew J. Sciarabba, P.E.	\$170. \$120.
<b>Project Manager</b> Donald M. Harner, P.E., LEED A.P., CPESC	\$95.
<b>Civil Engineer</b> Allison S. Robbie Owen B. Barden Sabrina A. Shuman	\$90. \$75.
<b>Construction Administrator</b> James F. Morse, Jr.	\$50.
<b>Engineering Technician</b> Thomas R. Tilton	\$132.
<b>Engineering Intern</b>	\$115.
<b>Principal Surveyor</b> D. Lee Dresser, L.S.	\$90.
<b>Licensed Surveyor</b> Darrin A. Brock, L.S.	\$230.
<b>*Surveyor's Apprentice</b> Justin S. Blomquist Jaquelin L. Dresser Rachel L. Barnhart	\$260.
<b>*Survey Crew (2 Person)</b> Boundary Construction Layout	

\* Prevailing Wage Projects - Minimum hourly wage rates for Surveyor Aides are currently mandated by the New York State Department of Labor for public works projects. Field crew rates will be adjusted per state mandated rates. Hourly rate will equal rates above plus differential at cost.

**Schedule of Reimbursable Expenses:**

ITEM	UNIT COST
<b>Hubs</b>	\$1.50 each
<b>Lath</b>	\$1.10 each
<b>Mileage</b>	Per IRS Allowance
<b>Plotter/Print Media</b>	
1 Sealed Mylar and 5 Bond (Set)	\$25.00
Bond Plots (Black and White)	
30" x 42"	\$3.00
24" x 36"	\$2.50
Xerox Prints (Black and White)	
11" x 17"	\$0.30
8.5" x 14"	\$0.20
8.5" x 11"	\$0.15
Xerox Prints (Color)	
11" x 17"	\$1.70
8.5" x 14"	\$1.25
8.5" x 11"	\$0.85
<b>Telephone, Fax and Postage</b>	At Cost

**Terms:** Net thirty days. 1.5% per month service charge on past due balances.

2. As a requirement of the NYSDEC and NYSDOT Grants that we have been awarded for various projects (including WWTP Phase 1, WWTP Phase 2, Walking Safe, and pending Climate Smart), there is a tremendous amount of documentation that they require from the village as the recipient of the funds. This list of tasks includes (but not limited) the following:
- collection of women/minority business utilization plans for all businesses that have a contract with the village including engineers/general/elect/plumb trades (already done for Phase 1).
  - provide sample contracts from each of the prime contractors to their subcontractors to make sure that they have passed on the minor business obligations
  - compilation of monthly reports to demonstrate how much money each of the contractors has paid to their WMBE subcontractors...reports due quarterly
  - collection of any apprentice programs that are being utilized by any of the trades on the project...such as Intl Brotherhood of Electrical Workers on Phase 1
  - collection of weekly payroll certifications from each prime contractor to prove that they have met the obligation of paying prevailing wages
  - conduct random interviews of jobsite employees to make sure that they are actually getting the prevailing rate in their weekly paychecks (btw a laborer is getting \$52/hr)
  - submittal of monthly job meeting minutes.
  - submittal of any material/contract change orders for approval by EFC
  - daily logs for construction inspections by onsite inspectors and third party agencies
  - monthly certification that all steel used on the project such as structural, pipes, fabrications are American Made
  - quarterly construction schedule updates
  - anti-lobbying certifications
  - much much more

This is a lot of time/effort for me to compile and submit on a monthly/quarterly basis, especially as we add more grants to our “portfolio”. Through the Climate Smart Grant project, we have had the benefit of Michele Palmer (Templeton) being involved in the process as a Grant Administrator. She will be providing these services to support the Climate Smart Grant (contract pending). Therefore, I have asked her to give us a quote on providing these same type of services to support our WIIA and TAP grants. She would provide her expertise on an as needed basis and would only charge us for the actual time spent. Her billing rate is \$120/hr. So that we have some limit on the maximum amount of time spent, she has included a not to exceed number of \$15,000 which if was reached, it would come back to the Trustees for re-consideration. I find this service to be vital for at least 3 reasons:

- she is very knowledgeable about the obligations that come with receiving grant funds...which will keep us in good standing with NYSDEC/NYSDOT
- she will have time to dedicate to fulfilling these obligations in a timely manner...again, keeping us in good standing
- any time that I don't need to worry about these obligations, frees me up to work on other tasks that need attention.

