



[Zoom Link 4118425407](#)  
**Village of Cayuga**

Board of Trustees Monthly Meeting  
October 19, 2022 7:00 p.m.

	<b>EXHIBIT/PAGE</b>
<b>1. Call To Order</b>	
<b>2. Approval of September 21<sup>st</sup>, 2022 Meeting Minutes</b>	2023-074 pgs. 2-19
<b>3. Report of the Fire Superintendent Tamborelle: Submitted Report</b>	2023-075 pgs. 20-21
<b>4. Privilege of the Floor:</b>	
<b>5. Report of Treasurer Dolch: Submitted Report</b>	2023-076 pgs. 22-23
<b>6. Report of Mayor Woodard</b>	
a. Public Hearing on Proposed Local Law - D of 2022 Short-term Rentals	2023-077 pgs. 24-26
b. Appointment of Jennifer Biloski to the Public Safety Committee	2023-078 pg. 27
c. Appointments to the Village Human Resources Committee	2023-079 pg. 27
d. Creation of the Sunset Park Task Force	2023-080 pg. 28
e. Plant to Plant Agreement	
<b>7. Report of the Trustees</b>	
<b>8. Report of Police Chief Wright: Submitted Report</b>	2023-081 pgs. 29-30
<b>9. Report of Director of Public Works Wiese: Submitted Report</b>	2023-082 pgs. 31-33
<b>10. Report of Superintendent of Public Works Cross: Submitted Report</b>	2023-083 pgs. 34-36
a. Proposed Local Law E of 2022- VCH Code Enforcement Program	2023-084 pgs. 37-67
<b>11. Report of Clerk Walker: Submitted Report</b>	2023-085 pg. 68
<b>12. Report of Village Attorney:</b>	
<b>13. Adjournment</b>	

**EXHIBIT 2023-074**

**Minute**

**VILLAGE OF CAYUGA HEIGHTS Wednesday, September 21, 2022**

**Zoom Meeting ID # 4118425407**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**



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

**1. Call to Order:** Mayor Woodard calls the meeting to order at 7:01 p.m.

**2. Appointment of Jennifer Biloski as Village Trustee:** Village resident and former Village Trustee Jennifer Biloski has joined the Board of Trustees to fill the vacancy by former Trustee C. Vanloan.

•Mayor Woodard would like to appoint J. Biloski as a Village Trustee for one official year (4/2023)

**Resolution # 9257**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the appointment of Jennifer Biloski as a Village Trustee for one official year. (4/2023)

Motion: Trustee Marshall

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

**Motion Carried**

**3a. Approval of Meeting Minutes: August 17, 2022 (Exhibit 2023-061)**

**BE IT RESOLVED THAT:** The Village of Cayuga Heights Board of Trustees approves the August 17, 2022 Meeting minutes as presented.

Motion: Trustee Salton

Second: Trustee Rennekamp

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

Nays: none

Abstentions: Biloski

**Motion Carried**

**3b. Approval of the Special Board Meeting Minutes: September 7, 2022**

**Resolution # 9259**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves September 7, 2022, Special Board Meeting minutes as presented.

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

**Motion Carried**

**4. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2023-063)**

- Fire Superintendent Tamborelle states that the fall recruit class dinner is tomorrow night and there is a lot of interest.
- Superintendent Tamborelle states that the only action item he has tonight is for the Board to approve the Cayuga Fire Company fundraising letter. Exhibit 2023-064

**Resolution # 9260**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the Cayuga Heights Fire Company fundraising letter to be mailed out to Village residents as presented in Exhibit 2023-064.

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

**Motion Carried**

**5. Privilege of the Floor:**

- Village resident Denise Ramzy of Kline Rd. addresses the Village Board with some concerns about the Walking Safe Cayuga Heights Sidewalk Project.
- D. Ramzy states that over the last year or so communication has broken down and little information has been shared. This week she now has noticed blue tape around a number of trees that she assumes will be cut for the project and NYSEG has been installing poles and has to move one that they mistakenly placed in the way of the future sidewalk.
- Mayor Woodard states that there haven't been any updates on this project and that is why the Village hasn't attempted to reach out to those affected by this project. It is also news to her that NYSEG was doing any work on Kline Rd.
- D. Ramzy states that this action looks like the project is making progress but received nothing from the Village. She would like to re-establish a line of communication going forward. She would also like to express her concerns about the overall scope of this project and the lack of input from Village residents.
- Mayor Woodard states that NYSDOT informed the Village that trees could not be cut down during certain times of the year in order to protect nesting bat populations.

- The Village DPW has made the decision to cut the trees down before that time of the year comes back around but the overall design scope of the project has not changed.

- B. Cross states that the timing for the offseason for the bats is right now until Spring. So, we have a lot of time before we need to cut those trees. We are not planning to do it right away since we are also waiting for NYSDOT to approve the design phase of this project.

- B. Cross further states that the Village cannot even provide the details that you are asking for and you are one hundred percent correct that the. The drawings we have do not help understand the scope of this project. What we all need to move forward from NYSDOT doesn't exist yet.

