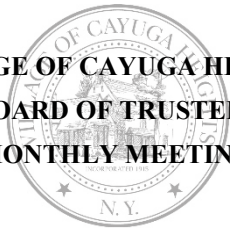


Minutes  
Zoom Meeting ID # 4118425407

VILLAGE OF CAYUGA HEIGHTS  
BOARD OF TRUSTEES  
MONTHLY MEETING



Wednesday, December 16, 2020  
7:00 p.m.

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

1. **Call to Order:** Mayor Woodard calls the meeting to order at 7:01 p.m.
2. **Approval of Meeting Minutes: November 18, 2020 (Exhibit 2021-025)**

**Resolution # 8871**

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

*Motion:* Trustee Marshall

*Second:* Trustee McMurry

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

3. **Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2021-26)**

•Fire Superintendent Tamborelle was not available at this time to speak.

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

5. **Report of Treasure Mangione: Submitted Report (Exhibit 2021-027)**

•Treasurer Mangione states that she is recommending several budget modifications to reflect unanticipated changes in revenues and expenditures. One example of an unbudgeted increase in revenue shown in this report is the ZBA permits fee schedule. There are also higher than expected returns on the sale of surplus equipment.

•Trustees Robinson, Salton and Rennekamp question the need to adjust revenue at this point versus the end of the year.

•Treasurer Mangione states that it is not required but helpful for the Board to see revenue sources since we are watching expenditures so closely, and this information was a response to the Village Finance Committee request.

•Mayor Woodard makes a motion to proceed with this resolution to include the revenue and expenditures.

**Resolution: 8872**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the following modifications to the FYE2021 Budget:

**GENERAL FUND:  
REVENUE**

Account A2110 ZBA FEES to \$2,000 from \$1,000. Currently at \$1,450. The adjustment increases A1990.400 CONTINGENCY by \$1,000.

Account A2590 BUILDING PERMITS to \$16,000 from \$8,000. Currently at \$10,900. The adjustment increases A1990.400 CONTINGENCY by \$8,000.

Account A2665 SALE OF EQUIPMENT to \$47,106 from \$20,106. Currently at \$47,106. The adjustment increases A1990.400 CONTINGENCY by \$27,106.

Note: A1990.400 CONTINGENCY is currently at \$87,157, having been reduced to cover PFRS adjustment at the 11/18/20 Board Meeting. The above increases make the account balance \$116,263.

**EXPENDITURES**

Account A1450.410 ELECTIONS - CONTRACTUAL to \$1,014.09 from \$1,000. The adjustment reduces A1990.400 CONTINGENCY by \$14.09.

Account A5112.100 STR CAP IMPR – PERSONAL SERVICES to \$37,719.71 from \$30,000.  
The adjustment reduces A5110.100 STREET – PERSONAL SERVICES by \$7,719.71.

**WATER FUND:**

**REVENUE**

Account F2144 SPRINKLER SERVICE to \$1,500 from \$1,200. Currently at \$1,190.76. The adjustment increases F1990.400 CONTINGENCY by \$300.

**EXPENDITURES**

Account F1910.430 INSURANCE to \$10,346 from \$10,000. The adjustment reduces F1990.400 CONTINGENCY by \$346.

**SEWER FUND:**

**EXPENDITURES**

Account G1910.430 INSURANCE to \$20,691.99 from \$17,500. The adjustment reduces G1990.400 CONTINGENCY by \$3,191.99.

*Motion:* Trustee Rennekamp

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

•Treasurer Mangione requests that the Board look at the information in her report related to debt and financing for the Village Wastewater Treatment Plant. Mayor Woodard states that this is helpful information to watch, especially when it comes time to pay interest on the loans.

**Abstract # 7**

**Resolution: 8873**

**Approval of Abstract:**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #7 for FYE2021 consisting of TA vouchers 58-68 in the amount of \$22,452.73 and Consolidated Fund vouchers 481 – 558 in the amount of \$462,838.52 and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Marshall

*Second:* Trustee Salton

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**6. Report of Mayor Woodard:**

**a. Annual Sewer Rate:** Mayor Woodard informs the Board that the Village uses a single criteria for determining sewer rates, and does not consider water meter size, as Bolton Point does. Under consideration is whether the Village should amend its laws to include meter size in the calculation of sewer rate.

