



Village of Cayuga Heights
Board of Trustees
Monthly Board
Meeting
Wednesday July 21, 7:00 p.m.
AGENDA

EXHIBIT/PAGE

1. **Call to Order:**
2. **Approval of Meeting Minutes:**
 - a. June 16,2021 2022-036 pgs. 2-15
3. **Report of the Fire Superintendent Tamborelle: Submitted Report** 2022-037 pgs. 16-17
4. **Privilege of the Floor**
5. **Report of Treasurer Laskaris: Submitted Report** 2022-038, 039 pg. 18-19
6. **Report of Mayor Woodard:**
 - a. Fund Balances 2020-2021 2022-040 pgs. 20-22
 - b. ARFP Update
 - c. Airbnb Monitoring Update
 - d. Kline Road By-Pass Update
 - e. Website Re-design- flourishdesignstudio.com
 - f. LED Update
 - g. Appointment of Mark Tate and Daniel Szpiro to the Village ZBA
7. **Report of the Trustees:**
8. **Report of Police Chief Wright: Submitted Report** 2022-041 pgs. 23-24
9. **Report of Director of Public Works Wiese: Submitted Report** 2022-042 pg. 25
10. **Report of Superintendent of Public Works Cross:**
11. **Report of Clerk Walker: Submitted Report** 2022-043 pg. 26
12. **Report of Attorney Marcus:**
13. **Adjournment**

EXHIBIT 2022-036

Minutes

Zoom Meeting ID # 99435490959

VILLAGE OF CAYUGA HEIGHTS

BOARD OF TRUSTEES

MONTHLY MEETING



Wednesday, June 16, 2021

7:00 p.m.

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

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

2. Approval of Meeting Minutes: May 18, 2021 (Exhibit 2022-023)

Resolution # 9000

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the May 18, 2021 Meeting Minutes as presented.

Motion: Trustee McMurry

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2022-024)

•Fire Superintendent Tamborelle was unable to attend tonight's meeting. Mayor Woodard did confirm that there will not be any movie nights at the Cayuga Heights Fire Department this summer.

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

5. Report of Treasurer Laskaris: Submitted Report (Exhibit 2022-025)

•Treasurer Laskaris states that she has started the Annual Update Document (AUD). In preparation for the AUD, Treasurer Laskaris will need a Board Resolution to bring any overdrawn expenditure accounts to zero in General, Water, and Sewer Funds.

•Treasurer Laskaris also states that the Village spent less than budgeted in FYE 2020-2021 and revenue was also less. She is hoping to close the FYE 2020-2021 by the end of June.

•Mayor Woodard states that she would like Treasurer Laskaris to produce a report showing specific accounts that were either over or under budget in FYE 2020-2021.

•Treasurer Laskaris requests a motion to approve the Year-End Budget Modifications.

Resolution: 9001

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes the Treasurer to make FYE2021 Final Budget Modifications as necessary to bring any overdrawn expenditure accounts to zero in the General, Water, and Sewer Funds.

Motion: Trustee Rennekamp

Second: Trustee Robinson

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

•Treasurer Laskaris states that she now requests a motion to approve the last Abstract of FYE 2020-2021 and the first Abstract of the FYE 2021-2022.

Abstract # 13

Resolution: 9002

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #13 for FYE2021 consisting of TA vouchers 124 – 127 in the amount of \$3,494.89 and Consolidated Fund vouchers 970 – 1036 in the amount of \$258,331.86 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson

Second: Trustee Rennekamp

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

Abstract # 1

Resolution: 9003

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #1 for FYE2022 consisting of TA vouchers 1 – 3 in the amount of \$15,875.64 and Consolidated Fund vouchers 1 – 34 in the amount of \$176,345.28 and the Treasurer is instructed to make payments thereon.

Motion: Trustee McMurry

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

6. Report of Mayor Woodard:

•Village Attorney R Marcus states that he is requesting that the Board re-vote on Proposed Local Law A of 2021. At last month’s Board of Trustees Meeting the Board held a Public Hearing and voted on this proposed local law however, notice from the County Planning Department signing off on this proposed local law as required under GML-239 was received after the vote, therefore a re-vote is required.