- D. Ramzy states that she does not want to miss the opportunity for changes to be made to this project.

- B. Cross states that there will be opportunities for Village residents to participate in the design phases once the Village has approval from the NYSDOT.

- D. Ramzy states that the other concern she has is that she now has three NYSEG telephone poles on her property.



- D. Ramzy also states that NYSEG trimmed her trees to make room for the additional poles and left the trimmings and streetlights on the property.





- Mayor Woodard states that she will have B. Cross contract the NYSEG Representative first thing tomorrow and complain about the way this situation has been handled.

- Trustee Salton states that NYSEG will be back to put the streetlight back on the pole.

- Mayor Woodard completely sympathizes with D. Ramzy and will draft a letter to NYSEG and the Public Service Commission expressing the Village's frustration with NYSEG and their pole replacement program.

- Village resident R. Nesbitt of Highland Rd. addresses the Village Board. He would like to echo D. Ramzy's comments about information sharing about the Walking Safe Cayuga Heights Sidewalk Project.

- R. Nesbitt states that from what he sees this plan has no continuity with any other streets. He feels that it is time to seek more money for this project so it can be done correctly. He also feels that the Village has not done an adequate study to move forward with the best plan that would accomplish walking safely in Cayuga Heights.

- R. Nesbitt states that the projects section on the Village website is horrible. Everything should be in one place such that a reasonable person could look at that and understand the full scope of a project without searching for it.

- R. Nesbitt states that he is very concerned about the drainage issues that already exist at this location and adding a sidewalk will only increase the problem.

- The other concern he would like to raise is the truck and car traffic through the Village.

- R. Nesbitt also states that traffic is not limited to cars. The other day there was an 18-wheel truck that traveled down Kline Rd.

- Mayor Woodard states that trucks that size are not allowed to travel on Village roads.

- B. Cross states that Village roads are not restricted and do not have any limitations.
- Mayor Woodard states that she will look into what the Village can do to reduce large truck traffic on Village streets.
- Village Clerk J. Walker states that the normal time allowed for the privilege of the floor is 2 minutes, but this Board has always made it a point to let Village residents communicate with the Board as much and as long as they want.

**5. Report of Treasurer Dolch: Submitted Report (Exhibit 2023-065)**

- Village Treasurer Dolch states that the OSG has finally approved the FYE 2021 AUD.
- Village Treasurer Dolch states that she needs the resolution to move money from contingency into expense account A1460.200 designated as Record Management Subscriptions

**Resolution: 9261**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the transfer of \$4000 from the Contingency account A1990 to the Record Management Account A1460.200.

Motion: Trustee Marshall

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

**Motion Carried**

- Village Treasurer Dolch also states that we under-budgeted account G8130.480 WWTP Purchase Sewer Services and need to fund \$22,000 from Sewer Contingency G1990.400 Account.

**Resolution: 9262**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the transfer of \$22,000 from the Sewer Contingency account A1990.400 to the G8130.480 WWTP Purchase Sewer Services Account.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

**Motion Carried**

**Approval of Abstract # 4**

**Resolution: 9263**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves Abstract #4 for FYE2022 consisting of TA vouchers 24-31 in the amount of \$13,787.24 and Consolidated Fund vouchers 196-280 in the amount of \$824,860.90 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Marshall

Second: Trustee Biloski

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

Nays: none

Abstentions: none

**Motion Carried**

**6. Report of Mayor Woodard:**

**b. Public Hearing on 2213 N. Triphammer Road Property Maintenance Violation:**

•Mayor Woodard opens the Public Hearing at 7:43 p.m.

•Mayor Woodard closes the Public Hearing at 7:44 p.m.

•Village Clerk Walker states that now the Board has to acknowledge that the property located at 2213 N. Triphammer Rd is still in violation and issue a certified letter stating the owner has thirty days to bring the property back into compliance.

•Attorney R. Marcus states that the Board should determine by resolution that the property is in violation and has thirty days to remedy the situation. If the thirty days go by, the Village may perform the remediation.

**Resolution: 9264**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees has determined that the property located at 2213 N. Triphammer Rd. is still in violation as described in the notice and now has thirty days to remediate the violation if not the Village will follow the procedures in Local Law 2 and perform or hire out the work to bring the property located at 2213 N. Triphammer Rd. back into compliance.

Motion: Trustee Hubbell

Second: Trustee Marshall

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

Nays: none

Abstentions: Salton

**Motion Carried**

•Village Attorney R. Marcus states that for the record that in the event this violation continues then the Board does not have to repeat the Public Hearing process.

- Trustee Salton states that this is not legal and would like another opinion. Why should a resident be on double secret probation for the rest of their life?
- Village Attorney R. Marcus states that he did discuss this with NYCOM and they supported the language in our law.