•Mayor Woodard states that Bolton Point takes water meter size into account because it is their water traveling through their meter. Most larger meters are associated with fire sprinklers or hydrants and do not usually enter the sanitary sewer system. Therefore, after discussions with Village Engineer B. Cross, Mayor Woodard has determined that the Village should not use meter size as an additional method calculating sewer billing.

•Trustee McMurry asks if we are changing the local law passed at the October Board of Trustees meeting. Mayor Woodard states that this would only change the wording in Section 226-230 of the Village Code, section C - excluding water meter size, not the Local Law to amend the sewer rates.

- The Board agrees that it is not necessary to change the sewer law at this time.

**b. Gold Plan Update:** The Village PBA has agreed to change their healthcare plan to the Excellus Gold Plan.

•Mayor Woodard states that this discussion will take place in an executive session.

**c. NYSDOT Emergency Shared Service Agreement:** This agreement will allow the Village of Cayuga Heights DPW to share services with the NYS Department of Transportation without an emergency declaration.

•B. Cross states that this agreement will authorize sharing services and assist municipalities with street work or snow removal if DPW staffing levels are reduced because of COVID-19. The Village would likely rely on the Town of Ithaca in such an event, but it doesn't hurt to have a signed agreement with the NYSDOT.

•Mayor Woodard states that she has communicated with both the Town of Ithaca and the Village of Lansing and they have verbally agreed to support each other in the event that DPW staffing levels are decreased due to a COVID-19 outbreak.

**Resolution: 8874**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the NYSDOT Shared Services Agreement Emergency Assistance as presented in Exhibit 2021-029.

*Motion:* Trustee Robinson

*Second:* Trustee Biloski

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**d. Tompkins County Broadband Study:** Fujitsu Network Communications Inc. is proposing to conduct a comprehensive broadband study and rollout plan to the underserved in Tompkins County.

•Mayor Woodard would like to let this project mature some more before the Village commits \$3,000 towards this study.

•Trustee Salton adds that he spoke to Jason Liefer from the Town of Dryden, and the Town of Dryden is putting together their own plan for bringing broadband to their residents.

•Trustee McMurry states that with more remote schooling and video conferencing it is an issue that parts of the County do not have sound internet service. If the goal is to get all municipalities on board with this study to get the less connected areas connected, then she supports that concept.

•Trustee Salton states that the County should be the lead on this and provide more information. Mayor Woodard decides to table this discussion until more information is provided.

**e. Kline Road Bypass:** The Village will be asking the “gang of six” for approval to send overflow sewage (I &I) to the City of Ithaca’s Wastewater Treatment Plant. The next step for the Village is to install a flow restrictor, and Village Engineer B. Cross will speak to that in his report.

**7. Report of the Trustees:**

**a. Walking Safe Cayuga Heights Update:** Fisher and Associates have completed an updated design report and drawings.

•Trustee McMurry states that this updated project proposal eliminates the road shift on Kline Road, and in doing so has brought the project cost back into the scope of the budget.

- Trustee McMurry states that the next step for the Board is to approve the selection of Option A (south side of Kline) as the approved design alternative..
- Trustee Salton states that he would like to recognize the extra effort B. Cross and Trustee McMurry have put forth to accommodate all the resident's concerns with this project. Trustee Robinson agrees. Trustee McMurry states that B. Cross deserves a lot of the credit.
- Trustee Robinson inquiries about the concerns from Village residents on Wyckoff Road. Trustee McMurry states that a zoom meeting was held with those residents and believes that their primary concerns have been satisfied. The Village will continue to communicate with directly affected residents as the project progresses.
- Village Attorney R. Marcus, who attended that zoom meeting, suggests that it was clear that one of the residents did not internalize the distinction between the Village's right-of-way and their property. If there is going to be an issue going forward, it might be in this area.

**Resolution: 8875**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard or when necessary Village Engineer Brent Cross to sign the NYSDOT Option A as the preferred Design Report as presented in Exhibit 2021-031.