# Templeton

landscape architecture & planning



## LETTER OF AGREEMENT

This agreement made between the **The Village of Cayuga Heights**, 836 Hanshaw Road, Ithaca, NY 14850, herein referred to as the "Village", and **Templeton Landscape Architecture and Planning**, 153 Pearsall Pl, Ithaca, NY 14850, herein referred to as "TLA&P" for providing to the Village professional grant administration, project tracking and other general planning and grant administrative services. This agreement pertains to current grants, including the New York State Environmental Facilities Corporation WWTP Improvements – Phase 1 Headworks Replacement C7-6382-03-00 and the NYSDOT Walking Safe Cayuga Heights TAP grant as well as other general assistance, on an as needed basis. This assistance will be provided in accordance with the terms and conditions set forth below:

4. **Services.** The Village hereby retains TLA&P to perform the following services related to grants:
  - a. Assistance with tracking and administration of grants
  - b. Periodic reporting and form completion
  - c. Contact and coordination with state and federal representatives
  - d. Contact and coordination with local, state and federal agencies
  - e. Meetings and coordination with Village officials and other representatives of the Village
  - f. Preparation and submission of payment requests
  - g. Tracking and submission of documentation related to MWBE compliance
  - h. Exploration of future grant funding opportunities
5. **Term of Agreement.** This agreement shall begin on June 18<sup>th</sup>, 2020 and will end on or before December 31<sup>st</sup>, 2020. Either party may cancel this agreement upon thirty (30) days written notice to the other party.
6. **Fee Schedule:** The consultant proposes to perform the above outlined services, as directed by the Village board, for the following fees:

Principal Licensed Landscape Architect \$120.00/hour

7. **Total Not to Exceed Sum:** By the signatures below, the parties hereby agree that the total sum paid by the Village to TLA&P for the services identified herein will not exceed the sum:

Fifteen Thousand and 00/100 dollars (\$15,000.00)

However, by written agreement of both parties, additional funding may be provided as a contract amendment once the initial sum is expended or as future assistance is required.



8. Payment. Payment will be based on time actually spent. Upon completion of the described services, TLA&P will submit a monthly statement, invoice and all necessary warrants and/or vouchers to the Village, setting forth the actual time spent fulfilling its obligations under this agreement. The Village agrees to pay TLA&P the amount due within thirty (30) days of receipt. A late charge of 1.5% per month will be added after 30 days.

9. Signatures. By the signatures provided below, both the Village and TLA&P agree to the terms and conditions set forth in this agreement.

\_\_\_\_\_ 2020 Linda Woodard, Mayor Date Michele A. Palmer

June 18, 2020  
Date

\_\_\_\_\_ *Michele A. Palmer*

Village of Cayuga Heights DBA Templeton Landscape Architecture & Planning  
836 Hanshaw Road 153 Pearsall Pl  
Ithaca, New York 14850 Ithaca, New York 14850  
Phone: (607)257-1238 Phone: (607) 273-1112

3. Through consultation with GHD, Danforth, NYSEG and others, it has been determined that the gas service at the WWTP will need to be improved to allow the new boiler(s) to function correctly (fix the noisy exhaust issue and other operating improvements). The best solution to achieve this level of gas supply is for NYSEG to install a new underground high-pressure gas service from the main to the main service building where the boilers are located (instead current 350' long low pressure pipe). Must to my surprise, they will provide the upgraded gas service for a service fee of \$2,583.89. The contractors at the site said that they wouldn't even fire up their backhoe for less than \$10,000. I have already submitted their invoice in this month's abstract of vouchers.

Once the new gas supply is installed, Evoqua will send out a technician (w/proper equipment) to fine tune the performance of the boiler to their manufacturer's specifications.

**EXHIBIT 2020-195**

**Clerks Report**

**-Village Tax collection**

06-16-20

14:41:02

**Village of Cayuga Heights - 2020 - 2021 - Village Tax Collection  
Trial Balance - All Swis Codes  
06-16-20**

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Original Warrant	2,953,319.20
Adjustments	0.00
	=====
Adjusted Warrant	2,953,319.20
Full Payments	814,858.23
Penalties	0.00
	=====
Total Collections	814,858.23
Taxes Outstanding	2,138,460.97