



[Zoom Link 4118425407](#)  
**Village of Cayuga Heights**  
Board of Trustees Monthly Meeting  
May 18, 2022 7:00 p.m.

	<b>EXHIBIT/PAGE</b>
<b>1. Call To Order</b>	
<b>2. a. Approval of April 20, 2022 Meeting Minutes</b>	2023 – 015 pgs. 2-13
<b>b. Approval of the May10, 2022 Special Joint BOT/Planning Board Meeting Minutes</b>	2023 – 016 pgs. 14-17
<b>3. Report of the Fire Superintendent Tamborelle:</b>	2023 – 017 pgs. 18-19
<b>4. Privilege of the Floor:</b>	
<b>5. Report of Treasurer Dolch: Submitted Report</b>	2023 – 018 pgs. 20
<b>6. Report of Mayor Woodard</b>	
a. Public Hearing on Proposed Local Law B of 2022/ Resolution -Video Conferencing	2023 – 019 pgs. 21-22
b. Schedule a Special Joint Meeting with the Planning Board - RaNic	
c. Sunset Park Proposal & R. Marcus Resolution	2023 – 020 pgs. 23-24
d. Lead Update	
e. AOC Budget Resolution	2023 – 021 pgs. 25-29
f. Brush and Bulky Trash Pickup	
<b>7. Report of the Trustees:</b>	
<b>8. Report of Police Chief Wright: Submitted Report</b>	2023 – 022 pgs. 30-31
<b>9. Report of Director of Public Works Wiese: Submitted Report</b>	2023 – 023 pg. 32-33
<b>10. Report of Superintendent of Public Works Cross: Submitted Report</b>	2023 – 024 pgs. 34-35
<b>11. Report of Clerk Walker: Submitted Report</b>	2023 – 025 pgs. 36
<b>12. Report of Attorney Marcus:</b>	
<b>13. Adjournment</b>	

**EXHIBIT 2023-015**

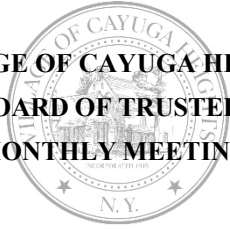
**Minutes**

**Zoom Meeting ID # 4118425407**

**VILLAGE OF CAYUGA HEIGHTS**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**



**Wednesday, April 20, 2022**

**7:00 p.m.**

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

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

**2a. Approval of Meeting Minutes: March 16, 2022 (Exhibit 2023-005)**

**Resolution # 9194**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the March 16, 2022, meeting minutes as presented.

*Motion:* Trustee Robinson

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**Motion Carried**

**2b. Approval of the Annual Organizational Meeting Minutes: April 4, 2022 (Exhibit 2023-006)**

**Resolution # 9195**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the Annual Organizational Meeting Minutes April 4, 2022 meeting minutes as edited with the corrected number of appointment years for the Village Planning Board.

*Motion:* Trustee Robinson

*Second:* Trustee Salton

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**Motion Carried**

•Clerk Walker states that at the Village Organizational Meeting we neglected to re-appoint Scott Howard to the Village Shade Tree Committee.

•Mayor Woodard states that she would like to appoint Scott Howard to the Village Shade Tree Committee.

**Resolution # 9196**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Scott Howard to the Village Shade Tree Committee for one official year. (4/2023)

*Motion:* Trustee Hubbell

*Second:* Trustee Rennekamp

*Ayes:* Mayor Woodard, Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays and Abstentions:* none

**Motion carried**

**3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2023-007)**

- Fire Superintendent Tamborelle states that things are going well at the station.
- Fire Superintendent Tamborelle states that the engineering firm has finished the proposal for re-vamping the fire station heating and air conditioning and expects that the cost will be between one hundred fifty and two hundred thousand dollars.
- Village Engineer B. Cross states that there will be two different options. One option is the replacement cost of the existing system with new units and the other option is to abandon the boiler system that feeds the individual rooftop units and convert the existing rooftop units to electric coils instead of gas-fired.
- Trustee Marshall suggests that the proposal include the expected lifespan of the equipment.
- In closing, Fire Superintendent Tamborelle states that he needs the Board to approve the newly elected Slate of Officers.

**Resolution # 9197**

**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.

Fire Chief George Tamborelle

Assistant Fire Chief Joe Price

Assistant Fire Chief Michael Garrett

Assistant Fire Chief Brendan Bloodnick

Lieutenant Sophie Janowsky

Lieutenant John Gregory

Lieutenant Macey Chasman

Lieutenant Daniel Halstead

*Motion:* Trustee Hubbell

*Second:* Trustee Rennekamp

*Ayes:* Mayor Woodard, Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays and Abstentions:* none

**Motion carried**

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

**5. Report of Treasurer Dolch: Submitted Report (Exhibit 2023-009)**

•Village Treasurer Dolch states that the March bank to book reconciliations are complete and the only action item that needs to be approved is this month's abstract.

**Approval of Abstract # 11**

**Resolution: 9198**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #11 for FYE2022 consisting of TA vouchers 80-87 in the amount of \$21,737.32 and Consolidated Fund vouchers 791-878 in the amount of \$572,754.15 and the Treasurer is instructed to make payments thereon.

*Motion:* Trustee Rennekamp

*Second:* Trustee Hubbell

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

•Mayor Woodard states that the auditors have all of the information requested and the audit should be done very soon.

**Motion Carried**

**6. Report of Mayor Woodard:**

**a. 2021 Village Court Report:** Village Justice Galbreath presents his Annual Court Report to the Board of Trustees.

•Village Justice Galbreath states that he would like to point out that there was a period back in 2020 – 2021 that court was completely virtual. Case numbers were down but time spent on cases was about the same. This year we are holding all court sessions in person.

•Village Justice Galbreath states that the centralized court arraignment for Tompkins County has consumed a lot of his time since other court justices do not volunteer their time as often.

- Trustee Salton asks Judge Galbreath if he finds it to be desirable that the magistrate justices are enabling the arrangements to the exclusion of the rest of the court system.

- Village Justice Galbreath states that it does not have a big effect it has on judges or even the Defense attorneys but it does for the defendants, If someone gets arrested sometime in the evening then maybe they're not going to court until the next morning. However, the advantage of a centralized court arraignment is that a Police Officer is back on patrol and does not have to wait to find a justice to move forward with an arraignment.

- Trustee Salton feels that this is a better system but still needs work.

- In closing, Village Justice Galbreath states that the Village Court has finally received approval to begin shredding older court documents. He also asks the Board to stop in and observe court at any point in time.

**b. Village Historian Update: 1001 Hanshaw Road.**

- Village Historian B. Szekely states that with the knowledge of the potential expansion project at the RaNic Golf Club she feels that it would be of interest to the Board about the background of this property.

