

Minutes

Zoom Meeting ID # 4118425407

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
MONTHLY MEETING



Wednesday, March 17, 2021

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.

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

2. Approval of Meeting Minutes: February 17, 2021 (Exhibit 2021-053)

Resolution # 8897

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the February 17, 2021 meeting minutes as presented.

Motion: Trustee Biloski

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Discussion: Trustee Robinson asks Clerk Walker to modify a sentence on the Town of Ithaca Taxes topic. Clerk Walker will make that change.

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2021-054)

- Fire Superintendent Tamborelle states that half of the fire department bunkers have received their second COVID vaccine shot.
- Mayor Woodard asks Fire Superintendent Tamborelle if the department has been back to the vacant house that had a water pipe burst last month. Fire Superintendent Tamborelle deferred to Village Engineer B. Cross.
- B. Cross states that he does not know the status of the mitigation process of that home at this point.

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

5. Report of Treasurer Mangione: Submitted Report (Exhibit 2021-055)

- Treasurer Mangione states that the INSERO audit draft is almost complete.
- Treasurer Mangione presents the February Abstract for the Board to approve

Abstract # 10

Resolution: 8898

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #10 for FYE2021 consisting of TA vouchers 101-108 in the amount of \$20,485.69 and Consolidated Fund vouchers 723-799 in the amount of \$362,235.65 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

•Mayor Woodard states that the tentative FYE 2022 Budget should be completed and presented to Clerk Walker this Friday.

6. Report of Mayor Woodard:

a. Village Election Results: Two incumbents, Richard Robinson and Peter Salton, and a new candidate, Kent Hubbell, ran unopposed for the three Trustee positions. There were no write-in votes. The Village is waiting for the Tompkins County Board of Elections to count the absentee ballots and certify the election.

•Mayor Woodard states that a total of 61 Village residents voted at yesterday's Village Election.

b. Honoring Trustee Biloski: Trustee Biloski is retiring from the Board after serving three terms as Village Trustee.

Resolution: 8899

RECOGNITION OF THE PAST AND CONTINUED OUTSTANDING PUBLIC SERVICE OF JENNIFER BILOSKI

WHEREAS Jennifer Biloski has served the Village of Cayuga Heights with honor and distinction since 2015, providing the Village with exceptional stewardship as a Village Trustee; and

WHEREAS, Jennifer has brought respect and integrity to her role as the Village Deputy Treasurer, a position she has held since May of 2016; and

WHEREAS, Jennifer has been a vital contributor as a member of to the Village's Communications Committee, Human Resources Committee, Public Safety Committee, Finance Committee, and as Chair of the Administration Committee; and

WHEREAS, Jennifer has made a substantial contribution to the Village Emergency Plan and was instrumental in the Village's codification process of all Village Laws and Ordinances; and

WHEREAS, the Village has benefitted greatly from Jennifer's knowledge, experience, intelligence, organization, and attention to detail in each and all of these roles.

NOW, THEREFORE, BE IT RESOLVED, that the Cayuga Heights Board of Trustees does hereby commend Jennifer Biloski for her dedication, commitment, and outstanding past and continued public service to the Village of Cayuga Heights.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: Biloski

Motion Carried

c. Schedule a Public Hearing on Proposed FYE 2021-2022 Budget:

•Treasurer Mangione states that, in order to follow New York State law, the Village will need to hold the Proposed Annual Budget Public Hearing at the Village Annual Organizational Meeting on April 1st, 2021 at 7:00 p.m. The final budget will be submitted to New York State by April 15th2021.

Resolution: 8900

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing to seek comments on the Proposed Village of Cayuga Heights Annual Budget FYE 2021-2022 on April 1st, 2021 at 7:05 p.m.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

•Mayor Woodard suggests that we send a link of the FYE 2021- 2022 Proposed Budget in the next Enewsblast and post it on the website.

d. Schedule a Public Hearing on Proposed Local Law A of 2021-Tax Cap.

•Mayor Woodard would like the Board of Trustees’ opinion on seeking public comment and potentially passing this local law. The FYE 2021-2022 Proposed Annual Budget will not come close to exceeding the state tax cap.

•Trustee Robinson and Marshall suggest that it is not necessary for the Village to move forward on this proposed local law.

•Mayor Woodard and the Board of Trustees agree to table the scheduling a Public Hearing on Proposed Local Law A of 2021- Tax Cap.

e. 2020 Annual Village Justice Report: Village Justice Glenn Galbreath presents his report to the Board as written in Exhibit 2021-059.

- Justice Galbreath states that 2020 was all about addressing COVID-19 complications. Village Court was forced to close by the state. It later reopened virtually and is only recently holding court in person every Tuesday and on the first Thursday of the month. Justice Galbreath also states that our cases have dropped by a third and court collections have dropped in half. The Court is limited on the issuance of warrants and will likely need to catch up on these as things open up next year.

