



**Village of Cayuga Heights**  
Board of Trustees  
Monthly Board Meeting  
Marcham Hall  
Wednesday, May 20<sup>th</sup> 7:00 p.m.  
AGENDA

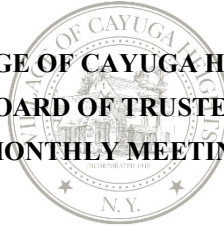
**EXHIBIT/PAGE**

1. **Call to Order:**
2. **Approval of Meeting Minutes:**
  - a. April 14, 2020 2020-178 pgs. 2-11
3. **Report of the Fire Superintendent Tamborelle: Submitted Report** 2020-179 pgs. 12-13
4. **Privilege of the Floor:**
5. **Report of Treasurer Mangione: Submitted Report** 2020-180 pgs. 14-21
6. **Report of Mayor Woodard:**
  - a. Appointment of Fred Cowett as Village Forester
  - b. Resignation of Trustee Friend
  - c. Appointment of Kristina Rennekamp as Village Trustee
  - d. Climate Smart Communities Culvert Right Sizing Grant 2020-181 pgs. 22
  - e. 2021 AOC Resolution 2020-182 pgs. 22-24
  - f. Budget Conversion Software to Excel 2020-183 pgs. 25
  - g. Street Light Update
  - h. Sunset Park
  - i. Property Taxes
7. **Report of the Trustees:**
8. **Report of Police Chief Wright: Submitted Report** 2020-184 pgs.26-27
9. **Report of Director of Public Works Wiese: Submitted Report** 2020-185 pgs. 28-30
10. **Report of Superintendent of Public Works Cross: Submitted Report**
  - a. T.G. Miller Engineering Services 2020-186 pgs. 31-34
  - b. MS4 Stormwater Coalition Report link
11. **Report of Clerk Walker: Submitted Report** 2020-187 pg. 35
12. **Report of Attorney Marcus:**

**EXHIBIT 2020-178**

**Minutes**  
**Zoom Meeting ID # 653845973**

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



**Wednesday, April 15, 2020**  
**7:00 p.m.**

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

**1. Call to Order:** Mayor Woodard calls the meeting to order at 7:02 p.m.

**2. a. Approval of Meeting Minutes: February 18, 2020 (Exhibit 2020-164)**

**Resolution # 8612**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the February 18, 2020 meeting minutes as presented.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

*Ayes:* Mayor Woodard; Trustees: Friend, McMurry, and Salton

*Nays:* none

*Abstentions:* Trustees Biloski, Marshall, and Robinson

**Motion Carried**

**2. b. Approval of Meeting Minutes: March 16, 2020 (Exhibit 2020-165)**

**Resolution # 8613**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the March 16, 2020 meeting minutes as presented.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* Trustee McMurry

**Motion Carried**

**3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2020-166)**

•The Village Fire Department held their annual election and the Board will need to approve the slate of officers.

**Resolution # 8614**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves the following Cayuga Height Fire Department Slate of Officers as voted on by the Cayuga Heights Fire Company and approved by the Cayuga Heights Fire Department Fire Council on April 6, 2020.

Fire Chief George Tamborelle

Assistant Fire Chief Joe Price

Assistant Fire Chief John Putnam

Assistant Fire Chief Mike Garrett

Lieutenant Brendan Bloodnick

Lieutenant Sophie Janowsky

Lieutenant Nick Supron

Lieutenant Josh Lachs

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

- Fire Superintenant Tamborelle states that the CHFD sprinkler system compressor has failed. The cost to replace it is \$7,150. The money will come out of the fire department maintenance fund.
- The overall call volume at the department has declined as a result of the students leaving campus in mid-March.
- The Fire department has a box of masks to hand out to Village employees that might not already have one.

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

- Village Attorney Marcus informs the Board that all televideo meetings have to be recorded and transcribed, although there may be future guidance come from the state in the future that modifies this requirement.

**5. Report of Mayor Woodard:**

**a. Public Hearing on Proposed Local Law A of 2020 -Tax Cap**

Mayor Woodard opens the Public Hearing at 7:20 p.m.

- No members of the public wish to speak.

Mayor Woodard makes a motion to close the Public Hearing at 7:20 p.m.

**Resolution # 8615**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard’s motion to close the Public Hearing on Proposed Local Law -A of 2020.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

- Mayor Woodard states that the Village did not need to exceed the tax cap for the upcoming fiscal year but, as a matter of home rule, the Board will set into law the right to override the tax levy limit.
- Trustee Salton would like clarification on why we need to pass this law if we will not exceed the tax cap.
- Village Treasurer Mangione states that New York State has relaxed previous limitations on municipalities for exceeding the tax cap.
- Village Attorney Marcus states that this is a Type II action exempt under SEQR 617.4c 26 - routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment.
- Trustee Robinson states that if we do not need to override the tax levy limit as part of the budget process then we should table this proposed local law.
- Village Treasurer Mangione states that she will need to inform New York State of the Village’s intentions.
- Mayor Woodard proposes to table proposed Local Law A of the year 2020.