- Village Historian B. Szekely presented her finding's on the Land use and Zoning History:

Between 1823 and 1923, the property at 1001 Hanshaw Road was the site of the public school in District Number 22 (later Number 6) of the Town of Ithaca. The triangular lot at the intersection of Hanshaw and Pleasant Grove Roads was given to the school district in 1823, the same year 170 acres surrounding it were bought by Philip Kline. Because the lot was surrounded by the Kline farmland, the school that opened there in 1823, or shortly after, was known as the Kline School and the building as the Kline Schoolhouse. Whether the two-room building that has been a dental office since the early 1970s is the original school or a later one is not known. Two doors fronting on Pleasant Grove (formerly Kline) Road—one for girls and one for boys—and a bell on the front porch recall its initial use.

School District 22 was renumbered District 6 sometime between 1857 and 1868. Jared T. Newman bought the Kline farm in 1907. The Kline School closed in 1923 when the Cayuga Heights School opened. In 1941, the estate of Jared Newman deeded the property to School District Number 6, the district sold it, and it became a private residence. When the village was enlarged by annexation in 1953, the property was zoned for residential use. Sold for a third time, in 1974, the former school building has been a dental office since.

**Chronology of Deeds**

1. Conveyed by Jacob Cradit to Trustees (Richard Manning, John Shaw, and Samuel Seaman) of School District Number 22, 1823

Book R of Deeds, page 470, August 26, 1823

2. The Kline Farm purchase in 1823

160 acres purchased by Philip Kline (1781-1874), who moved to Ithaca from New Jersey early in the nineteenth century: 117 acres bought from Benjamin Cradit in 1823, and 43 acres from John and Elizabeth Sharp in 1831. See: "The Sources of

Title," Abstract of Title of Lands on Cayuga Heights, East of Highland Road, citing, for the Cradit purchase, the Tompkins County Book F of Deeds, page 546, dated 23 April 1823 and, for the Sharp purchase, Book S, page 107 dated 29 March 1831. The Kline Farm took up most of the land in the northern third of Military Lot 90. The lot at 1001 Hanshaw Road was part of the 117 acres that Philip Kline purchased from Benjamin Cradit.

2. Kline Farm purchased by Jared Treman Newman, 1907

New York Land Records, Index to Deeds – Grantees – Ithaca, N. Y., 1860-1913: Jared T. Newman et. Ano., from Heirs of Jacob Winters Kline, August 14, 1907, Tompkins County Book of Deeds 168, page 96, 159.6 acres on Lot 90.

3. Grant and Release of the Lot to School District 6 in 1941

Indenture dated March 4, 1941 between Charles H. Newman, Executor of the estate of Jared Treman Newman and the Board of Education of Union Free School District Number 6, Ithaca, Tompkins County Book of Deeds, Book 260, page 402.

4. Sale to Philip and Frances P. Krebs by Board of Education of Union Free School District Number 6, Town of Ithaca, May 21, 1941, Tompkins County Book of Deeds 260, page 402.

5. Sale by the Krebs to Daniel and Katherine Ann Marvin, April 13, 1973, Tompkins County Book of Deeds 507, page 913.

6. Sale by the Marvins to Peter Patrick, January 14, 1974, Tompkins County Book of Deeds 513, 148.

Additional sources

For inclusion in residential zoning district: Zoning Map of Cayuga Heights Village, August 15, 1953. For the history of the Kline School: <https://www.cayugaheightshistory.org/kline-schoolhouse.html>. On land use and early village zoning: <https://www.cayugaheightshistory.org/land-use-and-zoning.html>

**c. RaNic Golf Club Update: Planned Development Zone**

•Mayor Woodard states that the Board would like to hold a joint meeting with the Village Planning Board at the RaNic Golf Club to physically walk through the property and see the proposed changes.

•RaNic Golf Club Owner S. Whittaker states that he is very flexible after May 5, 2022.

**Resolution: 9199**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees hereby schedules a Public hold a Special Joint Meeting with the Village Planning Board at the RaNic Golf Club (189 Pleasant Grove Road) on Tuesday, May 10, 2022, at 3:00 p.m. with a rain date of Wednesday, May 11, 2022, at 3:00 p.m. The purpose of this

meeting is to review the request of RaNic Golf Club to create a Planned Development Zone (PDZ).

*Motion:* Trustee Hubbell

*Second:* Trustee VanLoan

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

### **Motion Carried**

**d. Lead Update:** There are 226 Village Residents that Bolton Point cannot determine if they have any lead water pipes.

- Mayor Woodard states that the Village Public Works Committee has reviewed and edited a letter that will be mailed to those who Bolton Point cannot confirm there is or is not lead pipes.

- Mayor Woodard states that the Village has also applied for a “shovel ready” grant which will help offset the cost of digging up the waterlines at the curb box. The more difficult situation is when there is lead at the curb box and in the lateral line to the house. It is recommended that both lines be replaced at the same time.

- Trustee Salton asks if that is required under this new federal law.

- Village Attorney R. Marcus states that no, it is not required, but the Village could adopt a local law that would require an inspection before any transfer of title. This could be something similar to the sump pump inspection.

- B. Cross states that this grant was put together and submitted with the help of Michelle Palmer and David Herrick over a weekend since the deadline was so close. The Village staff also was valuable in making this opportunity possible.

- Mayor Woodard states that if the Board agrees to the letter in Exhibit 2023-011, then the Village Clerk's Office will mail it out this week.

- Trustee Rennekamp is wondering if there is any concern that during the excavation portion of identify the water pipes that it could cause unintentional damage to the mainline to the house.

- B. Cross states that it is the intention for the municipal supplied system to be a Village obligation to the curb box which falls mainly in the Village's right of way.

- Clerk Walker states that his office will collect any correspondence related to the letter and post them to the water account and Laserfiche repository. The office will also update the website project section and include information in the next eNewsblast.

- Mayor Woodard states that she will handle any correspondence as a result of a resident calling about the letter.

- Mayor Woodard states that the Village has until 2024 to complete the inventory of the water lines. After that, we are obliged to replace 3% of the total each year after.

- Trustee VanLoan suggests that the Village set up a frequently asked question (FAQ) section on the website. The Board agreed that we should incorporate this on the website.

**e. Plant to Plant Update:** The Draft of the new agreement is almost complete.

- Mayor Woodard states that the agreement language on how and when the Village sends sewage to the Ithaca Area Waste Water Facility (IAWWF) facility still needs to be finalized.

- Mayor Woodard also states that this spring has proven to be an example of why we need to have the ability to use the by-pass to prevent our plant from going over the allowed influx for sewage which included large amounts of I & I.

- Mayor Woodard states that in the next phase of renovation at the Village WWTP we will be turning off the sewage digesters and in doing so we will have to send sewage to the IAWWTF.

- Mayor Woodard also states that due to this new unknown I & I issue the Village will not be issuing any large project sewer permits. The Village is convinced that there are pipes near streams that when we have a large rain event the water levels allow stormwater into the sewer lines.