*Motion:* Trustee Rennekamp

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**b. 5 G Service Update:**

- Trustee Marshall states that the Village will need to develop a response to Verizon at some point. Trustee Marshall attended a meeting that solidified the fact that the Village will need protection through the passage of some local laws. The enforcement of the technical issues will involve the Village Planning Board. Verizon cannot apply until the Village signs a Master License Agreement.
- A draft version of the Town of Ithaca and City of Ithaca is available to review.
- Attorney R. Marcus asks if the attorney that Trustee Marshall met with is going to follow through with support as this process continues. Trustee Marshall states that the answer is unclear.

**c. NYSDEC Deer Management Plan:** NYDEC has revised its ten-year plan on NYS deer management.

- Trustee Salton states that he recommends the Board draft a response to NYSDEC. Mayor Woodard will reach out to the local Cortland office and inquire if the NYSDEC would value any input.
- Mayor Woodard states that some of the regulation changes do make sense considering there are fewer hunters. Our deer management plan is unique and doesn't fall into any area of this management plan.

## **8. Report of Police Chief Wright: Submitted Report (Exhibit 2021-032)**

•Chief Wright states that the Village Police Department had a full day of in-house training on the Body Worn Cameras with the Axon on December 8, 2020. Chief Wright will present some modifications to the proposed Village Body Worn Cameras (BWC) Policy at the next Public Safety Committee meeting.

•Chief Wright also states that Tompkins County will not be ready to adjust their recording system for the Village Police Department until the first week in January.

- Chief Wright would like to present to the Board the Village Draft BWC Policy at the January 20, 2021 meeting with the goal of implementing .

## **9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2021-033)**

•Director Wiese states that the Village leaf pickup wrapped up this week and everything is running smoothly at the Department of Public Works.

## **10. Report of Village Engineer Cross:**

•B. Cross states that he has reached out to T.G. Millers to put together a proposal for a spring “boots on the ground” approach to investigate inflow and infiltration (I & I).

•Trustee Salton would like the Public Works Committee to determine what work our own DPW staff is capable of completing versus hiring out.

•Trustee McMurry would also like some clarification on why it makes more sense to use the “boots on the ground” approach versus a metering approach. B. Cross states that there is a cost of renting the meters (\$15,000) and a variable that the meter would be placed in the right location to collect data. T.G. Miller has the flexibility to cover all areas of the Village as needed, which would provide more definite answers to which areas are producing I & I.

•Trustee Marshall asks whether the data collected will be enough to allow us to “fix” the I&I issues. B. Cross states that the Village might be further down the road in solving I & I, and we would be able to extend the work order with T.G. Miller.

•In closing, B. Cross states that TG Miller has made good progress with the design and coordination of the Inflow and Infiltration Meters “bidding” of the work. Since the work must be coordinated with and in compliance with group of six sewer systems, we plan to use the same contractors that have done the data management work at the IAWWTP, including sole source specifications, and price extension from other municipal contracts. Therefore, the Village will be contracting with LECTRE Development, Inc for the metering equipment. Some of the sewer main work will be done by the Village DPW and assistance from Matco Electric, who has also been working on the installation of sewer meters in the IAWWTP system.

•Although this work was not included in the Village budget, B. Cross has confidence that he can pay for these services from other sewer related funds in the current budget.

•Director of Public Works M. Wiese states that Matco has the proper credentialing and licensing to enter into manholes which increase the overall cost.

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## Village of Cayuga heights flow stations ELECTRICAL PROPOSAL

Date: 12/16/2020  
To: Brent Cross  
From: Will Simmons

**Included:**

All Electrical requirements as following work for the two flow stations.