**Resolution # 8616**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees will table the consideration of Proposed Local Law -A of 2020.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**VILLAGE OF CAYUGA HEIGHTS**

***PROPOSED LOCAL LAW A OF THE YEAR 2020***

**A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN**

## GENERAL MUNICIPAL LAW §3-C

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

**Section 1 Legislative Intent:** It is the intent of this local law to allow the Village of Cayuga Heights to adopt a budget for the fiscal year commencing in 2019 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

**Section 2 Authority:** This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c which expressly authorizes a local governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

**Section 3 Tax Levy Limit Override:** The Board of Trustees of the Village of Cayuga Heights, County of Tompkins, is hereby authorized to adopt a budget for the fiscal year commencing in 2019 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

**Section 4 Severability:** If a court determines that any clause sentence paragraph subdivision or part of this local law or the application thereof to any person firm or corporation or circumstance is invalid or unconstitutional the court order or judgment shall not affect impair or invalidate the remainder of this local law but shall be confined in its operation to the clause sentence paragraph subdivision or part of this Local Law or in its application to the person individual firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

**Section 5 Effective Date:** This Local Law shall take effect immediately upon filing with the Secretary of State.

### **b. Public Hearing on Proposed FYE 2020-2021 Village Budget.**

Mayor Woodard opens the Public Hearing at 7:35 p.m.

•No members of the public wish to speak.

Mayor Woodard requests a motion to close the Public Hearing at 7:35 p.m.

### **Resolution # 8617**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees will close the Public Hearing on Proposed FYE 2020-2021 Village Budget.

*Motion:* Trustee Robinson

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* none

### **Motion Carried**

•Mayor Woodard states that (on the topic of budgets), Cornell University announced last week that they are going to freeze hiring and salaries for the coming year.

•Trustee Marshall states that Cornell University did not have a choice given that the revenue stream has changed and asks if there is something happening that will affect the Villages revenue for the coming year?

- Mayor Woodard states that the Village portion of the County sales tax revenue will be down for the next year.
- Mayor Woodard states that the Board will be discussing a possible sewer rate increase at next month's Board of Trustees Meeting.
- Trustee Salton states that the Board did a thorough job of evaluating the tentative budget and he feels good about where the Village is positioned going into the new fiscal year.

Mayor Woodard requests a motion to accept and vote on the FYE 2020-2021 Budget.

**Resolution # 8618**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the FYE 2020-2021 Village Budget.

*Motion:* Trustee Robinson

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**c. Water and Sewer Bills:** Given the current situation with COVID-19 and people out of work, does the Village want to eliminate late fees for the next few water/sewer periods?

- Clerk Walker states that the Village has less than 15 percent of the residents that pay their bills late.
- Trustee McMurry states that we don't get a lot of people that are delinquent as a matter of course. So, if they are delinquent now then that may be a sign of distress, and therefore we should waive the fee.
- Trustee Robinson suggests that the Board allow Mayor Woodard to make that determination for waiving any late fees at the request of the property owners on a case by case basis and Trustees Biloski, Marshall, and Salton agree. The Village will publicize that the process for requesting waivers has been streamlined in the next eBlast.

**Resolution # 8619**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorize and approve Mayor Woodard to approve the waiver of any water and sewer late fees for Village residents who provide proof they are having financial difficulty making that payment.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**d. Brush and Bulky Trash Pickup:** Director of Public Works Weise will be able to have the DPW staff begin picking up brush piles after garbage collection on Tuesdays and Thursdays. The Village is still working on setting a date for a bulky trash collection. Director Weise will work directly with property owners who appear unaware of the pause in bulky trash collection.

**e. Airbnb:** A Village resident sent B. Cross an email asking about a refund for their short-term rental permit because Cornell has canceled their graduation ceremony.

•Trustee Salton states that the Board of Trustees should be open to any refund requests, and the Board agreed.

**-At this time Mayor Woodard invites GHD staff Nick Hatala and Howard Lafever to join the meeting and answer any questions about the design report for Phase 2 of the WWTP.**

•B. Cross states that the Village has received the final draft of the design report for Phase 2 of the Village Wastewater Treatment Plant from GHD.

•Trustee Marshall states that he would like to know if the cost analysis of Phase 2 has changed given the current situation we are in with COVID-19. GHD's Nick Hatala states that there have been no changes; but GHD could see an accelerated design schedule if the Village wanted to move forward with the Phase 2 report tonight.

•Trustee Salton states asks, "Given the current situation of construction what is the timeframe to start bids?" Nick Hatala suggests that, even with an accelerated schedule, the bidding process wouldn't take place until late winter for a spring start.

•B. Cross states that the Board of Trustees will need to accept the final GHD design report of Phase 2 of the WWTP

#### **Resolution # 8620**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the GHD Design Report for Phase 2 of the Village Wastewater Treatment Plant and authorizes the Mayor to sign the contract dated April 20, 2020 in connection therewith.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

#### **Motion Carried**

•B. Cross states that the Village Board of Trustees will need to approve the Engineering Joint Counsel Document Contract which will allow GHD to begin work on the final design phase which will cover the bidding and negotiation phase for the Village Wastewater Treatment Plant. (Exhibit 2020-172).

#### **Resolution # 8621**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the scope of services proposal from GHD Engineering Joint Consul Document Contract not to exceed \$640,000 (design and bidding phases) pending final review and approval by attorney Marcus.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees: Biloski, Friend, Marshall, McMurry, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion Carried**

•B. Cross states that several months ago Blue Heron, the general contractor working on the Village wastewater treatment plant encountered bedrock during excavating. Additional services were needed to remove that rock and a contract change order (Exhibit 2020-174) was created in the amount of \$21,851.02

**Resolution # 8622**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the official change order No. 1-02 for general contractor Blue Heron in the amount of \$21,851.02.