- Trustee Salton that there is a lot of demand for new housing construction, and we need to attack this situation immediately.

- Directory Wiese states that they did some sewer line camera work on the sewer line between Forrest and Comstock hoping that they would find an I & I issue. It turns out that this section was in good shape. Kendall will be the next place to investigate.

- Mayor Woodard states that each municipality has a grasp on their sewer lines and I & I but something has changed considerably.

- B. Cross states that through various forms of communication with staff and elected officials from the other municipalities, they are all in support of finding a solution to this issue.

- Village Attorney R. Marcus suggests that the Village inform RaNic Golf Club about the temporary hold on issuing any sewer permits.

- B. Cross also believes that the new sewer meters in place providing real-time data has helped tremendously in tracking flows in different parts of the Village.

**f. Schedule a Public Hearing on Proposed Local Law B -2022 Video Conferencing:**

- Village Attorney R. Marcus states that New York State has just enacted a law that will supersede the various executive orders and prior legislation regarding public bodies holding meetings with video conference capabilities.

- Village Attorney R. Marcus will draft a local law to present to the Board for the May 18, 2022, monthly meeting.



•Trustee Robinson asks if the quorum of the public body has to be present or virtual. Village Attorney R. Marcus states that where there is a quorum that location has to be open to the public. The result isn't any different than what the Village has been doing in recent months it's just that it has to be encapsulated in local law.

**Resolution: 9200**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing on Proposed Local Law B of 2022- A local law to allow for video conferencing on May 18, 2022, at 7:05 p.m.

*Motion:* Trustee Robinson

*Second:* Trustee Salton

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**Motion Carried**

**7. Report of The Trustees:**

•Trustee Salton states that would like to know why the Cayuga Heights Elementary School still has shipping containers on the property.

•B. Cross states that he has reached out to the school principal already but with no response. He is willing to reach out once again.

•Trustee Hubbell states that he has been approached by a Village resident who voiced a complaint about the volume of the CHES loudspeakers playing music and making announcements after school

•Village Attorney R. Marcus states that ultimately the Village does not have any jurisdiction over the school district.

•B. Cross will inform them that the Village finds this situation not consistent with what we would expect from other Village property owners to comply with and if they choose not to comply then we have a base on what to do next.

**8 . Report of Police Chief Wright: Submitted Report (Exhibit 2023-012)**

•Chief Wright thanked the Board for the prior conversations and approval of the seventh patrol officer

•Chief Wright states that he appreciated Seargent Manning's input and different perspectives at the last meeting.

•In Closing Chief Wright would like to propose filling the newly formed seventh position with a Part-Time Officer Raven Miller.

**Resolution: 9201**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to offer Raven Miller the newly created seventh Full-Time Patol Officer Position with the Village of Cayuga Heights Police Department. Officer Miller will move from the current part-time status to full-time status starting on June 1<sup>st</sup>, 2022

at the annual base salary of \$59,568.00

*Motion:* Trustee Salton

*Second:* Trustee Marshall

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

- Chief Wright states that he greatly appreciates the support and will work from his position to make sure that this change is as effective as he believes it will be.

- Trustee Salton thanks Chief Wright and the department for their efforts in presenting to the Board the merits of doing this.

Motion Carried

### **9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2023-013)**

- Director Wiese states that the Village will “piggyback” off the Village of Lansing paving a small section of Highland Road and Highgate Place as well as a section of E. Remington Road. In June we will be concentrating on the upper part of the Village which includes Randolph, Cambridge Road, Warwick, and Winthrop Place.

- Director Wiese states that the asphalt costs are not as high as he anticipated but is still going to wait to decide if the paving will be done this summer or next spring.

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

- B. Cross states that Cayuga Heights Rightsizing Culvert Project is out to bid and to date, we have 4-6 contractors who have taken out plans. The bid opening date is May 12, 2022, at 2:00 p.m.

#### **a. Walking Safe Cayuga Heights Sidewalk Grant:**

- The Engineer's Report has finally been approved by NYS Historic Preservation Organization, and subsequently, NYSDOT has filed the documentation with the Federal Highway Administration. Minor editing was needed by Fisher Engineering. Before moving onto the full final design phase, Fisher will prepare an updated schedule and opinion of cost.

#### **b. Marcham Hall Greenhouse:**

- The current estimate to get the heat fixed and to do additional framing/glazing repairs is \$5,500 (plus ongoing heating expenses). The cost to remove the greenhouse and install a new weather-tight door is approximately \$3,500 plus DPW labor.

- Mayor Woodard states that we need to make a decision and decide one way or another. Energy consumption is her biggest concern.

- Trustee Robinson states that if we are going to keep the greenhouse then we need to have a plan on maintaining it.
- Clerk Walker states that the last thing he wants to see happen is the greenhouse being torn down. The greenhouse is an intricate part of Marcham hall and part of his plan for the restoration of Marcham Hall is to have a working greenhouse.
- B. Cross states that last week we had a visit from Dorothy Cornell’s Neice who stopped in to take a tour of the old homestead. She even had a picture of the greenhouse. She was filled with joy to see that the Village has preserved the house so well.

**c. Wastewater Treatment Plant Operational Report:**

- B. Cross states that the Phase 2 Renovation Project work at the site has picked up with workers from all trades engaged in daily activity. The secondary digester has been decommissioned and Blue Heron is in the process of cleaning out the stored sludge.
- During the renovation of the secondary digester, Yaws will continue to dewater the sludge from the primary digester. There is an expected delay in the project due supplier delays. The extent of the delay is unknown at this time. This will cause a change order to be issued to the general contractor to later be approved by the Board.

**11. Report of Clerk Walker:**

- Clerk Walker states that the Village HR Committee met and conducted interviews for the Village Deputy Clerk position.
- Clerk Walker states that the Board will need to pass a resolution supporting the Annual Village Justice Report.
- Mayor Woodard states that she will be interested in discussing a change with our audit firm.

**Resolution: 9202**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the 2022 Village Justice Report as presented in Exhibit 2023-010.

*Motion:* Trustee Salton

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**12. Report of Attorney Marcus:**

- Village Attorney R. Marcus states that he has been working with B. Cross on the Right-Sizing Culvert Project Easements.

**13. Executive Session:** Mayor Woodard asks the Board for an Executive Session at 9:20 p.m.

**Resolution: 9203**

**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 pursuant 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 are conducted for the purposes of subsection (F), the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

*Motion:* Trustee Marshall

*Second:* Trustee Robinson

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9204**

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

*Motion:* Trustee Hubbell

*Second:* Trustee Salton

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9205**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes Mayor Woodard to appoint Amy Jacot as the full-time Village Deputy Clerk at an hourly rate of \$22.00 per hour. Subject to a successful background investigation.