Resolution: 9004

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law -A of 2021 as Local Law # 1 of 2021

**VILLAGE OF CAYUGA HEIGHTS
PROPOSED LOCAL LAW A OF THE YEAR 2021**

**A LOCAL LAW TO AMEND THE CODE OF
THE VILLAGE OF CAYUGA HEIGHTS
CHAPTER 305, "ZONING," ARTICLE XVII, "SITE PLAN REVIEW,"
SECTION 305-118, “SITE PLAN REVIEW PROCEDURES”
TO PROHIBIT REMOVAL OF CERTAIN TREES
PRIOR TO SITE PLAN APPROVAL**

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

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to prohibit property owners from removing live trees greater than a specified size from their property in anticipation of the development of their property prior to site plan review. The intent of this Local Law is to modify the provisions of, and add provisions to, Section 305-118, "Site plan review procedures," of Article XVII, "Site Plan Review," of Chapter 305, "Zoning," (the "Zoning Law") of the Village of Cayuga Heights (the "Village") Code. The Village's Board of Trustees has determined that the requirements of Section 305-118 should include restrictions similar to those stated in Section 305-123(H)(1), "Street Trees, for minor and major subdivisions," of Article XVIII, "Subdivisions," of the Zoning Law.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law.

SECTION III AMENDMENT OF ZONING LAW ARTICLE XVII, “SITE PLAN REVIEW,” SECTION 305-118, "SITE PLAN REVIEW PROCEDURES"

In Section 305-118, "Site plan review procedures," of Article XVII, "Site Plan Review," of the Zoning Law, subsection A is hereby deleted in its entirety and replaced with the following:

§ 305-118. Site plan review procedures.

(A)

- (1) Prior to the filing of an application for site plan review, the applicant for a proposed project requiring site plan review shall have a pre-application discussion with the Zoning Officer, at which time the applicant shall present, in sketch form, the proposed project and other features and information necessary to explain and/or supplement the sketch layout.
- (2) No living trees with a trunk diameter at breast height (DBH) of six (6) inches or greater shall be removed from the area subject to site plan review prior to the Planning Board's issuance of site plan approval unless such removal has been approved by the Planning Board after consultation with the Village Forester.

SECTION IV SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations, and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Law of the Village of Cayuga Heights are deemed to be in conflict with the requirements of this Local Law, the terms of this Local Law shall govern and control.

SECTION V PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION VI EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Motion: Trustee McMurry

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

a. Public Hearing on Proposed Local Law-B of 2021:

•Mayor Woodard opens the Public Hearing at 7:17 p.m.

-No members of the public with to speak.

•Mayor Woodard closes the Public Hearing at 7:17 p.m.

•This Local Law amends the Subdivision regulations to make them consistent with the previously passed Local Law 1 of 2021 regarding tree removal.

•Village Attorney R. Marcus states that this is an exempt action under SEQR 617.5(c)(25) and (26) – official acts of a ministerial nature and routine or continuing agency administration and management. The Board accepts this determination.

•B. Cross states that this proposed local law was also submitted to the County Planning Department pursuant to GML Section 239 and we received no negative comments.

Resolution: 9005

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law -B of 2021 as Local Law # 2 of 2021

VILLAGE OF CAYUGA HEIGHTS

PROPOSED LOCAL LAW B OF THE YEAR 2021

A LOCAL LAW TO AMEND THE CODE OF

THE VILLAGE OF CAYUGA HEIGHTS

CHAPTER 305, "ZONING," ARTICLE XVIII, "SUBDIVISIONS,"

SECTION 305-123(H), "STREET TREES FOR MINOR AND MAJOR SUBDIVISIONS," AND

SECTION 305-124, "SUBDIVISION REVIEW PROCEDURES," SUBSECTION (A)

TO PROHIBIT REMOVAL OF CERTAIN TREES

PRIOR TO SUBDIVISION APPROVAL

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

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to clarify the prohibitions against property owners removing live trees greater than a specified size from their property in anticipation of subdivision of their property prior to

subdivision review. The intent of this Local Law is to modify the provisions of, and add provisions to, Section 305-123(H), "Street trees, for minor and major subdivisions," and Section 305-124, "Subdivision review procedures," subsection (A) of Article XVIII, "Subdivisions," of Chapter 305, "Zoning," (the "Zoning Law") of the Village of Cayuga Heights (the "Village") Code.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal home Rule Law.