*Motion:* Trustee Salton

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

•B. Cross states that GHD has provided miscellaneous services associated with the Village Wastewater Treatment Plant and industrial wastewater pretreatment program administration including writing the industrial discharge permit. A company that has taken over the former Macom location (Odyssey) is seeking a discharge permit. Amendment No. 2 (Exhibit 2020-173) describes the new scope of services GHD will provide.

•Trustee Robinson would like to see a written agreement binding Borg Warner and Odyssey for the costs associated with seeking the industrial wastewater discharge permit.

**Resolution # 8623**

**WHEREAS,** GHD Consulting Services Inc. (ENGINEER) and the Village of Cayuga Heights, NY (OWNER) entered into an Agreement dated November 2, 2015 to perform miscellaneous services associated with the Cayuga Heights WWTP and industrial wastewater pretreatment program administration, including developing and issuing an industrial wastewater discharge permit to MACOM; and,

**WHEREAS,** the services under Task 1 were successfully completed with a permit issued to MACOM; and,

**WHEREAS,** ENGINEER has performed similar services in assisting the Village related to permitting for Borg-Warner in Amendment No. 1; and

**WHEREAS,** OWNER has requested additional services to complete permitting with Borg-Warner and a new industrial discharge facility, Odyssey Semiconductor.

**NOW, THEREFORE,** ENGINEER and OWNER agree to amend the Agreement as follows.

SCOPE OF SERVICES



Add:

1. **Task 5 - Borg-Warner Permitting Assistance.** Assist OWNER in review, preparation, and issuance of a revised/new industrial wastewater discharge permit to Borg-Warner in accordance with local sewer use law and State and Federal regulations under the Village's Mini Industrial Wastewater Pretreatment Program, administered through the New York State Department of Environmental Conservation (NYSDEC). Services shall also include any follow up coordination with the Borg-Warner, in support of, and as requested by the OWNER to complete the permitting process.
2. **Task 6- Odyssey Semiconductor Assistance.** Assist OWNER in review, preparation, and issuance of a new industrial wastewater discharge permit to Odyssey Semiconductor in accordance with local sewer use law and State and Federal regulations under the Village's Mini Industrial Wastewater Pretreatment Program, administered through the NYSDEC. Services shall also include any follow up coordination with the Odyssey Semiconductor, in support of, and as requested by the OWNER to complete the permitting process.

## SCHEDULE

ENGINEER will complete the Scope of Services within 180 days of authorization to proceed.

## FEE

The Scope of Services described above will be completed on an hourly basis for a cost not to exceed \$10,000 without prior authorization by OWNER, and as further defined below.

1. Task 5 - Borg-Warner Permitting Assistance
2. Task 6 - Odyssey Semiconductor Permitting Assistance

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

## Motion Carried

**f. Health Care Coverage:** Mayor Woodard states that The Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) has informed us that Excellus will pay 100% of claims related to any employees who have any COVID-19 related claims.

**g. Planning Board Alternate Appointment:** There is a vacant seat on the Village Planning Board.

Mayor Woodard would like to appoint Village resident Kirk Siegal to the position of alternate member of the Village of Cayuga Heights Planning Board.

## Resolution # 8624

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Kirk Siegal to the position of alternate member of the Village of Cayuga Heights Planning Board affective April 15, 2020.

*Motion:* Trustee McMurry

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

## **Motion Carried**

**h. LED Update:** Mayor Woodard states that New York Power Authority is still working on the design report for the Village Street Lights LED Project.

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

**a. Walking Safe Grant Update:** Trustee McMurry states that the NYS DOT has determined this project is essential construction so this project will continue as scheduled.

- Trustee Salton States that in Phase 4 of the CARES Act there will be legislation to support local municipalities.
- Trustee Friend mentioned that there are still supply shortages for essential employees serving on the front lines in NYC.

## **7. Report of Police Chief Wright: Submitted Report (Exhibit 2020-169)**

- Chief Wright states that this month was active. All NYS Executive Orders are being followed within the police department headquarters and when officers are dealing with the public.
- Trustee McMurry expressed her concern that the Ithaca City School District has refused to give the Cayuga Heights Police Department a key fob to give them access to Cayuga Heights Elementary School. Trustee McMurry will discuss this with Ithaca City School District Superintendent Brown and Deputy Superintendent Talcott.
- Trustee Salton states that this is a huge public safety issue.
- Trustee McMurry stated that as for the “playground closed” signage, she recommends Mayor Woodard bring up the issue of signage verses caution tape to prevent people from playing on the playground with the County before we discuss this with the school board.

## **8. Report of Director of DPW Wiese: Submitted Report (Exhibit 2020-170)**

- Director Wiese states that the newly hired laborer, Thomas Collins, will be starting on May 4<sup>th</sup>, 2020. There is no plan to bring on a summer helper due to the current COVID-19 situation.
- Director Wiese states with the current executive orders it will be hard to bring all of the staff back to work and maintain social distancing.
- The Village Hall bike rack is ready to be placed when Marcham Hall is open to the public.

•Director Wiese states that the 2007 dump truck that went to auction sold for \$17,600, which is about \$4,000 less than expected. With the current situation, Director Wiese states that there is no benefit to keep it, and we should accept the offer.

### **9. Report of Village Engineer Cross: Submitted Report (2020-171)**

•B.Cross states that Weathermasters can do the gutters on Marcham Hall for \$53,940 which is \$3,940 over the capital fund balance for this project. B. Cross will confirm that the project is considered either essential construction or an emergency repair, and will provide a start date at next Board meeting.