*Motion:* Trustee Salton

*Second:* Trustee Rennekamp

*Ayes:* Mayor Woodard; Trustees: Hubbell, Marshall, Rennekamp, Robinson, Salton, and VanLoan

*Nays:* none

*Abstentions:* none

**14. Adjournment:** Mayor Woodard adjourns the meeting at 9:32 p.m.

**EXHIBIT 2023-016**  
Village of Cayuga Heights Planning Board Meeting #102  
Special Meeting with Village Board of Trustees  
Tuesday, May 10, 2022  
RaNic Golf Club – 3:00 pm  
Draft Minutes

Present: Planning Board Members Chair F. Cowett, M. McMurry, E. Quaroni  
Code Enforcement Officer B. Cross, Attorney R. Marcus, Alternate Member M. Johnston  
Mayor Woodard and the Village Board of Trustees  
S. Whitaker, owner, RaNic Golf Club  
N. Demarest, architect, STREAM Collaborative  
K. Gyaw, interior designer, Kyi Gyaw Interiors

**Item 1** – Meeting called to order

- Chair F. Cowett opened the meeting at 3:00 pm.
- Chair F. Cowett stated that Board Member J. Leijonhufvud is unable to attend the meeting, and Alternate M. Johnston is appointed a full voting member of the Board for this meeting.

**Item 2** – Video-Conferencing For Conduct of Meetings

- Chair F. Cowett stated that Attorney R. Marcus has advised the Planning Board to consider a resolution authorizing the use of video-conferencing for the conduct of Board meetings; in order to consider such a resolution at the Board’s next regularly scheduled meeting on May 23, the Board needs to pass a resolution scheduling a public hearing for that meeting.

Motion: M. McMurry

Second: E. Quaroni

**RESOLUTION No. 347**

**TO HOLD A PUBLIC HEARING TO AUTHORIZE THE USE OF VIDEO-CONFERENCING FOR THE  
CONDUCT OF PLANNING BOARD MEETINGS**

**RESOLVED**, that a public hearing will be held on Monday, May 23 2022 at 7:05 pm regarding the use of videoconferencing for the conduct of the meetings of the Planning Board of the Village of Cayuga Heights.

Aye votes – Chair F. Cowett, M. Johnston, M. McMurry, E. Quaroni Opposed – None

### Item 3 – RaNic Meeting – Developers Conference

- S. Whitaker, owner, RaNic Golf Club, introduced the project for redevelopment of the former Ithaca Country Club; the goal is to preserve open, recreational space for the local community and to create a place to which people want to travel to play golf; the club had been in decline since 2004 when there were 600 family members; by 2020 there were only 100 family members and the club nearly went bankrupt; the goal is to increase membership to 300 family members while moving the club away from a fully private facility and towards accommodating public usage; public usage of the club currently accounts for 20 percent of revenue; the club needs significant investment; the golf course requires \$5 million in expenditures including \$2 million for a new irrigation system, \$1.5 million for improved drainage, and \$1.5 million for stormwater management; drainage and stormwater have become pressing problems given the increased intensity of precipitation events and the course was flooded a dozen times last year; the clubhouse requires \$1 million to address roof leaks and issues with its septic system, to replace dated flooring, and to modernize its floor plan.
- S. Whitaker further stated that, given the club's need for significant investment, three options for redevelopment were considered; Option A would keep the 18 hole golf course while generating increased revenue by building townhouses most of which would be owner occupied within an HOA, building a 52 room boutique hotel on the site of the existing pool house, and revitalizing the former Sharp Farm at 340 Warren Road as an event space; Option B would reconfigure the club as a 9 hole golf course which would be far less expensive to maintain and subdivide the remaining land for single family homes; and Option C would sell the property and build a new course outside Ithaca, which is a much bigger project; Option A is the preferred option subject to the creation of revenue streams necessary to put the club on a sustainable financial footing.
- N. Demarest, architect, STREAM Collaborative, stated that renovations to the existing clubhouse, which is 28,000 square feet and one story high, would include a new bar and restaurant, golf simulators, a golf shop, locker rooms, and exterior upgrades; a clerestory window will be added to the roof to increase light in the building; the maximum number of townhouses would be 32 with 22 in Cayuga Heights and 10 in the Town of Ithaca; they would be between 1200 and 1600 square feet in area and one and two stories high; the sketch plan provided shows the maximum number of townhouses that could be built; this is subject to change; for example, accommodating garages would reduce the number of townhouses; the number of townhouses sold to private owners or retained and managed by the golf club will depend on market demand; the hotel comprises 52 rooms in two separate buildings; one building will be three stories high over a walkout basement and the other building will be three stories high including covered parking on the ground floor; the walkout basement will include storage spaces and possibly a café; total square footage of the hotel will be 60,000 square feet with 1000 square feet per room; there may also be several cabanas associated with the hotel nestled in the nearby trees; the architectural features of the clubhouse and hotel will reflect the residential architecture of Cayuga Heights and inspired by the Gamble House in Pasadena, CA; on Warren Road, the barn and farm house will comprise event space that is not golf related; there may be a duplex on the east side of Warren Road that can be added to the club's stay and play portfolio; there are also vacant areas along on the golf course which would be suitable for the construction of single family homes.
- S. Whitaker stated that the project team discussed the possibility of building the hotel north of the clubhouse, which would be in the Town of Ithaca, but felt this location would impinge too much on the golf course and provides inferior views of the course and therefore decided against this.

- K. Gyaw, interior designer, Kyi Gyaw Interiors, stated that the interior design of the clubhouse will reflect an extension of someone's living room, inclusiveness, and opening the clubhouse to everyone; there will be comfortable furniture and luxurious fabrics, a welcoming and understated bar, and tables to facilitate conversations, gatherings, and business meetings; the color palette in the hotel will be rich autumn colors and design features will be clean, simple, and welcoming to rejuvenate guests from the Ithaca winters; it will not be a generic hotel, but a rich, calm, soothing, and elevated experience.
- R. DePaulo, Town of Ithaca, asked about the room rates for the hotel.
- N. Demarest replied that a hotel consultant has been employed to figure out the room rates appropriate for a hotel of this size and design.
- Trustee P. Salton asked about the market mix for the hotel.
- S. Whitaker replied that the market mix will be seasonal, with golf in the summer and Cornell-oriented otherwise; the goal is to make the club a destination.
- E. Quaroni asked about restaurant facilities.
- S. Whitaker replied that the clubhouse restaurant will be repurposed for the masses and the café in the hotel will be more high end.
- R. DePaulo asked if price points have been identified for the townhouses.
- S. Whitaker replied that townhouse price points will be in the \$500k to \$600k range.
- B. Warren, Warren Realty, asked if project phasing has been considered.
- S. Whitaker replied that he is not interested in project phasing and wishes to get things done as quickly as possible.
- Trustee J. Marshall asked about the club driveway flanked by rows of parking shown in the sketch plan provided and whether this is more characteristic of a shopping mall than a high end destination.
- N. Demarest replied that the sketch plan is intended to show the maximum number of parking spaces available; it is possible that the driveway planned for Hanshaw Road could be lined with trees rather than parking spaces; similarly, the sketch plan shows the maximum number of townhouses that can physically fit on the property, and not the number that will ultimately be built; the number of townhouses to be built will almost certainly be less than the maximum number shown, and residential parcels acquired by the club on Hanshaw Road could make possible the relocation and reconfiguration of some townhouses, but to move beyond the sketch plan phase and develop plans further, the project team needs to know from Cayuga Heights whether the Village will even permit townhouses and a hotel, neither of which are allowed uses under current zoning.
  - E. Quaroni asked whether the townhouses on Pleasant Grove Road would face the street or parking area and how far set back they would be from the street. N. Demarest stated that he feels an Urbanist approach is appropriate for this area with front porches facing a sidewalk on Pleasant Grove Road, set back 15 feet. He also stated that a HOA will control the architectural aspects of the townhomes including paint color, landscaping, etc.