**c. Public Hearing on 325 Highland Rd. Property Maintenance Violation:**

- Mayor Woodard opens the Public Hearing at 7:53 p.m.
- Village Resident M. Defay states that she lives next door to the vacant property. She states that someone cut the grass because it was out of control. The property looks abandoned and there are maintenance issues everywhere.
- M. Defay would like clarification on what will happen next to the property and if there will be any exterior maintenance.
- Village Attorney R. Marcus states that the notice that was issued was for lawn maintenance only.
- Trustee Salton asks if M. Defay knows who came and cut the grass at 325 Highland Rd.
- M. Defay states that one of the neighbors down the street was concerned about the property.
- Mayor Woodard closes the Public Hearing at 7:56 p.m.
- Village Attorney R. Marcus states that if that is the case then the property is no longer in violation.
- Mayor Woodard inquires about the condition of the backyard.
- M. Defay states that the backyard is out of control and has not been touched in the last year and a half.
- Village Attorney R. Marcus that the Village Board can still issue a notice since the work to bring the property into compliance was not complete.
- Trustee Salton asks if anyone from the Village has inspected the property.
- Director of Public Works M. Wiese states that he has not been on the property.

**Resolution: 9265**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees has determined that the property located at 325 Highland Rd. is still in violation as described in the notice and now has thirty days to remediate the violation if not the Village will follow the procedures in Local Law 2 and perform or hire out the work to bring the property located at 325 Highland Rd. back into compliance.

Motion: Trustee Marshall

Second: Trustee Hubbell

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



Nays: none  
Abstentions: Salton

**Motion Carried**

**d. Public Hearing on Proposed Local Law -C of 2022 Sewer Rate:** Mayor Woodard states that the 15% rate increase is a significant increase.

- Mayor Woodard states that part of the increase to the outside municipality is due to their request to build in the cost for the GHD I & I Study.

- Mayor Woodard opens the Public Hearing at 8:03 p.m.

- Mayor Woodard closes the Public Hearing at 8:03 p.m.

**Resolution: 9266**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law C of 2022 as Local Law #3 of 2022 and this is an exempt action under 617.5C section 26 & 33 the adoption of local law in connection with continuing agency administration and management.

**A LOCAL LAW TO AMEND THE ANNUAL SEWER RATES, AS DEFINED IN ARTICLE XII, SEWER RENTS, OF THE VILLAGE OF CAYUGA HEIGHTS ARTICLES**

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

**Section I. PURPOSE**

The purpose of this Local Law is to establish annual sewer rates of \$4.00/1000 gallons consumed for inside users and a rate of \$6.00/1000 gallons used for outside users, as defined in articles XII, Sewer Rents, of the Village of Cayuga Heights Articles.

**Section II. AUTHORITY**

This Local Law is enacted pursuant to the grant of powers of local governments provided for in (i) Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provisions of the New York State Constitution or 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, (ii) General Municipal Law Article 14-F, (iii) General Municipal Law Sections 451 and 452, and (iv) Village Law Article 14.

**Section III. ESTABLISHMENT OF SEWER RATES**

As of January 1, 2023, annual sewer rates shall be established at a rate of \$4.00/1000 gallons used for treatment of wastewater originating from properties located within the Village and a rate of \$6.00/1000 gallons used for treatment of wastewater originating from properties located outside of the Village.

**Section IV. SUPERSEDING EFFECT**

All Local Laws, 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.

#### **Section V. VALIDITY**

The invalidity of any provision of this Local Law shall not affect the validity of any other provision of this Local Law that can be given effect without such invalid provision.

#### **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 Rennekamp

Second: Trustee Marshall

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

Nays: none

Abstentions: none

#### **Motion Carried**

**e. Schedule a Public Hearing on Proposed Local Law D of 2022- Short-term Rentals:** This new local law modifies the short-term rental law of 2018. The permit fee is increasing from \$125 to \$150 and also increases the fine structure.

- Mayor Woodard states that the Village has hired a company that will be able to scrub rental sites to find those residents who are operating short-term rentals without a permit.

- Mayor Woodard states that we will publicize this new information through the Enewsblast, Website, and the Annual VCH Newsletter.

- Mayor Woodard states that she would like to schedule a Public Hearing for this proposed local law on October 19, 2022, at 7:05 p.m.

**DRAFT**

### **VILLAGE OF CAYUGA HEIGHTS PROPOSED LOCAL LAW D OF THE YEAR 2022**

#### **A LOCAL LAW TO AMEND THE VILLAGE OF CAYUGA HEIGHTS CODE CHAPTER 305, "ZONING," ARTICLE V, "RESIDENCE ZONE," SECTION 305-17(I), "SHORT-TERM RENTAL" PROVISIONS**

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

**SECTION I                    PURPOSE AND INTENT**

The Village's Board of Trustees has found that use of residences in the Village as short-term rental units continues to occur, and that in some cases homeowners have failed to comply with the Village Code's requirements for short-term rentals. Additionally, the Village Board has determined that the short-term rental registration permit fee should be increased. Further, the Village Board has determined that the provisions of Section 305-17(I)(5) concerning penalties for violations are unnecessarily complicated and should be revised and simplified. The purpose of this Local Law is to modify the text of Village Code Chapter 305, Article V, Section 305-17(I) as stated below.