#### **Resolution # 8625**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorize and approves the transfer of \$3,940 from the contingency account to the Marcham Hall maintenance fund account (A162.410) to cover the final quote from Weathermasters.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

#### **Motion Carried**

•B.Cross informed the Board that as a result of the executive orders, the local code enforcement officer is in charge of zoning enforcement. Since that is the case, he is issuing construction permits only in emergency situations.

•Attorney Marcus states that as a result of NYS law not providing any mechanism of enforcement of executive orders, by default those individuals on the local level serve as the enforcement. The Village does not have any liability for failure to enforce an executive order.

•B.Cross states the Matco Electric might have to fix some LED lighting at the Village Wastewater Treatment Plant. The repair would qualify for reimbursement through the EFC Grant. Another issue at the wastewater treatment plant is the noise the new boiler makes. After a service call WWTP staff were told “that is just how they are made,” which Engineer Cross finds to be an unacceptable answer. The Village will hold the last payment to Evoqua Water Technologies until this issue is resolved.

### **10. Report of Treasurer Mangione: Submitted Report (Exhibit 2020-176)**

#### **Resolution # 8626**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #11 for FYE2020 consisting of TA vouchers 100-108 in the amount of \$16,642.03 and Consolidated Fund vouchers 737 - 801 in the amount of \$291,717.93 and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Salton

*Second:* Trustee Friend

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

*Nays:* none

*Abstentions:* none

**Motion carried**

•Trustee Friend noticed a tree stand in the Pleasant Grove Cemetery. Mayor Woodard confirms that the Town of Ithaca owns that property and the Town of Ithaca has an active deer management program.

**11. Report of Clerk Walker: Submitted Report (Exhibit 2020-177)**

•Village Clerk Walker states that the office has been functioning well given the current situation. Villagers are very appreciative of all the services and ability to have someone in the office on a daily basis.

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

**13. Adjournment:** Mayor Woodard requests a motion to adjourn the meeting at 10:10 p.m.

**Resolution # 8627**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Mayor Woodard's motion to adjourn the April Board of Trustees Meeting at 10:10 p.m.

*Motion:* Trustee Friend

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion carried**

## EXHIBIT 2020-179

May 19, 2020

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report April 2020

We ran 38 calls in April. The volume of calls has decreased but we do have bursts of activity. On the 29<sup>th</sup> and 30<sup>th</sup> we ran 12 calls in a two-day period. We had 14 calls in the Village of Cayuga Heights, 21 calls in the Town of Ithaca and 3 mutual aid calls. There were 27 EMS calls and 11 fire runs. At the end of the month we had the steady rain for several days and then a downpour on the 30<sup>th</sup> which did cause some water related calls in the district.

We have had a serious slowdown in training. We are still doing some group training, but we are working hard to ensure that we have the ability to spread members out so avoid close contact. We are doing a lot of driver training for those who wish to be cleared on the heavy trucks. This is a great benefit to the department.

We did move the slate of officers forward in April and all officers have assumed their duties. We did not hold our annual installation dinner and with the prospect of prolonged social distancing will probably forgo a banquet this year. There is discussion of a late August afternoon gathering to recognize our members and our accomplishments. We are planning on an afternoon barbeque at The Country Club of Ithaca if we can gather.

We did have two major issues with the physical plant at the station in April. The air compressor for the dry sprinkler system at the station failed. The compressor keeps water from filling the sprinkler pipes in the uninsulated areas of the station. While they were evaluating the compressor replacement it was determined that the 20-year-old gaskets in the main 4-inch manifold for the system had deteriorated to the point that water was leaking past. This became an emergency as the system was not working properly and the building was unprotected in the attic area. This became an emergency repair. ABJ Systems are the contractors for the system and we are required to pay prevailing wage, so the project became quite expensive. The work is done, and the system is back online. The second emergency project was replacement of the hot water heater for the station. It was discovered that the hot water heater, in the furnace room, was leaking heavily. We shut down the water to the heater and the leaking stopped. It was determined that after 20 years the heater had finally sprung a large leak. This happened on a Friday evening at 6:00. We contacted two local companies that do work at the station and Donahue and Halverson said they could do a replacement of the unit Saturday morning. With 8 bunkers living full time at the station we approved the emergency work, so we were not without hot water for until Monday. Donahue and Halverson arrived at 8:00 Saturday morning and were done with the removal and install by noon. The bunkers were very appreciative to have hot water back on.

We did lose a bunker this month. Long time member and bunker Boris Botchev took a job with the forest service at Mount Rainer as a search and rescue technician. Boris has been working out west every summer while a student at Cornell as a wildland firefighter. We are excited for him and this opportunity to continue

his passion for service. FF dan Halstead will fill his room. Dan is a student at the Architecture School at Cornell. He is from England and is currently “stuck” in London where he works as a constable. Dan is trying to figure out a way to get back to Ithaca and is very excited about bunking.

Morale is great at the station and everyone is doing their best to maintain all safe practices. We are hoping for a return to some semblance of normalcy soon.

Sincerely,

George Tamborelle

Fire Chief/Fire Superintendent

**EXHIBIT 2020-180**

**VILLAGE OF CAYUGA HEIGHTS  
TREASURER'S REPORT  
May 20, 2020**

**Budget:**

Submitted to NYS Office of the State Comptroller

**Reporting:**

The Fiscal Year Ended May 31, 2019 Audit documents have been received from Inero & Co. Included with this report are letters from Inero identified as Communication with Those Charged with Governance at the Conclusion of the Audit and Executive Comment Letter.