- S. Whitaker stated that revenue-wise the townhouses are necessary for the project to move forward, but the hotel is not required.

**Item 4 – New Business**

- The Board’s next regularly scheduled meeting is Monday, May 23, 2022 at 7:00 pm.

**Item 6 – Adjourn**

- Meeting adjourned at 4:54 pm.

## EXHIBIT 2023-017

May 18, 2022

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report April 2022

We finally slowed down a little in April with 34 calls. We had 18 calls in the Village of Cayuga Heights, 9 calls in the Town of Ithaca and 7 mutual aid requests. There were 22 EMS calls and 12 fire responses. It was a routine month except of the mutual aid calls. Six of seven were responses to assist the Lansing Fire Department. There are times when all departments struggle for members to respond during the day and that is what the mutual aid program is in place for. We are happy to assist other departments and when we have a need for help Lansing is our primary mutual aid.

Early in April we did a training did some probationary checklist trainings to help our recruits get through their first sign offs before the end of May. We have started to do Firefighter Assist and Search Trainings (FAST) on a more regular basis and we held on for senior interior members the second week of the month. We followed that with trainings to focus on ladders and the ladder truck as well as interior firefighting skills sessions. Our EMS training for the month focused on diabetic emergencies. At the end of April 7 of us went to the Fire Department Instructors Conference in Indianapolis. We all took three days of classroom training. There were hundreds of classes to choose from and we tried to take a wide variety so that we could bring back the new ideas to our department. It was also extremely helpful to see new equipment all in one place. We are looking ahead to replace our rescue tools on our trucks with battery powered tools in the next couple of years. The tools we are currently using are over 20 years old. The battery power equipment is very advanced. It was good to see and hold all the options. We will start contacting vendors in the fall and have demonstrations of the tools we found would fit our needs. It was also amazing to see our ladder truck proudly on display in the E-One booth. Many departments looked over our truck and we answered many questions from attendees.

We are working on several spring projects at the station. Our Pella windows are getting old. Over the last several years we have had a few windows that have had the frames separate. Pella has been very good about warranting the windows but now that we are past 20 years they are out of warranty. We are replacing the two big windows in the training room. Taitem did come to the station and do a walk through with Brent and I and they are currently coming up with the best recommendations for the HVAC system repair or replacement. We have asked them to work as quickly as possible so we will know if we need to replace the inoperable AC unit now or wait.

We found out in April that Ford has shut down fleet purchasing for 2022. We were unable to order the new pickup truck as we had planned. We are working to find out if Chevrolet has any open fleet pricing and vehicles currently. McGuire has told us that Chevy will open fleet pricing for trucks and SUVs some time in April. We have been following up with them regularly.

We will have many members staying in the area through the summer and that will help our responses immensely. We will have two bunker rooms coming open in June. One of our members is graduating and leaving the area and another took a job locally that requires her to move out of the station. We have several applicants for the open room.

We look forward to a summer filled with training and time at the station.

Sincerely,

George Tamborelle  
Fire Chief/Fire Superintendent

**EXHIBIT 2023-018**

**VILLAGE OF CAYUGA HEIGHTS  
TREASURER'S REPORT**

**Audit:**

The Village's FYE2021 Financial Audit by Insero, Inc. is still in process. Jeff and I worked with Insero last Thursday morning to answer lingering questions.

**AUD:**

The previous years Annual Report also had some outstanding questions/concerns. Linda and I met with a State Auditor on Monday morning and there are still several errors in last years AUD. We will continue to track down the source of the errors and make corrections as needed.

**Revenues and Expenses:**

April bank to book reconciliations are complete. They have been reviewed and approved by Trustee and Deputy Treasurer Rennekamp. Copies of the accounting system generated Monthly Treasurer's Reports are attached.

**Approval of Abstract 12**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #12 for FYE2022 consisting of TA vouchers 88-93 in the amount of \$19,951.85 and Consolidated Fund vouchers 879-958 in the amount of \$520,223.71 and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

*Laura W. Dolch*

Laura W. Dolch  
Treasurer

## EXHIBIT 2023-019

### Authorizing the Use of Videoconferencing for the Conduct of Meetings

**WHEREAS**, as of April 9, 2022, the previous videoconferencing provisions found in Public Officers Law § 103(c) were removed, and public bodies wishing to conduct meetings via videoconference must comply with the new requirements of Public Officers Law § 103-a; and

**WHEREAS**, Public Officers Law § 103-a(2) authorizes public bodies to conduct meetings using videoconference technology so long as a quorum of the public body is physically present at one or more of the locations where the public can also attend in person; and

**WHEREAS**, in order for public bodies to conduct meetings via videoconferencing, certain requirements of Public Officers Law § 103-a(2) must be satisfied; and

**WHEREAS**, among the requirements of Public Officers Law § 103-a(2) is that the public body must adopt a local law or a resolution after a public hearing authorizing the use of videoconferencing for itself and its committees or subcommittees; and

**WHEREAS**, the Board of Trustees of the Village of Cayuga Heights desires to authorize the use of videoconferencing for itself and its committees or subcommittees; and

**WHEREAS**, the Board of Trustees has conducted a public hearing to hear comments on the use of videoconferencing to conduct public meetings;

**NOW, THEREFORE**, be it resolved by the Board of Trustees of the Village of Cayuga Heights as follows:

1. The Board of Trustees of the Village of Cayuga Heights, as well as each of its committees and subcommittees, is hereby authorized to conduct meetings via videoconferencing in accordance with the requirements of Public Officers Law § 103-a(2), including, but not limited to:
  - A. A quorum of the members of the Board of Trustees must be physically present at one of the meeting locations at which the public can attend in person unless the member is unable to be physically present due to extraordinary circumstances, which include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
  - B. Except in the case of executive sessions conducted pursuant to Public Officers Law § 105, the Board of Trustees shall ensure that members of the Board of Trustees can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
  - C. The minutes of meetings involving videoconferencing must include which, if any, members participated remotely and must be made available to the public pursuant to Public Officers Law § 106.
  - D. The public notice for the meeting must (i) inform the public (a) that videoconferencing will be used, (b) where they can view and/or participate in such meeting, and (c) where required documents and records

will be posted or available, and (ii) identify the physical location(s) where members of the Board of Trustees will be participating in the meeting and where the public can attend the meeting in person.