**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 V, "RESIDENCE ZONE," SECTION 305-17(I)(3), "SHORT-TERM RENTAL REGISTRATION PERMIT"**

Subsection 305-17(I)(3)(c), of Article V, "Residence Zone," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

- (c) The registration permit fee is \$150.00 per year.

**SECTION IV                    AMENDMENT OF ZONING LAW ARTICLE V, "RESIDENCE ZONE," SECTION 305-17(I)(5), "PENALTIES"**

Subsection 305-17(I)(5), of Article V, "Residence Zone," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

- (a) The penalty provisions of § 305-113 below shall not apply to any violation of the provisions of this § 305-17(I), and the following provisions shall apply to any such violation.
- (b) If the owner of any residence who uses the residence or any part thereof for short-term rental in violation of the requirements of this section, whether in violation of registration permit requirements, in violation of the maximum time limits stated in Subsections (I)(2)(a)-(c) above, or otherwise, each such violation shall be punishable by a fine of \$300.00, and the registration permit shall be revoked for the current year and may not be renewed for the following year.
- (c) Each additional violation, including but not limited to, each additional night rented beyond the limits stated in Subsections (I)(2)(a)-(c), shall constitute a separate and new violation, and

each new violation shall be punishable by a fine of \$300.00.

- (d) If an owner uses the residence or any part thereof for short-term rental without having obtained a registration permit, the owner shall be prohibited from obtaining a short-term rental registration permit from the Village for the remainder of that calendar year.
- (e) In addition to any penalties imposed by this section, an owner found in violation of this section shall be liable for any costs and reasonable attorney's fees incurred by the Village of Cayuga Heights related to the enforcement of these provisions against the owner.
- (f) All penalties assessed in accordance with this section, including all costs and reasonable attorney's fees, shall constitute a lien and charge on the real property on which such lien is levied until paid or otherwise satisfied or discharged and shall be collected in the same manner and at the same time as other Village charges against such real property.

#### **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 as of January 1, 2023.

**Resolution: 9267**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees hereby schedules a Public Hearing to seek comments on Proposed Local Law D of 2022- Short-Term Rentals.

Motion: Trustee Marshall

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

## **Motion Carried**

**f. RaNic PDZ:** The Village Board of Trustees is now tasked with coming up with the Village Zoning changes for the submitted Planned Development Zone application for the RaNic Golf Club.

- Present via Zoom is the Owner of RaNic Golf Club, Sean Whittaker, and project developers Noah Demarest and Adam Fishel.
- Trustee Salton states there should not be any site plan discussion for the Board tonight.
- N. Demarest states the Village PDZ consists of seven acres in the Village which will include the hotel and some of the townhouses.
- Mayor Woodard states that what we see on the map is where we can expect the townhouses to be built.
- N. Demarest states that is correct, the topography and wet areas on this site prevent that from happening. The only exception would be if in the future the club acquired more properties on Hanshaw Road.
- Mayor Woodard asks if there will be any issues with setbacks.
- Village Attorney R. Marcus states that if the Board wants to establish a different requirement for a setback, then that can be a condition of the PDZ. Furthermore, the Village could state that from Pleasant Grove Road there won't be any development other than for the installation of stormwater facilities.
- Mayor Woodard states that she would like clarification on the number of rooms this hotel will have.
- N. Demarest states that the intent is to build a three-story, thirty-room hotel with a twenty-room extension then four cabanas or cabins as illustrated at. [RaNic - Planning Development Zone - Village Of Cayuga Heights \(Cayuga-heights.ny.us\)](#) A fixed number has to be determined as defined in the PDZ law.
- N. Demarest states that they have proposed in the application a building height of no more than thirty-five feet.
- Trustee Marshall states that it mentions that there will be on-street parking for cars attached to the town of Ithaca, and he does not see that in this presentation.
- N. Demarest states that the plan has been tweaked a little bit. The form of parking on the Town of Ithaca side is at a ninety-degree angle next to the road that exits onto Hanshaw Road. They are connected to the townhouses. In the Village, there is dedicated off-street parking for the townhouses.
- A. Fishel from Marathon Engineering states that there is going to be any traditional on-street parking.
- Trustee Marshall inquires about the SRF Traffic Study results and when will the Board be able to review those findings.
- N. Demarest will provide that information as soon as possible. The study will also provide advice on the existing zoning requirements for different uses and establish recommendations on parking counts



based on what we have proposed.