**Debt and Financing:**

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 current 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.

**Revenues and Expenses:**

March reconciliation has been reviewed and approved by Trustee Biloski.

**Approval of Abstract:**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #12 for FYE2020 consisting of TA vouchers 109 – 117 in the amount of \$3,590.14 and Consolidated Fund vouchers 802 - 863 in the amount of \$632,081.92 and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

*Joan M. Mangione*

**MONTHLY REPORT OF TREASURER**

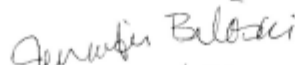
**TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS:**

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

DATED: May 18, 2020

  
TREASURER

	Balance 02/29/2020	Increases	Decreases	Balance 03/31/2020
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	-193,497.85	174,194.51	234,762.58	-254,065.92
CASH - SAVING	1,007,173.37	261.45	0.00	1,007,434.82
CERTIFICATE OF DEPOSIT	1,045,641.99	821.37	0.00	1,046,463.36
PETTY CASH	450.00	0.00	0.00	450.00
FIRE COUNCIL CASH ASSETS	-28,383.90	0.00	0.00	-28,383.90
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
<b>TOTAL</b>	<b>1,859,564.86</b>	<b>175,277.33</b>	<b>234,762.58</b>	<b>1,800,079.61</b>
<b>CD SPECIAL GRANT FUND</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>F WATER FUND</b>				
CASH - CHECKING	226,889.41	7,882.43	9,899.20	224,872.64
<b>TOTAL</b>	<b>226,889.41</b>	<b>7,882.43</b>	<b>9,899.20</b>	<b>224,872.64</b>
<b>G SEWER FUND</b>				
CASH - CHECKING	380,536.73	2,992.77	98,261.07	285,268.43
CASH - SAVINGS	18,443.00	4.79	0.00	18,447.79
CERTIFICATE OF DEPOSIT	410,657.97	726.22	0.00	411,384.19
<b>TOTAL</b>	<b>809,637.70</b>	<b>3,723.78</b>	<b>98,261.07</b>	<b>715,100.41</b>
<b>H CAPITAL FUND</b>				
CASH - CHECKING	109,437.45	0.00	145,537.79	-36,100.34
CASH FROM OBLIGATIONS	-56,000.00	0.00	0.00	-56,000.00
<b>TOTAL</b>	<b>53,437.45</b>	<b>0.00</b>	<b>145,537.79</b>	<b>-92,100.34</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	25,261.01	143,679.62	138,591.47	30,349.16
<b>TOTAL</b>	<b>25,261.01</b>	<b>143,679.62</b>	<b>138,591.47</b>	<b>30,349.16</b>
<b>TOTAL ALL FUNDS</b>	<b>2,974,790.43</b>	<b>330,563.16</b>	<b>627,052.11</b>	<b>2,678,301.48</b>

  
-18/20





**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE  
AT THE CONCLUSION OF THE AUDIT**

Mayor and Village Trustees  
Village of Cayuga Heights  
Ithaca, New York

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Cayuga Heights (the Village) for the year ended May 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 31, 2019. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village are described in Note 1 to the financial statements. During the year ending May 31, 2019, the Village adopted Governmental Accounting Standards Board (GASB) Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions." Other than the adoption of GASB Statement No. 75, no new accounting policies were adopted, and the application of existing policies was not changed during 2019. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Village's financial statements were:

Management's estimates of other postemployment benefit obligations, compensated absences, depreciation expense, and pension obligations are based on an actuarial analysis of postemployment obligations, current rates of compensation, estimated useful lives of capital assets, and information provided by New York State Employees' Retirement System and Police and Fire Retirement System, respectively. We evaluated the key factors and assumptions used to develop these estimates in determining they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosures of capital assets, pension obligations, short and long-term debt, other postemployment benefit obligations, and restatement, the details of which are presented in Notes 4, 5, 6, 7, 8, and 13 of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no material misstatements detected as a result of audit procedures.

#### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated May 6, 2020.

#### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a

condition to our retention.

**Other Matters**

We applied certain limited procedures to Management's Discussion and Analysis, budgetary comparison information, Schedule of Changes in the Village's Total OPEB Liability and Related Ratios, Schedule of Village's Contributions - NYSLRS Pension Plan, and Schedule of the Village's Proportionate Share of Net Pension Liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This information is intended solely for the use of the Village Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Insero & Co. CPAs, LLP Certified  
Public Accountants

Ithaca, New York May 6,  
2020

## MANAGEMENT COMMENT LETTER

Mayor and Village Trustees Village  
of Cayuga Heights Ithaca, New York

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Cayuga Heights (the Village) as of and for the year ended May 31, 2019 in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### OTHER MATTERS

#### **Prior Year Finding - Resolved**

##### General, Water, and Sewer Fund Expenditures

###### Finding:

In the prior year, General, Water, and Sewer Fund expenditures recorded in the Village's financial accounting software did not agree with the amounts reported in the Annual Update Document (AUD) filed with the New York State Office of the State Comptroller.

###### Resolution:

During the audit process in the current year, the AUD was corrected to agree with the Village's accounting software.