Install 1 service per location village of Cayuga heights to do all excavation and back fill  
Install 100 amp feed to new service meter from Closest pole in conduit  
Install pedestal made of 2- 6x6 PT post with 2 layers of 3/4 pt. plywood 4'X4'  
Install one NEMA 4x stainless steel- 24x24x12 for new equipment (equipment supplied by others  
box supplied by Matco)  
Install one raceway class one div one group F Explosion proof from J-box to new man hole.  
Install new flow meter supplied by others. Confined space entry one per location all permits/  
paperwork PPE and safety equipment by Matco  
Coordinate with NYSEG for hook up.  
ESO numbers from NYSEG by village (Matco to assist)

**Excluded:**

Permit cost  
Excavation and Backfill  
Concrete and Rebar  
Fireproofing  
Dumpsters  
Toilets  
Utility fees  
Temporary service  
Temporary heat  
Temporary generators  
Temporary to trailers  
Cutting, Patching or Painting  
VFD's or Starters  
Allowances  
Overtime  
Shiftwork  
Special insurances  
Tax  
Bonds  
M/WBE Requirements  
BIM Modeling  
NYSEG cost

**Lot Cost for both locations..... \$27,172.00**  
**Material - \$12,992.00**  
**Labor- 14,180.00**

*William Simmons*

Project manager  
Matco Electric  
[wsimmons@matcoelectric.com](mailto:wsimmons@matcoelectric.com)  
P-607-343-4559



LECTRE Development, Inc.  
 1900 Empire Blvd., 173  
 Webster, NY 14580  
 PH 315-440-2564  
 EM lectre@cnyemail.com

Donald M. Harner, P.E., LEED A.P., CPESC  
 Project Manager T.G. Miller, P.C. Engineers and Surveyors  
 605 West State Street, Suite A Ithaca, NY 14850  
 T: 607-272-6477x233 | F:607-273-6322 | C:607-351-3508  
 CC: Brent Cross, Michael Wiese, Village of Cayuga Heights DPW  
 Ref: P#20-1204R1 1\_VCHRemingtonRdN\_10 & 2\_VCHRemingtonRdS\_12 Flows

**Budgetary Estimated Cost Pricing & Rates for:**

**1\_VCHRemingtonRdN\_10 & 2\_VCHRemingtonRdS\_12 Flows**

**As Per Proposal P#20-1204R1**

ITEM	QTY	DESCRIPTION	Price\$ US Estimate
1	LDI. 1_VCHRemingtonRdN_10 Proposal P#20-1204R1	<b>1_VCHRemingtonRdN_10</b> System Components & Options where applicable; Pulsar-Greyline AVFM 6.1 C1D1 System with QZ-2A Transmitter Sensor with 100' Cable & VSJ10" SS Pipe Mounting Band for 10"/250 mm ID pipes (adjustable ±0.5"/13 mm) STS Mounting Band Digi CSense Connect+ Verizon LTE IOT Device Data Collection Node 24VDC PS, Misc. Hardware, LTE Discrete Cell Antenna 1Yr Data plan, 1Yr-xSeat DataWebPortalAccess.csv Log Downloads, Above To Be Mounted by LECTRE in VCH supplied under MATCO Contract, Suitable Sized Enclosure to include AC Mains, Breakers Fuses m Term Blocks etc as required. Installation Mounting to be co-ordinate and or supplied by MATCO, Confined Space Manhole Entry, AVFM Transmitter Installation to be installed by MATCO	\$9575.00 US
1	LDI. 2_VCHRemingtonRdS_12 Proposal P#20-1204R1	<b>2_VCHRemingtonRdS_12</b> System Components & Options where applicable; Pulsar-Greyline AVFM 6.1 C1D1 System with QZ-2A Transmitter Sensor with 100' Cable & VSJ12" SS Pipe Mounting Band for 12"/300 mm ID pipes (adjustable ±0.5"/13 mm) STS Mounting Band, Digi CSense Connect+ Verizon LTE IOT Device Data Collection Node 24VDC PS, Misc. Hardware, LTE Discrete Cell Antenna 1Yr Data plan, 1Yr-xSeat DataWebPortalAccess.csv Log Downloads, Above To Be Mounted by LECTRE in VCH supplied under MATCO Contract, Suitable Sized Enclosure to include AC Mains, Breakers Fuses m Term Blocks etc as required. Installation Mounting to be co-ordinate and or supplied by MATCO, Confined Space Manhole Entry, AVFM Transmitter Installation to be installed by MATCO	\$9875.00 US
a/r S&H	LDI. VCHRemingtonRd_S&H Proposal P#20-1204R1	LDI. VCHRemingtonRd_S&H Proposal P#20-1204R1 <b>Estimated Shipping &amp; Handling</b>	\$395.00 US
		<b>LDI.3 V-CayugaHeights WWTP Inlet TOTAL</b>	\$19845.00 US
<b>Incurred Expenses</b>	Incurred Expenses- All additional incurred expenses, applicable will be billed at the discounted rate of <b>cost plus 18%</b>		Invoiced Separately at Cost plus 18%
<b>Travel &amp; Lodging Additional</b>	Additional Travel & Lodging, <b>if required &amp; applicable</b> , to be added and invoiced separately at cost Plus 18%, Unless otherwise specified, pre- arranged and agreed in written confirmation on file by Donald M. Harner P.E., T.G. Miller, Village of Cayuga Heights & LECTRE Development, Inc., A Change order for the amount & items will be submitted reviewed for any additional T&L at sole discretion of LECTRE Development, Inc.		Invoiced Separately at Cost plus 18%
<b>Ship &amp; Handling*</b>	SHIPPING AND HANDLING for any required supportive equipment & delivery of above items will <b>FOB DEST, PPD &amp; ADDED and invoiced separately. Unless otherwise specified, pre- arranged and agreed in written confirmation on file with Donald M. Harner P.E., T.G. Miller, Village of Cayuga Heights &amp; LECTRE Development, Inc.,</b>		FOB DEST, PPD & ADDED Invoiced Separately at Cost Plus 18%