- Trustee Marshall recalls the CMC medical office overflow parking agreement with the former Ithaca Country Club and if that has any merit with the new owners of RaNic.
- S. Whittaker states that the agreement was never forwarded to him, and he is not aware of any agreement.
- Village Attorney R. Marcus states that he does not think the Village Planning Board required that agreement to be recorded or to be binding on future owners of the golf club.
- B. Cross states that he has never needed to enforce that agreement.
- Planning Board Member E. Quaroni states that the current Village Zoning Law would have to be modified to account for Townhouses.
- B. Cross states that he would like to suggest that townhouses or cluster housing already are allowed under an NYS statute which the Village would not be able to prohibit.
- B. Cross states that we will need the developers to define the types of cluster housing, One version would be that the dwellings each include some amount of land, and the other version would be the condominium-style where none of the dwellings include any land.
- Village Attorney R. Marcus states that the applicant needs to specify which type of ownership will be used for the proposed townhouses in this application.
- N. Demarest states that they will need to seek the advise of the counsel to see what the best method is for them to pursue.
- Village Attorney R. Marcus asks if there will be any component of this project other than the townhouses that might be subdivided.
- N. Demarest states that there are no plans at this time to do any other subdivisions.
- Trustee Salton states that he would like to know where people will park when there is a large event at the golf course and what is that number of spaces.
- B. Cross states that everything parking space that is not associated with the townhouses results in 103 parking spaces for quests.
- Trustee Rennekamp asks if the townhouses are limited to one parking spot per unit.
- N. Demarest states that the drawing does not show it but there is one car garage under each townhouse and each townhouse has two parking spaces.
- Planning Board Member E. Quaroni inquires about whether or not a children's daycare center will be part of the new plan.
- N. Demarest states that wording was carried over from the Town of Ithaca PDZ language and he wasn't sure what was defined as daycare. They will not be providing child daycare at RaNic.
- Mayor Woodard would like to know what the price points of the townhouses are.

- N. Demarest states that is one component that needs to be studied more. The goal is to be in the \$500,000 to \$700,000 price range for a two-bedroom 1400-square-foot home.
- Trustee Rennekamp states that she is interested in knowing if the traffic study is taking into consideration the increase in pedestrian traffic.
- A. Fishel states that is a great point and they will make sure that is included in their traffic study.
- Trustee J. Biloski asks if there has been any discussion about sidewalks that connect directly to Cornell through the golf course.
- N. Demarest states that they would think that those pedestrians would use the existing sidewalk along Pleasant Grove Rd.
- In closing B. Cross reminds the Board that there needs to be to be a lead agency for SEQR and the Town of Ithaca has agreed to become a lead agency.
- N. Demarest states that there will be a back and forth between the two municipalities for several months. He will submit a SEQR application to the Town of Ithaca after the Village Planning Board meeting next week.
- Village Attorney R. Marcus states that the Village Board will have to enact the new PDZ law before the Village Planning Board could accept a site plan for review and subdivision.

## **7. Report of The Trustees:**

- Trustee Hubbell states that the Cayuga Lake Watershed IO held its meeting at Cayuga Lake State Park. The group has a lot of challenges ahead of it.
- Trustee Salton states that the Greater Tompkins County Municipal Health insurance consortium (GTCMHIC) Executive Board met and discussed introducing a Medicare Supplement Plan and possibly a Medicare Advantage Plan in the future.
- Mayor Woodard states that it will be difficult to get any of our current retirees to switch healthcare plans but going forward it would be a good idea to change to those plans.

## **8. Report of Police Chief Wright: Submitted Report (Exhibit 2023-069)**

- Police Chief Wright states that there were several lengthy investigations that resulted in some good arrests this past month,
- Police Chief Wright states that his overtime hours for this month were very low, only 14 hours.
- In closing Police Chief Wright states the police pickup truck should be completed later next month.

## **9. Report of Director of DPW Wiese: Submitted Report (Exhibit 2023-070)**

- Director Wiese states that the DPW crew has been working on mainly sidewalk gaps this summer. As stated last month he is having difficulty getting concrete.
- Director Wiese states that there are some water valves that will need to be replaced in the Village next week.

- Direct Wiese states that Cayuga Heights Road will be re-opened tomorrow.
- Trustee Hubbell ask about how the four ten-hour workdays worked out.
- Director Wiese states that he was very happy with it, this schedule makes it much easier to complete projects.

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

**a. Change Order F.P. Kane:** The Right-Sizing Culvert Project is complete, and the contract did finish two other culverts without additional monies.

- B. Cross states that the adjusted work orders submitted by F.P. Kane resulted in a change of \$95,426.79

**Resolution: 9268**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the contract change document in the amount of \$94,426.79 as presented in Exhibit 2023-071

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

**Motion Carried**

- B. Cross states that F. P. Kane did a great job for the Village and would recommend them again.

**b. GHD Dairy One Study:** Dairy one provides lab assistance for milk testing. Chemicals used in testing at the facility corroded the steel sewer lines and this resulted in a sewage leak.

- B. Cross states that NYSDEC was notified of the leak and they in turn notified the Village that Dairy One needed a formal discharge permit.

- B. Cross states that GHD has provided this service for the Village in the past and tonight GHD has a proposal for the Mayor to sign as presented in Exhibit 2023-072.

- B. Cross further states that the charges for GHD to do this work will be refunded by Dairy One.

**Resolution: 9269**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the GHD contract for producing an industrial discharge permit for Dairy One as presented in Exhibit 2023-072

Motion: Trustee Marshall

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

### **Motion Carried**

#### **11. Report of Clerk Walker:**

- Clerk Walker states for tonight the Board will need to review and make a decision on authorizing him to enter into discussions with the supply contractor of our natural gas and electricity.