SECTION III AMENDMENT OF ZONING LAW ARTICLE XVIII, "SUBDIVISIONS," SECTION 305-123(H), "STREET TREES FOR MINOR AND MAJOR SUBDIVISIONS"

Section 305-123(H), "Street trees, for minor and major subdivisions," of Article XVIII, "Subdivisions," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

H. Street trees, for major subdivisions only.

(1) The issuance of each building permit for building improvements on lots adjacent to a public street shall be subject to planting one tree per 40 feet of street frontage.

(2) Tree and planting specifications shall comply with standards set by the Village's Street Tree Advisory Committee.

(3) All trees will be subject to inspection by the Village Forester at the time of planting.

SECTION IV AMENDMENT OF ZONING LAW ARTICLE XVIII, "SUBDIVISIONS," SECTION 305-124, "SUBDIVISION REVIEW PROCEDURES" SUBSECTION A

Section 305-124, "Street trees, for minor and major subdivisions," subsection (A) of Article XVIII, "Subdivisions," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

(A) (1) Prior to the filing of an application for subdivision review, the applicant for a proposed subdivision of land shall have a pre-application discussion with the Zoning Officer, at which time the applicant shall present, in sketch form, the proposed layout of streets, lots, and other features and information necessary to explain and/or supplement the sketch layout.

(2) No living trees with a trunk diameter at breast height (DBH) of six (6) inches or greater shall be removed from the area subject to subdivision review prior to the Planning Board's issuance of subdivision approval, unless such removal has been approved by the Planning Board after consultation with the Village Forester.

SECTION V SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Law of the Village of Cayuga Heights are deemed to be in conflict with the requirements of this Local Law, the terms of this Local Law shall govern and control.

SECTION VI PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION VII EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Motion: Trustee Hubbell

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp and Robinson

Nays: none

Abstentions: none

Motion Carried

b. Public Hearing on Proposed Local Law C of 2021: Amending the Village annual sewer rates.

- Mayor Woodard opens the Public Hearing at 7:21 p.m.

-No members of the public with to speak.

- Mayor Woodard closes the Public Hearing at 7:21 p.m.

- Mayor Woodard states that she would like to withdraw Proposed Local Law C of 2021 from consideration.

c. American Rescue Fund Projects (ARFP): The Village has submitted a request for distribution of ARFP funds this afternoon. The Village will receive \$195,000 this year and the same next year.

- Mayor Woodard states that she has requested from the Village Department Heads cost proposals for ARFP. The following is a list of proposed projects and costs.

- 1.Village Website \$6200
- 2.Video Conferencing \$8000
- 3.Sidewalk repair and gaps \$30,000
- 4.Rt 13 Sewer Study \$20,000
- 5.DPW Roof \$22,500
- 6.Two New Streetlights on Wycoff Road \$8000 (likely spent next year)
- 7.Walking Safe Cayuga Heights Fisher Amendment \$13000
- 8.Air Spade Tool \$2500
- 9.Sewer Line Sleeve on Pleasant Grove Road \$94,380.72

- Trustee Robinson would like some clarity on a what type of timeframe the Village has to spend the ARFP funds. Mayor Woodard states that the money should be in our account any day and we have until December 31, 2024 to use it. The funds must be allocated by July 9. Clerk Walker confirms that, that is correct.

d. NYCLASS: New York Cooperative Liquid Assets Securities System (NYCLASS) is a short-term, highly liquid investment fund, designed specifically for the public sector. NYCLASS provides the opportunity to invest funds on a cooperative basis in short-term investments that are carefully chosen to yield favorable returns while striving to provide maximum safety and liquidity.

- Mayor Woodard states that the Village Finance Committee met on this subject, and it looks to be a smarter way to manage money since regular savings account interest rates are so low.

- Trustee Rennekamp states that this is a money market fund where municipalities pool their resources to get better rates. There are no minimum amounts or minimum time for these deposits to be used and, as a municipality, there is no loss of principal.

- Treasurer Laskaris states that she will reach out to the Village Bond Attorney and Tompkins Trust Company to express the desire to pull money out of the bank and into a NYCLASS account. It is surprising that we have never heard about this money market for municipalities. She further states that this would still fall within the Village Investment Policy.