- E. The Board of Trustees must record each meeting that uses videoconferencing and such recordings must be posted or linked to on the public body's website within five business days of the meeting. The recordings must remain available for a minimum of five years thereafter, and recordings must be transcribed upon request.
- F. At meetings where public comment or participation is authorized, members of the public must be able to participate in the proceedings via videoconference in real time.
- G. If the Board of Trustees broadcasts its meetings or conducts its meetings via videoconference, it must use technology that permits members of the public with disabilities to access the video in a manner consistent with the 1990 Americans with Disabilities Act (ADA).

## EXHIBIT 2023-020

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)  
1105 Highland Rd, Ithaca, NY 14850  
[pmv4@cornell.edu](mailto:pmv4@cornell.edu)  
607-257-3156

DATE: April 26, 2022

RE: AOC's 2023 Budget Recommendations for PEGASYS

Attached to this letter, please find the Access Oversight Committee's Resolution of April 5, 2022 with recommendations for the 2023 Budget for Public, Educational and Governmental Access ("PEG") operations.

As you know, the City of Ithaca's Franchise Agreement with Charter Communications d/b/a Spectrum Networks in NY ("Charter"), 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 and facilities 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). Charter collects these fees and keeps them to make AOC-approved purchases. The AOC drafts a budget for these purchases, upon recommendations by Charter, and submits it to the respective municipalities for review and approval. Municipal approvals are entered into the AOC's minutes and submitted to Charter by the AOC.

The Resolution earmarks \$1,000.00 to facilitate a new PEG website. The AOC is in the initial stages of exploring both format and maintenance. The current website is at <<https://pegasys.webstarts.com>>.

As you probably remember, the Studio's old Nexus, the playback system that enables cablecasting on Channel 13, failed in May of 2020 and was replaced with a slightly younger model donated by the City of Ithaca when they updated their studio. This Nexus is no longer made or serviced by its manufacturer. When Charter submitted a budget for the Nexus' replacement, it included items connected to the operation of the I-NET, that per Section 16.12 of the City's Franchise Agreement Charter's responsibility. ("*Franchisee agrees, at its own cost, to maintain the backbone of the fiber I-Net and end equipment.*"). The AOC was unable to come to an agreement with Charter and is now working with the City Attorney to come to a cost sharing agreement. Replacement costs might be as much as \$30,000.00.

The "Mini" studio, as we refer to the small recording studio that can be operated by one person, is functioning with old equipment and needs an upgrade. Charter's budget recommendations for the upgrade were a blanket \$20,000.00. The AOC has asked for a more detailed budget.

The available balance for equipment and facilities is \$57,791.40.

Please let me know if you need further information. The Village's resolution is due at the AOC no later than June 30, 2023. It can be Emailed to me at <[pmv4@cornell.edu](mailto:pmv4@cornell.edu)>.

### **AOC Recommendations for 2023 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) (“Franchise Agreement”), subsequently assigned to Charter Communications, Inc. d/b/a Spectrum Networks (Charter) 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, Section 15.12 of the Franchise Agreement requires that PEG Access Staff provide the Access Oversight Committee (AOC) with budget recommendations for the following year by April 30; 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 budget for the following year by May 31; and

WHEREAS, the Franchise Agreement authorizes Charter to collect \$0.15 per subscriber per month to be used for the purchase of PEG equipment and facilities; and

WHEREAS, the AOC has reviewed PEG’s current equipment and facilities and anticipates that new or replacement equipment and facilities will likely be needed, including the “mini studio,” and certain playback equipment; now therefore be it

RESOLVED, that the AOC recommends earmarking up to \$1,000.00 to facilitate a new PEG website, and be it further

RESOLVED, that the AOC recommends a \$50,000.00 contingency to purchase equipment as needed for the functioning of PEG operations, pending receipt and AOC approval of line-item estimates, and 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 Charter Communications with an annual written budget for Public, Educational and Governmental access operations no later than June 30, 2022.

Approved unanimously



EXHIBIT 2023-021



Sunset Park  
Master Plan  
Scope of Services

May 15, 2022

Ms. Linda Woodard, Mayor  
The Village of Cayuga Heights  
836 Hanshaw Road  
Ithaca, NY 14850  
[lwoodard@cayuga-heights.ny.us](mailto:lwoodard@cayuga-heights.ny.us)  
607-257-1238, ext 103

Re: Proposed Scope of Services – Sunset Park Master Plan

Dear Mayor Woodard,

It is with pleasure that we submit a proposed Scope of Services for Whitham Planning Design Landscape Architecture (WPD) to provide a proposal for a Master Plan study for Sunset Park.

We have enjoyed visiting this lovely park for many years and are pleased to assist with your plans for preserving this cherished place. We understand Sunset Park is beloved in the community and that any changes or interventions must be in keeping with its historic character.

Based on our initial discussions with Village officials and committee members, this scope is expected to run for approximately 1-2 months, from May 15, 2022 – July 15, 2022. This Scope of Services has been prepared with the understanding that the Project will be a Master Plan for the park with goal of restoring historic character while ensuring it meets contemporary needs. The Master Plan Study is expected to have a not-to-exceed fee of \$7,800.

The WPD Project Team will consist of Michele Palmer, Senior Associate, and Max Eckhardt, Designer I, with participation by Scott Whitham, Principal.

A detailed description of the Scope of Services is included in the following pages. Should you have any questions, please do not hesitate to let us know. We are excited to work with you on this!

A handwritten signature in cursive script that reads 'Michele Palmer'.

**Michele Palmer**  
PLA, ASLA, LEED GA  
Senior Associate,  
Whitham Planning Design Landscape Architecture, PLLC

### Project Understanding

Sunset Park is much beloved in the Village of Cayuga Heights and in need of a plan for ongoing maintenance and improvements that allow all the current uses of a gathering space for events such as Fourth of July as well as passive recreation and contemplation. WPD understands that at the time of this proposal the Village of Cayuga Heights would like to commission a Master Plan study for future of Sunset Park.