**Resolution: 8876**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the T.G. Miller proposal Village of Cayuga Heights Remington Road area velocity flow meters through LECTRE Development Inc. and electrical work through Matco Electric.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**11. Report of Clerk Walker: Submitted Report (Exhibit 2021-024)**

•Village Clerk Walker states that the Draft Public Employer Health Emergency Plan for the Village has been reviewed by the Village department heads as well as the Administration Committee. The Board will have to pass a resolution supporting this plan and have it submitted to New York State by April 2021.

•Mayor Woodard suggests that Village Attorney R. Marcus review the drafted plan and report back to the Board at the January 20, 2021 Board meeting.

•Trustee McMurry states that she noticed that the categories of essential employees were still in a generic form. Clerk Walker will edit those categories to fit the Village profile.

•Village Attorney R. Marcus asks Clerk Walker how similar the Public Employer Health Emergency Plan is to the Village of Cayuga Heights Comprehensive Emergency Managing Plan. Trustee McMurry states that these two plans cover very different types of emergencies and do not seem related. Clerk Walker will have to compare the two plans and report back to the Board.

**12. Report of Attorney Marcus:** Attorney Marcus states that attorney R. Slaughter did leave a voice mail message last Friday around 5:00 p.m. but left no information.

**13. Executive Session:**

**Resolution # 8877**

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

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

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

**THEREFORE, BE IT RESOLVED THAT,** An Executive Session of the Village of Cayuga Heights Board of Trustees is conducted for the purposes of subsection (E) collective negotiations pursuant to article fourteen of the civil service law;

*Motion:* Trustee Robison

*Second:* Trustee Marshall

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

**Motion carried**

**Resolution # 8878**

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

*Motion:* Trustee Salton  
*Second:* Trustee Robinson  
*Ayes:* Mayor Woodard; Trustees: Biloski, Marshall, McMurry, Rennekamp, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion carried**

**Resolution # 8879**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign a Memorandum of Understanding with the Police Benevolent Association (PBA) to transition health insurance coverage to the GTCMHIC Gold Plan, with the Village subsidizing 100% of the out-of-pocket maximums and employees contributing 15% of the Gold Plan premium. The PBA contract will also be amended with regard to the use of sick time to pay for retiree health insurance and increasing the shift differential payment.

*Motion:* Trustee Marshall  
*Second:* Trustee McMurry  
*Ayes:* Mayor Woodard; Trustees: Biloski, Marshall, McMurry, Rennekamp, Robinson, and Salton  
*Nays:* none  
*Abstentions:* none

**Motion carried**

**14. Adjournment:** Mayor Woodard adjourns the meeting at 9:34 p.m.