- Trustee Rennekamp states that opening an NYCLASS account gives the Village more flexibility and bargaining power with our bank.
- Treasurer Laskaris will set up the account and prepare a Board resolution for the July 21, 2021 meeting.
- Trustee Hubbell suggests contacting other municipalities to see how well this money market works.

e. Kline Road By-pass: After several meetings between the "Gang of six," and the Village and Town of Lansing, an agreement has been made establishing an annual payment of \$10,500 to the Ithaca Area Waster Water Treatment Facility (IAWWTF) for the ability to send sewage to their plant.

- Mayor Woodard states that in the event that the Village has to send sewage to the IAWWTF, the City of Ithaca will bill us at a rate of three times the normal rate. The \$10,500 will be proportionately shared by all, as follows: the Town of Ithaca 53%, the Town and Village of Lansing 17%, the Village of Cayuga Heights 9% and the Town of Dryden 4%.

- The Village can now pay the Town of Ithaca for last year’s sewer payment balance of \$124,000.
- Trustee Robinson states that he wanted to thank Mayor Woodard and both the Town and Village of Lansing for all the insight they provided to dispute the City of Ithaca’s proposals. B. Cross acknowledged that the whole group did a good job of coming to a resolution to solve this issue once and for all.
- Village Attorney R. Marcus inquires about who will be drafting the new “gang of six” agreement. Mayor Woodard states that she has requested the Town of Ithaca draw up new the documents. This will be a five-year agreement.

f. Bulky Trash and Brush pickup: DPW staff have reported that the volume of bulky trash and brush continues to prevent them from completing the Village wide pickups in one day.

- Mayor Woodard would like to propose moving bulky trash pick-up from the third Friday to the third Monday of the month, beginning in October. The Brush pick-up would also change from the first Friday to the second Monday.
- Trustee Robinson is concerned about the holidays that fall on Mondays but agrees that the concept makes sense. Trustee McMurry agrees, and this allows the property owner the weekend to get their bulky trash out.
- Clerk Walker will incorporate this news into the E-newsblast and website. Mayor Woodard will put together a article in the annual Village newsletter that will go out in September.

7. Report of the Trustees:

a. Walking Safe Cayuga Heights Update:

- Trustee McMurry states that she needs a resolution authorizing Mayor Woodard to sign a supplemental agreement to our contract with Fisher & Associates in order to add a historic resources study to the design phase of this project. (Exhibit 030).

Resolution: 9006

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor

Woodard to sign the supplemental agreement to the contract with Fisher & Associates adding a historic resources study to the design phase of Walking Safe -Cayuga Heights Project in the amount of \$13,000.

Motion: Trustee Hubbell

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

8. Report of Police Chief Wright: Submitted Report (Exhibit 2022-031)

•Chief Wright was unable to attend this meeting and there were no questions about his report.

9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2022-032)

•Director Wiese states that the investigation into Infill & Infiltration on Pleasant Grove Lane is evolving. Currently they are marking underground utilities and will be hiring Drain Brain to camera additional sewer lines.

•Paving will begin next week on Midway Road, Iroquois Road (Parkway-Triphammer) and Highland Road to E. Upland.

•Director Wiese states that last month he had two pieces of equipment sent to auction. One 2004 Jeep Grand Cherokee and a 16ft. trailer.

Resolution: 9007

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby declares the 2004 Jeep Grand Cherokee SUV V # 1I4GR48K35C580457 as surplus and authorizes and approves the auction price of \$1,951 from June 1, 2021.

Motion: Trustee Robinson

Second: Trustee Rennekamp

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

Resolution: 9008

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby declares the 1998 Cargo Mate Trailer GVWR 7000lb V # 4X4TSES23WB012132 as surplus and authorizes and approves the auction price of \$1,050 from June 1, 2021.

Motion: Trustee Robinson

Second: Trustee Rennekamp

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none
Abstentions: none

Motion Carried

- Director Wiese states that the DPW facility suffered some wind damage from a spring storm and, after inspection, it has been determined that the roof needs to be replaced. After getting quotes for replacement, he has decided to have a 30ml silicone-based material installed over the existing roof. The Weathermaster contract cost is \$22,500 but will increase 30% after July 1, 2021.
- Director Wiese requests the Board consider passing a resolution to approve this action.