- This proposal is based on WPD's current understanding of the Project as put forward by the Client in collaboration the WPD Project Team. This scope will focus on:
  - Stakeholder engagement, including meetings with members of the Board of Trustees, the Public Works Committee, and Village Historian, Bea Szekeley.
  - The history of the park and its original design and intent will be reviewed.
  - The Master Plan study will include reviewing the parking configuration and preparing up to three concepts for potentially reconfiguring the parking.
    - Order of magnitude budget estimates for the alternatives. Costs will be dependent on whether the work will be performed by village forces or publicly bid.
  - Methods to physically separate the parking from the park will be explored.
  - Locations for ornamental planting beds will be explored in the spirit of the historic park while also appropriate for contemporary concerns for maintenance and native species.
  - This proposal has been prepared based on our current understanding of the project schedule, as follows:
    - Study period: 2-3 months
    - Deliverables
      - A report with a brief narrative, conceptual plan options, illustrative images of potential site details, and a final illustrative Master Plan drawing depicting the selected concept.
    - Meetings with Village staff and the Village Board of Trustees as needed for feedback and presentation of the suggested concepts.
- This proposal has been prepared based on our current understanding of the Project Schedule as follows:
  - Study period: 2-3 months from start date. Identification of invasive species will require waiting until spring for both safety and positive identification of species.
- Deliverables
  - A report with a brief narrative, illustrative images of potential site details, and a final illustrative Master Plan drawing depicting the selected concept.
  - Meetings with Village staff and the Village Board of Trustees as needed for feedback and presentation of the suggested concepts.
- We understand that changes may occur during the course of the project related to this Scope of Services. Any significant changes to the project scope, schedule, etc. beyond reasonable expectation may result in additional fees in addition to the estimated costs as indicated below.



### **Master Plan Study Services**

WPD will develop a conceptual planting concept and research species appropriate for Sunset Park which will reduce maintenance and improve appearance of the steep vegetated slope west of the park. The tasks include:

#### **Site Visit and Base Mapping**

- WPD will visit the site with Village staff to understand site conditions and Village concerns.

#### **Conceptual Design and Precedent Imagery**

WPD will develop conceptual designs and research illustrative site details appropriate for Sunset Park. The tasks include:

- (3) Conceptual Design plan drawings to illustrate concepts for potentially reconfiguring parking.
- Present relevant design precedent studies and perform a site analysis to inform the project design; we anticipate 1-2 iterations of these tasks.
- Utilize CAD and other visual media, WPD will prepare Conceptual Design drawings; we anticipate 2 iterations of these drawings including one revision based on Client review.
- Order of magnitude budget estimates to evaluate the probable costs for alternatives proposed.
- Meetings: the following meetings are anticipated.
  - One progress meeting to share concepts
  - Attendance at one Board of Trustee and one Public Works committee meeting to describe the concepts and answer questions.
- We anticipate approximately 3 – 5 emails and/or phone calls during the course of the study.

#### **Illustrative Master Plan**

WPD will develop conceptual designs and research illustrative site details appropriate for Sunset Park. The tasks include:

- Utilize Adobe Illustrator or other visual media, WPD will prepare a final Master Plan drawing of the selected conceptual design we anticipate 2 iterations of this drawing including one revision based on Client review;
- Meetings: the following meetings are anticipated.
  - One progress meeting to share the Master Plan
- We anticipate approximately 1 – 2 emails and/or phone calls during the course of completing the Master Plan



### **Schedule and Fees**

Whitham Planning Design Landscape Architecture, PLLC will complete the services based on a mutually agreed upon schedule, to be developed as early as practicable in the Project. For the purposes of this memo, we are assuming this scope will have a duration of approximately 2 - 3 months. We propose a time-and-materials agreement for a not-to-exceed fee of \$7,800.

### **HOURLY RATES**

Whitham Planning Design Landscape Architecture, PLLC charges hourly for all services. Staff rates are:

- Scott Whitham, Principal, \$230 an hour
- Senior Associate, \$165 an hour
- Associate, \$135 an hour
- Senior Designer, \$120 an hour
- Designer II, \$100 an hour
- Designer I, \$75 an hour

Invoices will be submitted at the first of each month detailing the items worked on and the time spent. They will be due and payable within 45 calendar days of their submission to you. Direct expenses such as application fees, printing, etc. will be added to the invoice without any markup. Automobile travel expenses will be billed as direct expenses based on the latest available national average of automobile travel costs. Any invoice remaining unpaid beyond 45 days will accrue interest at the rate of 1-1/2% compounded monthly on the unpaid balance.

### **Additional Services Not Included**

Any work mutually agreed upon beyond the Scope of Services defined in this proposal would be deemed "Extra Work" and billed at the hourly rate listed above.

The following tasks are specifically not part of this scope of services:

- Illustrative drawings beyond those described in this proposal
- Municipal Approvals
- Public Outreach
- Site Survey
- Existing Conditions Drawings
- Construction-related drawings for bidding
- Permitting
- Any and all work not expressly agreed upon within this scope of services.

### **General Conditions**

This proposal is valid for 45 days. Any use of Whitham Planning Design Landscape Architecture, PLLC graphics for marketing or promotional purposes will only be allowed with express permission granted from WPD.



**Agreement**

Should this proposal for a Scope of Services be acceptable, please sign the acceptance section below. This will constitute a written agreement between us. Please return a signed copy for our files.

Thank you for the opportunity to submit this Scope of Services to you. Should you have any questions or concerns, please feel free to contact us. We look forward to working with you on this Project.

Sincerely,

Scott Whitham

**Signature**

Linda Woodard, Mayor  
Client

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

Title: \_\_\_\_\_

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

Scott Whitham  
Whitham Planning Design Landscape Architecture, PLLC

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

Title: \_\_\_\_\_

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

## EXHIBIT 2023-022



### Village of Cayuga Heights Police Department

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Jerry L. Wright  
Chief of Police

5/09/2022

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

Re: Report of the Police Department for April 2022

In the month of April, the police department received 342 calls for service. In addition to these calls, 62 uniform traffic tickets were issued, and 0 parking violations were cited. A breakdown of the calls for service is as follows:

1 Felony Arrest was made on a charge of Grand Larceny 3<sup>rd</sup> after the investigation of a Fraud Complaint made in June of 2021.

There were no Misdemeanor Penal Law Incidents reported.

Investigation into 3 Traffic Stops led to 1 charge of Aggravated Unlicensed Operation of a Motor Vehicle 3<sup>rd</sup> and 2 charges of Suspended Registration.

1 Penal Law Violation of Criminal Mischief was reported. Residents reported that letters affixed to the side of the house had been torn off or damaged. There is no suspect in this incident and it has been closed pending any further information from the complainant.

1 Local Law Violation for a loose dog was handled. While out for a walk, residents observed a dog roaming around loose. The on-duty officer responded to the area to attempt to locate the dog but was unable to.

1 Motor Vehicle accident was reported, not involving deer.

No other incidents involving deer were reported.