## DISCUSSION ITEMS

### Impact of Future Standards of the Governmental Accounting Standards Board (GASB)

The Village of Cayuga Heights is in the process of assessing the future effects of each of the following:

- GASB has issued Statement No. 83, "Certain Asset Retirement Obligations," effective for the year ending May 31, 2020.
- GASB has issued Statement No. 84, "Fiduciary Activities," effective for the year ending May 31, 2020. This statement improves guidance regarding identification of fiduciary activities for accounting and reporting purposes.
- GASB has issued Statement No. 87, "Leases," effective for the year ending May 31, 2021.
- GASB has issued Statement No. 89, "Accounting for Interest Cost Incurred Before the End of a Construction Period," effective for the year ending May 31, 2021.
- GASB has issued Statement No. 90, "Majority Equity Interests - An Amendment of GASB Statements No. 14 and No. 61," effective for the year ending May 31, 2020.
- GASB has issued Statement No. 91, "Conduit Debt Obligations," effective for the year ending May 31, 2022.

The Village will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

This letter does not affect our report dated May 6, 2020 on the basic financial statements of the Village.

This communication is intended solely for the information and use of the Village Trustees and management of the Village, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Inseor Co. CPAs, LLP*

Respectfully submitted

## **EXHIBIT 2020-181**

### **Authorizing Resolution:**

#### **Transmittal:**

I, Jeffrey Walker, the duly elected and qualified Village Clerk of the Village of Cayuga Heights, New York, do hereby certify that the following resolution was adopted at a regular meeting of the Village Board held on May 20, 2020 and is incorporated in the original minutes of said meeting and is on file and of record, and that said resolution has not been altered, amended or revoked and is in full force and effect.

#### **RESOLVED:**

That, Linda Woodard, Mayor of the Village of Cayuga Heights, 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.

#### **Be it further resolved:**

that the Village accepts the work scope and project budget as proposed by the NYSDEC and attached herewith.

## EXHIBIT 2020-182

TO Mayor Linda Woodard and Village Trustees  
Village of Cayuga Heights, 836 Hanshaw Road, Ithaca, NY 14850  
*by Email*

FROM: Wies van Leuken, Village of Cayuga Heights Representative  
Cable Access Oversight Committee (AOC)

DATE May 8, 2020

RE: AOC's 2021 PEGASYS Budget Recommendations

Attached with this letter, please find the Resolution of the Access Oversight Committee of May 5, 2020 with recommendations for the 2021 Budget for Public, Educational and Governmental Access operations ("PEGASYS" or "PEG" operations). Also attached to this Email is a statement of annual PEG Fee collections and expenditures to show the balance we have available for this Budget.

The Budget before you is a placeholder budget with an explanation. A small portion of the earmarked \$20,000.00 will be used to replace equipment as needed in the upcoming year, but most of it will be used to purchase equipment related to the replacement of the NEXUS, the playback system used to cablecast programs on Channel 13. The new NEXUS no longer includes switching devices that PEGASYS needs to cablecast live programs. We anticipate that Charter will pay for the NEXUS itself, as that device will now solely be used for transmission services, which are the responsibility of cable companies. We could not include specifics, because we had not received a quote from Charter Communications ("Charter") by the time of our meeting. We anticipate the costs to be less than the budgeted amount.

As you know, the City of Ithaca's Franchise Agreement with Charter Communications (d/b/a Spectrum in NYS), requires that the three participating municipalities (the City of Ithaca, the Town of Ithaca and the Village of Cayuga Heights) approve a budget for equipment every year by June 30<sup>th</sup> while the Agreement is in effect. This Budget is funded with the PEG Fees that are charged to Subscribers in the Participating Municipalities (\$0.15/subscriber/month). These Fees go directly from the Subscriber to Charter where they stay until the approved purchases are made. The AOC drafts a budget for these purchases and submits it to the respective municipalities for review and approval. This allows Subscribers, through their elected representatives, a say in what happens to their PEG Fees. Municipal approvals are entered into the minutes of the AOC's July meeting and submitted to Charter by the respective AOC representatives.

### **AOC Recommendations for 2021 Budget**

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

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

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

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

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



## EXHIBIT 2020-183

### GENERAL FUND ANNUAL OPERATING BUDGET - FYE2021

Fiscal Year	Taxable Assessed Valuation (TAV)	Increase from Previous TAV	Tax Levy	Tax Rate/M	Tax Rate Change from Previous Tax Rate	Value of increase/decrease	Revenue *	Appropriations *	Balance = Revenue - Appropriations
FYE2020	444,327,045	0.090%	2,883,683	6.49	0.0%	225,624	4,261,547	4,299,243	349,559
FYE2021	450,978,049	1.497%	2,926,848	6.49	0.0%	43,165	4,288,093	4,019,834	268,259

#### REVENUE \*

Property Taxes	2,926,848
Sales Tax	815,000
Intergovernment	190,000
CHIPS	111,194
Departmental Income	56,650
Mortgage Tax	50,000
Fines & Forfeitures	28,000
Sale of Property	27,000
Money Use	25,200
Utility Tax	22,000
State Aid	17,351
Permits	11,000
Tax Penalties	7,850
<b>TOTAL REVENUE</b>	<b>4,288,093</b>

#### APPROPRIATIONS \*

Departmental Appropriations	3,799,534
Contingency	100,000
Capital Projects	120,300
<b>TOTAL APPROPRIATIONS</b>	<b>4,019,834</b>

#### Capital Projects

Village Hall (PD) HVAC	10,000
825 Roof Replacement	13,250
FD Pickup	49,050
Police Durango	48,000
<b>TOTAL</b>	<b>120,300</b>

#### TAX CAP LIMITS

	NYS	VCH	Difference
TAX RATE (%)	1.780	1.497	0.283

## EXHIBIT 2020-184



### Village of Cayuga Heights Police Department

---

Jerry L. Wright  
Chief of Police

5/14/2020

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

Re: Report of the Police Department for April 2020

In the month of April, the police department received 411 calls for service. In addition to these calls 21 uniform traffic tickets were issued and 1 parking violation was cited. A breakdown of the calls for service is as follows:

There were no Felony incidents reported.