Resolution: 9009

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the notice to proceed portion of the Weathermasters Contract in the amount of \$22,500 to be paid out of contingency or ARFP.

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

Motion Carried

10. Report of Village Engineer Cross: Submitted Report (EXHBIT 2022-034)

a. Phase 2 WWTP:

- B. Cross states that he is extending a pre-invitation tour of to the WWTP before phase 2 constructions begins.
- Trustee Robinson states that the staffing changes at the WWTP have not affected Yaw’s ability to prepare for the next phase and B. Cross agrees.
- B. Cross states that at last month’s meeting the Board passed resolutions accepting the bids for phase 2 of the WWTP project. Tonight, he is requesting the Board authorize Mayor Woodard to sign the contracts prepared by GHD.

Resolution: 9010

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the WWTP Upgrade -Phase 2 General Construction Contract for Blue Heron Construction Company LLC in the amount of \$4,842,611

Motion: Trustee McMurry
Second: Trustee Robinson
Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson
Nays: none

Abstentions: none

Motion Carried

Resolution: 9011

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the WWTP Upgrade -Phase 2 Electrical Contract for Matco Electric Corporation in the amount of \$1,365,500

Motion: Trustee Robinson

Second: Trustee Hubbell

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

Resolution: 9012

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the WWTP Upgrade -Phase 2 HVAC Contract for King and King Mechanical Inc. in the amount of \$329,517

Motion: Trustee Robinson

Second: Trustee Marshall

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

b. Borg Warner: B. Cross states that a couple of years ago, the Village entered into a contract with GHD Engineers for development of a new operating permit for Borg Warner Automotive current industrial discharge that is being treated at the Village WWTP. The US Environmental Protection Agency has made a determination that Borg Warner's current process is categorically considered to be a "metals finishing" process, and therefore Borg Warner needs to fulfill all of the EPA's requirements for meeting a full national discharge permit. The original contract with GHD Engineers is still in place and still has time/dollars available to continue. They are proposing to continue working on the project on an hourly basis and the exact amount of cost over the current contract is being estimated at less than \$5,000.

Resolution: 9013

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the amended the scope of services with GHD for additional work on the Borg Warner discharge permit in the amount of \$5000.

Motion: Trustee Robinson

Second: Trustee Hubbell

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

c. Culvert Right Sizing Project Update:

•B. Cross States that the Planning and Design work by TG Miller Engineers continues on the Culvert Right Sizing project for Cayuga Heights Road. The current engineer's opinion of probable cost for the original scope of work (which includes 9 separate culvert locations) is \$703,754. This includes the replacement of culvert (#1) located at the north end of the Village. In the process of designing this culvert, TG Miller Engineers have come to the opinion that the current culvert was installed by NYSDOT at the time of NYS Route 13 project. Therefore, their recommendation is to withdraw this location from the current scope of work, in hopes of convincing NYSDOT to take responsibility for replacing culvert #1 at their cost. By removing culvert (#1) from the scope of work, this reduces the total cost of the project to \$594,264, which is within the original construction budget of \$595,768. It is important to note that the scope of work includes the cost of additional drainage work parallel to Cayuga Heights Road between culvert (#7) and culvert (#8). This is work that is being done in an attempt to balance the flows from the east side of the road to the west side of the road. This is intended to mitigate overflows that have happened in the past at N. Sunset Drive.

•Director Wiese states that he has ordered this projects culvert pipe directly through N.Y.S on O.S.G contract which will avoid any bid markups for this project.

•Mayor Woodard states that she would like a motion to approve this report which will allow T.G. Miller to move into the bid stage of this project.

Resolution: 9014

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the T. G. Miller Design Report in the amount of \$594,264 and authorizes T.G. Miller to prepare bid documents for the Culvert Right Sizing Cayuga Heights Road Project.

Motion: Trustee Marshall

Second: Trustee Hubbell

Ayes: Mayor Woodard; Trustees: Hubbell, Marshall, McMurry, Rennekamp, and Robinson

Nays: none

Abstentions: none

Motion Carried

11. Report of Clerk Walker: Submitted Report

•Clerk Walker states that the Administration Committee will decide on a website design company when they meet next Tuesday.