- Clerk Walker states that both Constellation Energy (electric) supplier has stated that this year we will see double-digit increases, especially in the winter months. The same goes for natural gas through Direct Energy.

- Clerk Walker states that the Village Finance Committee has reviewed these proposals.

- Clerk Walker states that these two proposals allow the Village to assign certain months as fixed rates and some at a variable rate.

- Trustee Marshall states that these companies are going to have a long-term fixed rate that at some point they will make money and they really don't want us to bet against them.

- B. Cross states that the MEGA Consortium has negotiated with multiple possible suppliers on our behalf, and this is the result of the MEGA Consortium providing that information for us.

#### **Resolution: 9270**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Village Clerk Walker to negotiate for a four-year contract with Constellation Energy for variable and fixed pricing provided through the MEGA Consortium.

Motion: Trustee Marshall

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

### **Motion Carried**

#### **Resolution: 9271**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Village Clerk Walker to negotiate for a three-year contract with Direct Energy for variable and fixed pricing provided through the MEGA Consortium.

Motion: Trustee Biloski

Second: Trustee Marshall

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

**Motion Carried**

**12. Report of Attorney Marcus:** No report at this time.

**13. Executive Session:**

**Resolution: 9272**

**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 is 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 Salton

*Second:* Trustee Marshall

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9273**

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

*Motion:* Trustee Salton

*Second:* Trustee Rennekamp

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

*Nays:* none

*Abstentions:* none

**Motion Carried**



**14. Adjournment:** Mayor Woodard adjourns the meeting at 10:05 p.m.

**EXHIBIT 2023-075**

September 13, 2022

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report September 2022

The pace increased rapidly in September with 61 calls for service. We had 39 calls in the Village of Cayuga Heights, 18 calls in the Town of Ithaca and 4 mutual aid requests. There were 39 EMS calls and 22 fire responses. In looking at the run log for the month there were no calls that stood out as unusual. This was a very busy but routine month with all calls covered by the department.

In October we focused much of our training on vehicle extrication and stabilization leading to our October trainings that will focus on vehicle fires. Early in the month we did an “anatomy of the car” training. This was a great refresher for our olde members and an introduction to our newer members. This training went over the hazards of the vehicle when it is involved in incidents. We went over the proper fire service descriptions of the locations on the vehicle and how to make it as safe as possible for us to do our job. Later in the month we went over stabilization and extrication from the vehicle. We will pull all this together in late September and early October with an extrication training followed by a car fire training. Throughout the month our probationary members finished up with their checklists.

In September we held our recruiting information dinner as well as our interviews. As stated in last month's report I was a little worried about the lack of response for our fall recruit drive because by mid-September I had not gotten many inquiries for membership. This changed the week before the information session, and we did end up with 32 applicants for 16 spots in the class. We were able to cull the list down to 24 interviews. Those who applied for membership but did not get an interview either lived too far out of our district or were juniors or seniors at Cornell. We do not ever take seniors and rarely take juniors due to lack of time to complete training and get anything meaningful from their membership. The fall classes will be October 15/16 and 22<sup>nd</sup>.

All our summer scheduled maintenance has been done and all our equipment seems to be in good working order at this time. We are still waiting for the fans to come in to finish the truck bay electric repair and upgrade project.

We held an appreciation dinner for our members in September at the fire station. We had the meal catered and did it in the truck bay. It was a wonderful evening for everyone. It was very nice to finally all be able to gather and enjoy a night of revelry. We did not do any awards as we

will save that recognition for the Installation Dinner in April. This was just an evening to socialize and unwind.

Our members are in good spirits and seem to be happy to be back at the station running calls and training. It would seem that after so many cycles of training that people would be tired of the constant continuation of recruiting and checklist work, but our members are always looking forward to the new classes and eager to continue the training program. We are extremely lucky to have these dedicated volunteers involved with our organization!

Sincerely,

George Tamborelle  
Fire Chief/Fire Superintendent

**EXHIBIT 2023-076**  
**VILLAGE OF CAYUGA HEIGHTS**  
**TREASURER'S REPORT**

**AUD:** The 2022 AUD is nearly complete.

**Revenues and Expenses:**

September bank to book reconciliation is complete. They have been reviewed and approved by Trustee and Deputy Treasurer Rennekamp. A copy of the accounting system generated Monthly Treasurer's Report is attached.

**Budget:**

**Banking:** Our account with NYClass was offering much higher interest rates than Tompkins Community Bank. The finance team recently discussed moving money into that account to take advantage of these rates. For comparison, Tompkins was .08% as of September 30 and NYClass was 2.28%.