1 Misdemeanor Penal Law Incident was handled. A resident stated that during the evening hours, an unknown subject entered their unsecured vehicle. The vehicle had been rummaged through and approx. \$10.00 in loose change was reported missing. There are no known suspects in this case. A mass notification was sent via NIXLE reminding village residents of effective ways to prevent theft of property.

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.

1 Penal Law Drug Violation was handled. During investigation of a Traffic Stop the officer found a subject in the vehicle to be in possession of Marijuana. A charge of Unlawful Possession of Marijuana was filed.

2 Local Law incidents were observed, 2 for Dog Control and 1 for Noise. Officers handled 2 separate dog control complaints. In both incidents, residents reported loose dogs that had wandered onto their property. Dog owners were contacted and advised of the village dog control ordinance. A complaint of neighbors yelling and arguing was reported by a tenant in an apartment building. The tenant was advised to contact the landlord to notify them of the situation and to see if the matter could be handled civilly.

There was 1 motor vehicle accident reported in TraCs, none involving deer.

No other deer incidents were reported.

In summary 12 persons were arrested and the following 13 charges were filed: 5-AUO 3<sup>rd</sup>, 7-Suspended Registration, and 1-Unlawful Possession of Marijuana.

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

The full-time officers worked a total of 1.5 hours of overtime and the part-time officers worked a total of 136 hours.

Sincerely,

Chief Jerry Wright

## **EXHIBIT 2020-185**

### **Village of Cayuga Heights**

#### **Mike Wiese – B.O.T Report**

**May 20<sup>th</sup>, 2020**

**Staffing** – The DPW returned to normal duty on May 4<sup>th</sup>, 2020. At this point we brought on our new hire Tom Collins which returned our DPW to full staff after losing a Sr. MEO 14 months ago.

**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.

**Bike Rack** – A bike rack was purchased and is now at the Village Hall. We need to decide on a final location.

**NYSIF Field Rep Visit** – The return visit for the NYSIF Field Rep has been delayed until the COVID-19 issue has been resolved. The only remaining issue she discovered was a possible icing issue over the Northern exit door at the facility. I have met with Brent to develop plans of an overhang to protect the exit.

**DPW Site Improvement** – The work for this storm water improvement has begun. We anticipate having this work completed by May of 2021.

**Road Drainage** – We currently have a drainage issue at the intersection of Comstock and The Parkway. We have ordered the material to address this issue. Once the material arrives we will schedule to have this work completed.

**Marcham Hall** – The Police Department HVAC upgrade work has been completed and is functioning as anticipated.

**Village House** – Attempted to reach Weathermaster to get a quote for the roof replacement. No quote was received. I suggest moving forward with Crown Construction. Crown's quote is attached.

## Proposal

### 9605-6-WWG-20 Village of Cayuga Heights

ITEM	DESCRIPTION	QTY	UNIT	TOTAL	PRICE
Phs: 1	House Roof				
Div: 01	Plans and Permits				
	BUILDING PERMIT: Contractors to provide a building permit contingent upon plan approval by local building code enforcer. If additional work is required for code compliance, work will be performed at an additional cost to owner.				
	Building Permit				
01.0000.010		1	EA	176.00	176.00
Div: 02	Site Preparation				
	GROUND COVER: Lay protection on ground to help keep debris at a minimum				
	Exterior protection				
02.1000.010		1	EA	35.20	35.20
	LANDSCAPING AND GRADING: Note: While care to protect plants, flowers and grass is taken, proposed work and traffic may damage landscaping				
	<b>Contractor is not responsible for landscaping</b>				
	Any landscaping to be saved, to be moved by others before start of work				
	Landscaping				
02.1010.012		1	EA	0.00	0.00
	EXTERIOR WALL COVERING REMOVAL: Remove siding from existing exterior wall, reinstall				
	<ul style="list-style-type: none"> <li>• Clean and save for reinstall</li> <li>• Reinstall siding once flashing is completed</li> </ul>				
	Remove & reinstall siding				
02.1030.010		21	LF	13.08	274.61
	ASPHALT OR FIBERGLASS SHINGLES: Asphalt or fiberglass shingles – 1 or 2 layers				
	Costs of tearing off existing shingles down to roof deck, inspect roof deck, assess and report any water, rot and/or insect damage to homeowner				
	<b>Included labor of drying in of roof</b>				
	Roofing underlayment applied to ensure protection of home (see application for details)				
	Depositing debris onto tarps and hauled to truck or dumpster (dumping fee not included)				
	Remove shingles, 1 or 2 layers				