- Justice Galbreath further states that because of COVID-19, arraignments needed at night or on the weekends are now processed through a court justice on call.

- Trustee Salton asks Justice Galbreath how he feels about court arraignments in Tompkins County and the Justice Courts and he whether he would support a centralized arraignment court.

- Justice Galbreath states that the bail reform process has not affected his court. His experience setting a smaller bail amount ensures the individual will return to court. Justice Galbreath also states that, for the last year, arraignments have been virtual, and there is really no need for a centralized courtroom.

- There have been no evictions during the pandemic, so there is likely to be a surge in these cases next year. It is likely that in the future, the eviction court cases will remain virtual.

- In Closing, Justice Galbreath states that the Board is always welcome to attend and observe Village Court.

f. Historians Annual Report: Exhibit 2021-059

- Village Historian, Bea Szekely, submitted a written report.

- Mayor Woodard states that the Village Historian Szekely is writing a book on the Village of Cayuga Heights.

g. Kline Road By-Pass Update: Mayor Woodard presented to Town of Ithaca Supervisor Rod Howe a proposal to pay all of 2020 Village sewage charges processed by the Ithaca Area Wastewater Treatment Facility (IAWTF) from the “Old Village” in exchange for a memo of understanding allowing the Village to shut off the Kline Road by-pass.

- Mayor Woodard states that she hopes to hear back from Supervisor Howe this week.

- Trustee Marshall inquires as to why we need to have permission to shut off the Kline Road by-pass.

- Mayor Woodard states that this is a long-standing contract with the other municipalities and the Village which requires us to coordinate any such changes with all members of the “gang of six”.

- B. Cross states that as a sewer provider the Village is obligated to not only the "gang of six" but also the Town and Village of Lansing who are the municipalities that benefit from this agreement.

- Mayor Woodard states that all of the municipalities are working toward a common goal of solving Infill and Infiltration (I & I).

- Trustee Salton states that the Village needs to examine the NSYDEC regulations on I & I with regards to managing a sewer treatment facility efficiently. Trustee Salton is willing to research this issue and report back to the Board. B. Cross offers his support and to contribute data from the newly installed flow meters as that data becomes available.

h. LED Update:

- Mayor Woodard reports that the LED fixtures are in and now we are waiting for NYPA to receive the controllers for those fixtures.

7. Report of the Trustees:

a. Walking Safe Cayuga Heights Update: Last month the NYSDOT Environmental Division on historical resources reached out to the Village requesting more information on the impact of the sidewalk on 511 Kline Road which is within the historic district.

- Trustee McMurry states that we responded to those comments, and now NYSDOT Environmental Division on historical resources has concerns about the portion of the project on Wyckoff Road. This was quite surprising since there is no historic district on Wyckoff Road and the two properties on this road are not designated historic structures.

- Trustee McMurry states that the committee has asked for clarification from NYSDOT and is meeting with Village Historian B. Szekely tomorrow to gather more information on the historic appropriateness of a sidewalk on Wyckoff Road.

- B. Cross also states that since last month's meeting, he has received new information about tree clearing and possible bats nesting in trees. The Village will only have to contact a biologist who will examine the tree to make sure there are no nesting bats. This eliminates the urgency to clear trees before the end of March.

b. Greater Tompkins County Municipal Health Insurance Consortium Update:

- Trustee Salton states that the consortium has hired an in-house finance manager.

8. Report of Police Chief Wright: Submitted Report (Exhibit 2021-060)

- Chief Wright states that there were a few noise complaints this month, none of which were violations of the public health ordinance.

- Chief Wright states all of the full-time employees have completed their annual quality assessment career development reviews for the new year. The Part-time employee assessments will be next.

- Chief Wright further states that he hopes that the Body Worn Cameras will go live around the last weekend of March.

- Mayor Woodard suggests that we put something in the Village Enewsblast and on the website announcing that the Body Worn Cameras (BWC) are now live.

- Trustee Marshall asks Chief Wright if the Village of Trumansburg was implementing BWC once again. Chief Wright states that is correct and in fact, they were the first department to utilize BWC's in the county several

years ago. At that time, the product was not up to expectations and eventually was taken out of service. Since then, Chief Nelson (Trumansburg's Chief of Police) has re-invested in the Axon BWC's.

a. NYS Police Reform Draft: Governor Cuomo issued [Executive Order 203](#) on June 12, 2020. Under the terms of the order, "Each local government entity which has a police agency must convene the head of the police department and stakeholders in the community to (1) perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and (2) develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color. Such plan must be adopted by the governing board by April 1, 2021."

- Chief Wright states that he is presenting the Village of Cayuga Heights Police Reform Plan Draft to the Village Board of Trustees tonight for Board approval. New York State has indicated that it does not intend to provide feedback on plans submitted pursuant to E.O. 203.

- The Village Public Safety Committee reviewed and supports this draft.