**Approval of Abstract 5:**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #5 for FYE2023 consisting of:

- TA vouchers 32-40 in the amount of \$15,184.82 and
- Consolidated Fund vouchers 281-366 in the amount of \$1,125,655.37

and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

*Laura W. Dolch*

Laura W. Dolch

Treasurer

## MONTHLY REPORT OF TREASURER

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

The following is a detailed statement of all moneys received AND disbursed BY me during the month of September, 2022:

DATED: October 11, 2022

  
 Dana W. Dolch  
 TREASURER  
 10/17/22

	Balance 08/31/22	Increases	Decreases	Balance 09/30/22
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	2,237,901.46	247,490.41	421,761.64	2,063,630.23
CASH - SAVING	1,259,940.26	77.35	0.00	1,260,017.61
CERTIFICATE OF DEPOSIT	408,091.60	110.15	0.00	408,201.75
NYCLASS GENERAL	1,003,089.06	1,885.51	0.00	1,004,974.57
PETTY CASH	450.00	0.00	0.00	450.00
FIRE OCCUNCIL CASH ASSETS	679.81	0.00	0.00	679.81
TOTAL	4,910,152.19	249,563.42	421,761.64	4,737,953.97
<b>CD SPECIAL GRANT FUND</b>				
CASH	-4,142.24	8,777.15	4,520.52	114.39
CASH - POLICE COMP TIME RESERV	25,032.57	0.00	0.00	25,032.57
CASH - ARPA FUNDS 2021	47,523.40	0.00	6,984.68	40,538.72
CASH - ARPA Funds 2022	183,314.95	0.00	0.00	183,314.95
CASH - JCAP COURTROOM SEATING	484.75	0.00	0.00	484.75
CASH - DONATIONS & POL TRIAD 2	755.75	0.00	0.00	755.75
CASH - BEAUTIFICATION SPECIAL	1,072.97	4,900.00	1,450.00	4,522.97
CASH - CULTURAL & HISTORIANS R	92.23	0.00	0.00	92.23
CASH - DONATIONS FOR BODY CAME	28,065.75	0.00	342.47	27,723.28
RESERVE FOR BANK INTEREST	30.48	11.63	0.00	42.11
TOTAL	282,230.61	13,688.78	13,297.67	282,621.72
<b>F WATER FUND</b>				
CASH - CHECKING	335,942.01	73,648.39	21,200.44	388,389.96
TOTAL	335,942.01	73,648.39	21,200.44	388,389.96
<b>G SEWER FUND</b>				
CASH - CHECKING	695,957.85	2,874.03	134,790.92	564,040.96
CASH - SAVINGS	-83,498.53	0.00	0.00	-83,498.53
NYCLASS SEWER	501,544.42	942.73	0.00	502,487.15
TOTAL	1,114,003.74	3,816.76	134,790.92	983,029.58
<b>H CAPITAL FUND</b>				
CASH - CHECKING	-424,833.59	0.00	573,765.39	-98,068.20
TOTAL	-424,833.59	0.00	573,765.39	-98,068.20
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	14,767.62	163,027.23	159,124.05	18,670.80
TOTAL	14,767.62	163,027.23	159,124.05	18,670.80
TOTAL ALL FUNDS	6,232,262.58	503,744.58	1,323,940.11	5,412,067.05



**EXHIBIT 2023-077**  
**DRAFT**  
**VILLAGE OF CAYUGA HEIGHTS**  
**PROPOSED LOCAL LAW D OF THE YEAR 2022**

**A LOCAL LAW TO AMEND**  
**THE VILLAGE OF CAYUGA HEIGHTS CODE CHAPTER 305, "ZONING,"**  
**ARTICLE V, "RESIDENCE ZONE," SECTION 305-17(I), "SHORT-TERM RENTAL"**  
**PROVISIONS**

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

**SECTION I**                    **PURPOSE AND INTENT**

The Village's Board of Trustees has found that use of residences in the Village as short-term rental units continues to occur, and that in some cases homeowners have failed to comply with the Village Code's requirements for short-term rentals. Additionally, the Village Board has determined that the short-term rental registration permit fee should be increased. Further, the Village Board has determined that the provisions of Section 305-17(I)(5) concerning penalties for violations are unnecessarily complicated and should be revised and simplified. The purpose of this Local Law is to modify the text of Village Code Chapter 305, Article V, Section 305-17(I) as stated below.

**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 V, "RESIDENCE ZONE," SECTION 305-17(I)(3), "SHORT-TERM RENTAL REGISTRATION PERMIT"**

Subsection 305-17(I)(3)(c), of Article V, "Residence Zone," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

(c) The registration permit fee is \$150.00 per year.