•Clerk Walker also states that Bolton Point now has the ability to create E-bills for the water and sewer payments. There will be a training offered on June 29, 2021 hosted by Williamson Law Book. The cost is \$1500 per year with an annual support fee of \$555. Clerk Walker feels that this is not a cost-effective addition to the current format we use to collect payments.

- Mayor Woodard states that she was one of the main advocates for this process but is very surprised of software cost and annual support to the municipalities.

- Clerk Walker notes that the new information aide, Kiersten Perkins, is doing very well in her position.

Marcham Hall Re-opening:

- Clerk Walker states that Marcham Hall is now open to the public.

- Mayor Woodard notes that Tompkins County was recently cited as having the highest vaccination rates in the state, and the 5th highest in the country.

- This will be the Board’s last meeting via Zoom. The July 21, 2021 Board meeting will be held in Marcham Hall.

12. Report of Attorney Marcus:

- Village Attorney R. Marcus states that there is no new information on the topic of last month’s Executive Session.

- In closing Mayor Woodard states that there will be a LED software training next Monday. Overall, the lights have been well received.

13. Adjournment: Mayor Woodard adjourns the meeting at 09:32 p.m.

EXHIBIT 2022-037

July 19, 2021

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report June 2021

June was a month! The volunteers of the Cayuga Heights Fire Department ran **70** calls in June! We had 33 calls in the Village of Cayuga Heights, 33 calls in the Town of Ithaca and 4 mutual aid calls. There were 25 EMS calls and 45 fire runs. Most of the calls were weather related. On June 21st and June 30th, we had multiple calls for trees down and many of them involved power lines. One the 21st we ran 12 calls in 3 hours and on the 30th we had 8 calls in 1 hour! Many of these calls required us to block roads, mostly in the lower village. There were times when we were moving from one call to another leaving road cones and barricades in place when we were able to do so. When the calls involve live wires, we always try to leave personnel on the scene to prevent people from driving past the barricades. There was amazing cooperation between the fire department, DPW and police department during these times to ensure everyone was in the loop on where the emergencies were. When we were able to, the fire department and NYSEG would cut up the trees and move them to the side of the road and the DPW would remove the debris the next day. There were a couple times when we needed assistance with heavy equipment to clear the roads. On June 18th we were requested mutual aid to Varna for a reported fire at The Plantations Restaurant. L231 and a full crew were the second piece of apparatus on the scene. Firefighters from our department were immediately placed into the initial attack and the primary search of the second-floor apartments. Unfortunately, the initial spread of the fire prevented a quick suppression, and the decision was made to go defensive and make an exterior attack of the fire. L231 stayed in position and by the end of the fire had flowed over 25,000 gallons of water. Crews from the station responded in the support vehicles and at one point we had 16 CHFDF members on scene. The initial call for help was at 0230 and we were released from the scene at 1030 that morning. Our members worked closely with other departments and the officers from our neighboring agencies were amazed at our seemingly endless supply of fresh manpower and how well our members performed, I was not surprised at either observation!

We are doing more informal training through the summer. We have many members who are spending the summer in Ithaca so there always seems to be some form of drills happening. We did go to the training center in Etna to use their maze facility. NYSEG had an old storage building that they donated to Etna several years ago. Many departments donated time and materials to turn the building into a large maze. It is an amazing opportunity to move through the building and then move walls around, so the next scenario is completely different. We are getting ready to go live with EMS Charts in mid-July. There have been several trainings for the system administrators. We have spent countless hours working through the admin side of the system. There have been multiple day and evening training sessions getting everyone ready for the transition from paper to electronic charting.

At this time, we are still being told that the inspection trip to Florida for the new ladder will be in late August. We have not seen any pictures from E-One showing the ladder in production yet, so I am not sure their timeline is as safe as they think it is. We have been in contact with Command Fire and if we are going to get the truck in early September, we hope to release the current ladder in mid-August.