Resolution: 8901

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees acknowledges Executive Order 203 and has diligently followed the directions therein; therefore, the Village Board of Trustees approves and authorizes Chief Wright to submit the Proposed Village of Cayuga Heights Police Reform Plan to New York State as presented.

Motion: Trustee Biloski

Second: Trustee McMurry

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

Nays: none

Abstentions: none

Motion Carried

9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2021-062)

- Director Wiese states that the DPW staff had a busy month dealing with several water main breaks.
- Trustee McMurry asks Director Wiese if he knew why there were so many water main breaks.
- Director Wiese states that one possibility could be moisture in the ground that continues to thaw and freeze which could shift or crack a joint in the pipe.
- Fire Superintendent Tamborelle states that it is possible that water flow training at the fire station could have caused the water main breaks. The department uses the master stream devices which are the large stream water hoses used on large fires. These devices, when opened, draw large volumes of water. One theory is that when the devices are closed it forces water to stop which could cause a burst in the water line.
- Fire Superintendent Tamborelle states that going forward any future master flow training will take place at the City of Ithaca training center until we could take a closer look at the water main at the station.

- Trustee Robinson asks if there are any apparent correlations between the hydrant at the fire station and water main breaks. Fire Superintendent Tamborelle states that there was one other water main break near the fire station, but it was years ago and has never happened in a situation when they were fighting a fire.

- In Closing, Director Wiese states that when there is a water main break in the Village our process is first to call Dig Safe and mark underground utilities and then contact NYSEG (who uses a third-party vendor) to address any buried electric lines before any digging can start. Unfortunately, it can take several hours before we are able to begin investigating where the leak might be.

10. Report of Village Engineer Cross:

- B. Cross states that bids for Phase 2 of the WWTP project have been advertised and, as of today, we have four general contractors that have taken out Phase 2 plans. After the bid is accepted and opened on May 6, 2021, GHD will draw up the contracts and they will need Board approval.

- B. Cross states that we will be ordering the second boiler for the WWTP from the same vendor as the first boiler-EVOQUA. This will allow us to lock in current pricing and avoid contractor markups.

- In anticipation of Phase 2 construction, Village Attorney R. Marcus has drawn up an easement agreement with the owner of the adjacent property so contractors will have an area to store materials.

- B. Cross also states that, after discussions with NYPA, the LED enhancements portion of the project could be paid for with the grant money built into the NYPA contract. We still need to decide what technologies the Village would want to utilize.

- B. Cross states that he has made contact with a contractor who can replace the broken glass in the Marcham Hall greenhouse. Repairs can be paid for from money in this year’s budget.

- B. Cross states that the only action item that he is presenting to the Board tonight is seeking authorization for Mayor Woodard to sign three change orders for work performed in Phase 1 of the WWTP project.

Resolution: 8902

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign Change Order No 1-03 Blue Heron in the amount of \$16,792.08 for an extended time due to COVID-19 on construction work.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 8903

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign Change Order No 2-02 Matco Electric Corporation in the amount of \$0.00 for an extended time due to COVID-19 on construction work.

Motion: Trustee Robinson

Second: Trustee Marshall

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 8904

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign Change Order No 3-02 John W. Danforth Company in the amount of \$0.00 for an extended time due to COVID-19 on construction work.

Motion: Trustee Biloski

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

a. Public Employer Health Emergency Plan: Governor Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease.

•Clerk Walker states that both the Teamsters Union and PBA Union have signed off on the Village prepared plan as well as Village Attorney R. Marcus, the Public Safety Committee, and the Village Administration Committee.

Resolution: 8905

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Village of Cayuga Heights Public Employer Health Emergency Plan as presented in Exhibit 2021-064.

Motion: Trustee Salton

Second: Trustee McMurry

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

Nays: none

Abstentions: none

Motion Carried

•Mayor Woodard additionally reports that she will be meeting with the Teamster DPW staff and union representative next week to begin discussions on switching to the GTCMHIC healthcare plan.

b. 408 E. Upland Road Water Bill: A water pipe broke within the building and the owners are seeking relief from the sewer portion of their bill.

•Clerk Walker states that the building is vacant, and the quarterly sewer portion is \$16.80. Based on Bolton Point's meter reading from February 4th thru February 6th produced a sewer charge of \$189.17.

Trustee Robinson inquires about how the office credits an account in this type of situation. Clerk Walker states that a written request for an adjustment is made by Bolton Point, and then the account is then credited. No money is exchanged.

Resolution: 8906

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes the reduction of sewer charges for the account that occurred at 408 E. Upland Road. The amount is to be reduced to the minimum quarterly charge for a vacant property resulting in a credit of \$189.17. This adjustment will be applied to the next quarterly billing cycle.

Motion: Trustee Marshall

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

12. Report of Attorney Marcus:

•Village Attorney R. Marcus requests that the Board enter into an attorney/client privilege session.

13. Adjournment: Mayor Woodard adjourns the meeting at 9:28 p.m.