1 Warrant arrest was made. CHPD officers were notified that a subject having an active Bench Warrant out of the Village of Cayuga Heights Court had been taken into custody by another agency. The subject was turned over to CHPD officers who then transported the subject to CAP Court for arraignment.

In summary 5 persons were arrested on the following 5 charges: 1-Grand Larceny 3<sup>rd</sup>, 1-AUO 3<sup>rd</sup>, 2-Suspended Registration, and 1-Execution of a Warrant.

A total of 8 calls for service were completed under the Tompkins County Mutual Aid Agreement. All 8 of these calls involved CHPD officers assisting other agencies.

Over the course of the month, Officers took part in the following trainings and/or events: On April 4<sup>th</sup>, Part-time Officers attended the Spring Basic Pistol Qualifications, while Full-time Officers attended training on the 5<sup>th</sup>. On the 12<sup>th</sup> and the 25<sup>th</sup> Officers Derek Barr and Adam Langlois conducted Speed Enforcement Details to fulfill the Police Traffic Services Grant commitment. On the 13<sup>th</sup> Officers executed a Commercial Vehicle Inspection Detail. Lastly, on April 14<sup>th</sup> Officers Adam Langlois and Chad Lansing attended a Death Investigation training offered at Homer Police Department.

The full-time officers worked a total of 41.5 hours of overtime and the part-time officers worked a total of 392 hours.

Sincerely,  
Chief Jerry Wright

**EXHIBIT 2023-023**  
**Village of Cayuga Heights**  
**Mike Wiese – B.O.T Report**  
**May 18<sup>th</sup>, 2022**

**Code Enforcement –**

A Training was attended in person in Dryden. A Webex was also held in April. We have been progressing towards an online system to handle our permitting process. Tompkins County has been essential in this task, and we are finalizing this process.

**Water –**

We met with Badger Excavating on Wednesday May 4<sup>th</sup> to witness a demonstration of the extent of the work required to expose the curb valves for water services. The work was quick and made the evaluation of the lines easy. We will pursue them for a quote to perform this work next year.

**Sump Pump Inspections –**

4 inspections were performed since the April board meeting. All homes were found to comply.

We have been working with Tompkins County to create an online system to handle this process electronically. We are finalizing this process which will allow it to be more efficient.

**Street -**

Working with the Village of Lansing to pave small sections of Highland Road and Highgate Place this fiscal year. We are also scheduling to pave East Remington Road this year.

**Sewer –**

We have been utilizing the village camera to start our investigation for any additional I&I in the village. We have examined the lines in the Right of Way behind Forest Drive, Spruce Lane and the Kendall field which resulted in no measurable findings of Inflow and Infiltration. We will continue to camera off road lines.

**Sidewalks -**

- 906 Triphammer Road
- Hillside Road
- East Upland (School Corner)
- East Upland (Triphammer Corner)
- West Upland
- Highland Road (North of Cayuga Park)
- The Parkway (North of School driveway)
- Hanshaw Road (Between school driveway and Comstock)
- Pleasant Grove (near fire department)



- North Triphammer (Hanshaw to Texas Lane)
- North Triphammer (South of Winthrop Drive)
- Triphammer (across from bus stop with ADA pad)

**Paving -**

- Randolph/Warwick
- Cambridge Road
- Burleigh Drive
- Hillside Road

## EXHIBIT 2023--024

1. Culvert Right Sizing: Bids from contractors were opened on 5/12/22. The results are as follows:

Vacri Construction

base bid: \$711,000

Add culvert#1: \$69,000

Add culvert#4: \$107,000

Add culvert#7A: \$82,000

Economy Paving

base bid: \$884,000

Add culvert#1: \$48,000

Add culvert#4: \$66,000

Add culvert#7A: \$100,000

FP Kane

base bid: \$499,00

Add culvert#1: \$84,000

Add culvert#4: \$116,000

Add culvert#7A: \$84,000

As FP Kane is the apparent low bidder, TG Miller is in the process of evaluating the company and their bid. I anticipate that we will want to award the base bid plus culvert 7A for a total of \$583,000. The original estimate for the project (inclusive of #1 and #4 minus #7A) was \$595,768 submitted in the grant request. The Trustees would be approving to "award" the low bid to FP Kane and then authorize TG Miller to prepare a contract that would be approved by the Trustees at the June meeting.

The MS4 Annual Stormwater Report for period ending March 9, 2022 has been completed by a combination of Tompkins County Stormwater Coalition and myself. As usual, the process is to introduce the document to the public at the meeting and authorize the Mayor to sign the document for submittal to the NYSDEC. (report attached)

As the combination of the RaNic discussion and a couple of near term funding opportunities have come up, I have requested Bergmann Associates to give us a proposal to update the previous study that was done as well as factor in a potential impact for the RaNic added traffic. I will forward their proposal as soon as I receive it. In the meantime, there was a short window of time to submit a grant pre-application for a NYSDOT Transportation Improvement Project through the Ithaca/Tompkins County Transportation Council. The advice of the ITCTC director was that the limited opportunity would be much greater if we could breakdown the project into two parts, and request funding for only one of the parts. I was able to have a discussion with Kelly Thompson, Bergmann Associates, and estimated that we could get the Triphammer Road intersection done for \$1,000,000 or less (adjusted for inflation). This application was due on 5/10/22. Since then, we have learned that there are 10 other projects that have been submitted within our area...7 from City of Ithaca, and 3 from local NYSDOT.

I have previously received a verbal cost estimate from TG Miller to do an engineering study of the sewer pipe under NYS Route 13 of approximately \$20,000. Dave Herrick is intending to provide a formal proposal to indicate the scope of work and the schedule. I will forward the proposal as soon as I receive it from Dave.

GHD Engineers has prepared an Engineering Report for the proposed WWTP Phase 3 Improvement Project. There is a lengthy report that I will need to send out an email that includes the link to download the report. There are several different element of the project, but the combined total cost inclusive of engineering fees and estimated inflation is approximately \$10,000,000. Until we know if we can get a grant to help pay for some of this project, the Village is not obligated to move forward with the project, but the next step to being eligible for a grant is to have GHD Engineers submit this report to the NYS Environmental Facilities Corporation to have it placed on the Intend Use Plan List. This list is a place holder on the state level to show them where money is needed to help communities meet their permit compliance. This will give us a ranking that will be used by the EFC to determine who will be awarded grants from the Water Infrastructure Improvement Act or other sources.

## EXHIBIT 2023--025

### **Clerks Report:**

- Amy Jacot has accepted the full-time Deputy Clerk Position and started last week.
- Laura and Kiersten have passed their NYS Notary Exam.
- Village Tax bills will be mailed out at the end of next week.
- All Insurance renewals are complete.
- Working through the easements for the Rightsizing Culvert Project.
- Presenting the Village Sump Pump Law and procedures to the EMC next Month.