It has been great to have so many people in town this summer. We have been very lucky, with the call volume we have been experiencing, to have the manpower to cover the increase in calls. I cannot remember a busier month. It is funny how the morale at the station is never better then when we are busy.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2022-038

**VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
July 21, 2021**

Approval of Abstract # 2

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #2 for FYE2022 consisting of TA vouchers 4-13 in the amount of \$37,456.55 and Consolidated Fund vouchers 35-132 in the amount of \$559,538.12 and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

Joan M. Laskaris

Municipal Cooperation Resolution

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Village of Cayuga Heights
Entity Name wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the Village of Cayuga Heights
Entity Name wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Joan Laskaris, Mayor of
Key Contact* Title
Village of Cayuga Heights
Entity Name is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

Key Contact Signature
Linda Woodard
Printed Name

Mayor
Title
07/21/2021
Date

*The key contact on an account is the main point of contact for an entity. They receive voting credentials for Governing Board elections and all other important communications.

EXHIBIT 2022-040

GENERAL FUND BALANCE SHEET 20-21

ASSETS

A200	CASH - CHECKING	836,294
A201	CASH - SAVING	559,722
A202	CERTIFICATE OF DEPOSIT	100,370
A203	CERTIFICATE OF DEPOSIT	503,165
A204	CERTIFICATE OF DEPOSIT	402,981
A210	PETTY CASH	450
A230	FIRE COUNCIL CASH ASSETS	-7,314
A231	GROUNDS WORK RESERVE	0
A232	POLICE COMP TIME RESERVE	0
A233	CULTURAL & HISTORIANS RESERVE	0
A250	REAL PROPERTY TAXES RECEIVABLE	0
A380	ACCOUNTS RECEIVABLE	24,272
A391	DUE FROM OTHER FUNDS	5,450
A440	ACCTS REC - OTHER GOVT	70,955
A480	PREPAID EXPENSES	0
TOTAL	TOTAL	2,496,346

LIABILITIES

A600	ACCOUNTS PAYABLE	112,507
A601	ACCRUED LIABILITIES	8,372
A630	DUE TO OTHER FUNDS	-999
A690	OVERPAYMENTS & CLEARING	3,186
TOTAL		123,067

FUND BALANCE	UNEXPENDED FUND BALANCE	2,373,279
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SEWER FUND BALANCE SHEET 20-21

ASSETS

G200	CASH - CHECKING	548,692
G201	CASH - SAVINGS	0
G202	CERTIFICATE OF DEPOSIT	416,099
G360	SEWER RENTS RECEIVABLE	28,270
G380	ACCOUNTS RECEIVABLE	0
G391	DUE FROM OTHER FUNDS	0
G440	DUE FROM OTHER GOV'T	215,764
G480	PREPAID EXPENSES	0
TOTAL		1,208,824

LIABILITIES

G600	ACCOUNTS PAYABLE	100,249
G601	ACCRUED LIABILITIES	661
G630	DUE TO OTHER FUNDS	0
TOTAL		100,910

FUND BALANCE	UNEXPENDED FUND BALANCE	1,107,914
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WATER FUND BALANCE SHEET 20-21

ASSETS

F200	CASH - CHECKING	248,812
F201	CASH - SAVINGS	0
F250	WATER RENTS RECEIVABLE	94,250
F391	DUE FROM OTHER FUNDS	0
F480	PREPAID EXPENSES	0
TOTAL		343,062

LIABILITIES

F600	ACCOUNTS PAYABLE	54,751
F601	ACCRUED LIABILITIES	425
F628	BOND PAYABLE: WATER DISTRIB SYS	0
F630	DUE TO OTHER FUNDS	0
TOTAL		55,176

FUND BALANCE	UNEXPENDED FUND BALANCE	287,886
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EXHIBIT 2022-041



**Village of Cayuga Heights
Police Department**

7/7/2021

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

Re: Report of the Police Department for June 2021

In the month of June, the police department received 405 calls for service. In addition to these calls, 63 uniform traffic tickets were issued, and 4 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony Penal Law Incidents reported.

9 Misdemeanor Penal Law Incidents were handled. 2 Larceny complaints of stolen bicycles were received. There are no suspects at this time. 4 incidents of Criminal Mischief were reported after subjects stated their vehicles had been scratched with an unknown object by an unknown person in the overnight hours. There are no suspects or leads. 3 reports of Fraud were investigated. In one incident a resident was contacted by a fraudulent business claiming to be Amazon.com. The resident sent \$500.00 to the fraudulent business. The police report was filed in an attempt for the resident to get the money returned. A second complaint was made by a resident stating that an out of state unemployment insurance claim had been filed in her name. This was a fictitious claim. The resident wanted to have a report on file in the event they had their identity compromised. The last Fraud report involves a resident claiming to have been scammed by a contractor that was hired to make home repairs. There is a suspect, and the investigation is ongoing.