ITEM	DESCRIPTION	QTY	UNIT	TOTAL	PRICE
	<p>GAF TIMBERLINE HD: Install GAF shingles to roof deck            Manufacture's Limited Lifetime Warranty            110 MPH Wind warranty, Algae resistant</p> <ul style="list-style-type: none"> <li>Deck Armor underlayment with cap nails</li> <li>GAF pre-cut Starter Strip Shingles at eaves using 6 nails</li> <li>Galvanized shingle nails, NO staples</li> <li>GAF Seal A Ridge cap shingles</li> </ul> <p>Painted steel drip edge</p> <ul style="list-style-type: none"> <li>2" white in color</li> </ul> <p>Shingle color</p> <ul style="list-style-type: none"> <li>_____</li> </ul> <p>Timberline HD shingles,</p>	14	SF	434.97	6,089.52
09.0080.014					
	<p>ROOFING WARRANTY: GAF limited warranty</p> <ul style="list-style-type: none"> <li>See GAF warranty for details</li> </ul> <p>Gold Pledge Limited Warranty, GAF</p>				
09.0060.003		14	SQ	21.12	295.68
	<p>Div: 25 Clean-up</p> <p>GENERAL CLEAN-UP: Clean-up includes the picking up of scrap lumber and any other general debris. Job site to be picked up twice daily and left in an orderly manner at the end of the day. Job site to be swept clean daily. Dust and dirt will be kept to a minimum. No maid service is included with this proposal; however, it may be needed upon completion. Owner to pay for any maid service directly.</p> <p>Clean-up, general</p>				
25.0000.010		1	EA	1,308.10	1,308.11
	<p>DUMPSTER: Deliver and haul away a roll off dumpster            Note: Owner to spot location of dumpster, and although plywood can be laid down, ground surface beneath dumpster and truck may become indented or depressed depending on ground conditions</p> <p>Dumpster with tipping fees</p>				
25.0000.011		1	EA	1,293.60	1,293.60
<b>Grand Total</b>					<b>13,151.75</b>

---

Client Signature

Date

---

Contractor Signature

Date

---

## EXHIBIT 2020-187

### T.G. Millers

#### Payments to Engineer for Services and Reimbursable Expenses Basic Services - Lump Sum

---

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

#### ARTICLE 2 - OWNER'S RESPONSIBILITIES

##### C2.01 *Compensation for Basic Services (other than Resident Project Representative) - Lump Sum Method of Payment*

- A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer's Resident Project Representative, if any, as follows:
1. A Lump Sum amount of \$86,250 based on the following estimated distribution of compensation :

a. Study and Report Phase	\$13,000.
b. Preliminary Design Phase	\$30,200.
c. Final Design Phase	\$17,250.
d. Bidding and Negotiating Phase	\$ 2,500.
e. Construction Phase	\$20,000.
f. Post-Construction Phase	\$ 3,300.
  2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.
  3. The Lump Sum includes compensation for Engineer's services, reimbursable expenses and services of Engineer's Consultants, if any . Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.
  4. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.
- B. *Period of Service:* The compensation amount stipulated is conditioned on a period of service not exceeding 24 months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.

## **Resident Project Representative - Lump Sum**

---

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

### **C2.04 Compensation for Resident Project Representative Basic Services - Lump Sum Method of Payment**

- A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:
1. *Resident Project Representative Services:* For services of Engineer's Resident Project Representative, if any, under Paragraph A1.OS of Exhibit A, the Lump Sum amount of \$18,000. The Lump Sum includes compensation for the Resident Project Representative's services and reimbursable expenses. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, and expenses related to the Resident Project Representative's Services.
  2. *Resident Project Representative Schedule:* The Lump Sum amount set forth in Paragraph C2.04.A.1 above is based on part-time RPR services on a 4-hour workday Monday through Friday over a 50 day construction schedule. Modifications to the schedule shall entitle Engineer to an equitable adjustment of compensation for RPR services.
- 
-



This is **Appendix 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated May 20, 2020.

**Standard Hourly Rates Schedule**

*A. Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 2 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2.

*B. Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

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

\* Prevailing Wage Projects - Minimum hourly wage rates for SuNeyor 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.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Village of Cayuga Heights

Engineer: T.G. Miller, P.C.

By: \_\_\_\_\_

By: \_\_\_\_\_

Print name: Linda Woodard

Print name: David A. Herrick, P.E.

Title: Mayor

Title: President

Date Signed: \_\_\_\_\_

Date Signed: May 1, 2020 \_\_\_\_\_

Engineer License or Firm's Certificate No. (if required):

064974

State of: New York

Address for Owner's receipt of notices:

836 Hanshaw Road  
Ithaca, New York 14850

Address for Engineer's receipt of notices:

605 W. State Street, Suite A  
Ithaca, New York 14850

Designated Representative (Paragraph 8.03.A):

Brent Cross, P.E.

Title: Superintendent of Public Works

Designated Representative (Paragraph 8.03.A):

David A. Herrick, P.E.

Title: President

Phone Number: (607) 257-5536 \_\_\_\_\_

Phone Number: (607) 272-6477 \_\_\_\_\_

E-Mail Address: bcross@cayuga-heights.ny.us

E-Mail Address: dah@tgmillerpc.com

## Stormwater Annual Report

<https://lfweb.tompkins-co.org/WebLink/DocView.aspx?id=355634&dbid=11&repo=CayugaHeights>

## **EXHIBIT 2020-188**

### **Clerks Report**

- Penny has completed TC3-Biz online Microsoft Word and will continue with Microsoft Excel.
- Training is continuing on Water/Sewer billing and payments. We are completing the May billing period.
- Village property tax bill have arrived, and the office will be folding and mailing out bills late next week.
- Annual Village insurance renewals have been completed and submitted.
- The office will also be processing 2 abstracts in June.
- JCAP Grant resubmission will be composed of video conferencing equipment.
- I will be setting up a department head meeting for next week to discuss safety plans for compliance with Phase 1.