After investigation into 3 Traffic Stops, 1 Misdemeanor charge of Aggravated Unlicensed Operation of a Motor Vehicle 3rd and 2 Misdemeanor charges of Suspended Registration were filed.

3 Penal Law Violations were handled. The investigation of 2 reports of Harassment and 1 report of Trespass at the same location, were found to be Civil in nature as they turned out to be landlord/tenant disputes and non-criminal.

7 Local Law complaints were reported. 4 Noise Complaints including 2 reports of Loud music were made. In the first incident the on-duty officer did observe the music to be above the accepted level. The source was notified, and they turned the music down without further incident. The second Noise complaint was not able to be located. A 3rd complaint of noise was made after a resident stated that the trash removal

truck was arriving in the early morning hours prior to the accepted time stated in the village local laws. The trash service was contacted and given express notification that if the situation persisted, they would be fined according to the village's local law. A last complaint was made by a resident reporting a suspicious noise coming from the vacant apartment below them. Building maintenance was contacted; the noise was thought to be coming from pipes.

1 Mental Health incident was handled after a Check the Welfare complaint was made. The on-duty Officer took custody of an individual who made threats to harm themselves. The subject was taken into custody under the Mental Hygiene 9.41 Law and taken to a hospital for evaluation.

1 Bench Warrant was executed. The wanted subject was apprehended by an assisting agency on unrelated charges and found to have an existing warrant out of Cayuga Heights Court. Subject was taken into custody by CHPD officers, arraigned and remanded to Tompkins County Jail on Bail.

1 Motor Vehicle accident was reported, not involving deer.

There were no other incidents involving deer reported.

Officers took part in the following trainings and/or events took place in the month of June: Over the course of the month Officer Adam Langlois continued training with the Crisis Negotiation Team (CNT) with the Ithaca Police Department.

The full-time officers worked a total of 34 hours of overtime and the part-time officers worked a total of 272 hours.

Sincerely,
Chief Jerry Wright

EXHIBIT 2022-042

Village of Cayuga Heights
Mike Wiese – B.O.T Report
July 21st, 2021

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.

Code Enforcement –

No training events were attended.

Sewer –

A new manhole has been set at the end of Sunset Drive. This manhole will hold a new sewer meter which will help measure flow from the “old village”. We are currently coordinating with MATCO to install all required electrical so the meter can be fully functional by mid-August.

We have scheduled the manhole work at the Kline Road bypass to be performed during the week of July 19th. The intended work will put a gate blocking flow to the City of Ithaca and redirect flow down Sunset Drive. In the event of too much flow the gate will act as a weir and allow flow over top of it.

The sewer lines along Pleasant Grove have not been fully videotaped and are being sent to a lining company to determine the extent of the work required.

Paving –

Summer paving has been completed. Road striping is scheduled however due to weather the date continues to be pushed.

Personnel-

We welcomed a seasonal worker who began working on July 19th. We had originally decided to not hire a seasonal worker however due to the demand this summer it was decided to bring someone on board. Josh Randall has been a seasonal worker in the past and fits in well with the crew.

EXHIBIT 2022-043

07-19-21

13:28:36

**Village of Cayuga Heights - 2021 - 2022 - Village Tax Collection
Trial Balance - All Swis Codes
07-19-21**

Original Warrant	2,961,103.84
Adjustments	0.00
=====	
Adjusted Warrant	2,961,103.84
Full Payments	2,895,545.75
Penalties	1,828.60
=====	
Total Collections	2,897,374.35
Taxes Outstanding	65,558.09

- Tax collection is ahead of last year by \$31,611.57
- Kiersten is taking a online Excel course and has been working with the water billing program.
- Penny and Kiersten will be attending OSC Municipal Account once dates have been set.
- Zufall Communication quote update. Waiting on 2 more quotes from Link Multimedia and TCIT Department. I recommend we purchase the equipment directly and install it ourselves. I hope to purchase equipment this month and be up and running for the October BOT Meeting.
- The Administrative Committee will discuss website content with Flourish Design Studio starting next week.
- I will be taking vacation time from August 17-29. Penny will be running the August BOT meeting.