**SECTION IV**                **AMENDMENT OF ZONING LAW ARTICLE V, "RESIDENCE ZONE," SECTION 305-17(I)(5), "PENALTIES"**

Subsection 305-17(I)(5), of Article V, "Residence Zone," of the Zoning Law, is hereby deleted in its entirety and replaced with the following:

- (g) The penalty provisions of § 305-113 below shall not apply to any violation of the provisions of this § 305-17(I), and the following provisions shall apply to any such violation.
- (h) If the owner of any residence who uses the residence or any part thereof for short-term rental in violation of the requirements of this section, whether in violation of registration permit requirements, in violation of the maximum time limits stated in Subsections (I)(2)(a)-(c) above, or otherwise, each such violation shall be punishable by a fine of \$300.00, and, if the owner has a current registration permit, the registration permit shall be revoked for the current year.
- (i) Each additional violation, including but not limited to, each additional night rented beyond the limits stated in Subsections (I)(2)(a)-(c), shall constitute a separate and new violation, and each new violation shall be punishable by a fine of \$300.00.
- (j) If an owner lists, advertises or markets the residence or any part thereof as being available for short-term rental without having obtained a current registration permit, but the owner has not yet used the residence for short-term rental, the owner shall be subject to any applicable fines set forth in this Subsection 305-17(I), however, if the owner delivers payment of such fines to the Village along with the registration permit application and fee therefor, the owner may obtain a short-term rental registration permit from the Village for the remainder of that calendar year.
- (k) In addition to any penalties imposed by this section, an owner found in violation of this section shall be liable for any costs and reasonable attorney's fees incurred by the Village of Cayuga Heights related to the enforcement of these provisions against the owner.
- (l) All penalties assessed in accordance with this section, including all costs and reasonable attorney's fees, shall constitute a lien and charge on the real property on which such lien is levied until paid or otherwise satisfied or discharged and shall be collected in the same manner and at the same time as other Village charges against such real property.

**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 as of January 1, 2023.

**EXHIBIT 2023-078**

**Village of Cayuga Heights Public Safety Committee**

•Mayor Woodard would like to appoint J. Biloski to the Village Public Safety Committee for one official year (4/2023)

**Resolution #**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the appointment of Jennifer Biloski to the Village Public Safety Committee for one official year. (4/2023)

**EXHIBIT 2023-079**

**Village of Cayuga Heights Human Resources Committee**

Mayor Woodard would like to appoint herself to the Human Resources Committee for one official year. (4/2023)

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Woodard to the Human Resources Committee for one official year. (4/2023)

Mayor Woodard would like to appoint Trustee Biloski as chair of the Human Resources Committee for one official year. (4/2023)

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Biloski as Chair to the Human Resources Committee for one official year. (4/2023)

Mayor Woodard would like to appoint Trustee Robinson to the Human Resources Committee for one official year. (4/2023)

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Robinson to the Human Resources Committee for one official year. (4/2023)

Mayor Woodard would like to appoint Village Clerk Walker to the Human Resources Committee for one official year. (4/2023)

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Village Clerk Walker to the Human Resources Committee for one official year. (4/2023)

**EXHIBIT 2023-080**

**Village of Cayuga Heights Sunset Park Task Force**

Mayor Woodard would like to create a Sunset Park Task Force and appoint the following members.

Mayor Woodard would like to appoint Trustee Marshall as chair of the Sunset Park Task Force.

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Marshall as Chair of the Sunset Park Task Force.

Mayor Woodard would like to appoint herself to the Sunset Park Task Force

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Mayor Woodard to the Sunset Park Task Force.

Mayor Woodard would like to appoint Trustee Hubbell to the Sunset Park Task Force.

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Hubbell to the Sunset Park Task Force.

Mayor Woodard would like to appoint Village Forester Cowett to the Sunset Park Task Force.

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Village Forester Cowett to the Sunset Park Task Force.

Mayor Woodard would like to appoint Trustee Biloski to the Sunset Park Task Force.

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Trustee Biloski to the Sunset Park Task Force.

Mayor Woodard would like to appoint Village Historian Szekely to the Sunset Park Task Force

**Resolution #**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Village Historian Szekely to the Sunset Park Task Force.





**EXHIBIT 2023-081**  
**Village of Cayuga Heights**  
**Police Department**

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Jerry L. Wright  
Chief of Police

10/13/22

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

Re: Report of the Police Department for September 2022

In the month of September, the police department received 327 calls for service. In addition to these calls, 60 uniform traffic tickets were issued, and 10 parking violations were cited. A breakdown of the calls for service is as follows:

There was one D Felony Grand Larceny 3rd arrest made after investigation of a stolen vehicle complaint.

11 Misdemeanor Penal Law Offenses were observed. Three for Criminal Mischief, two for Fraud and six for Petit Larceny. One incident of Criminal Mischief was reported after a resident observed an unknown person allegedly rummaging through their recycling bin. The subject was located, and the investigation led to no charges. Another complaint of criminal mischief was made by an employee of a residential facility having found a burned piece of clothing on the premises. The employee did not wish for an investigation, just for a report to be on file. A third report of criminal mischief was made by a residence having a broken second story window with no explanation of how it could have happened. After an investigation, it was determined not to be criminal in nature. Two Fraud complaints were reported. One of the incidents involved an allegation of personal checks being forged and cashed by an unauthorized individual. There is a suspect and the investigation is on-going. The second complaint of fraud was made by a resident stating they had received an email from a close friend requesting a gift card with a specific amount be sent to them. After an investigation, it was determined to be fraudulent and is under investigation. One of the six Larceny incidents involved a shoplifter being apprehended at a local grocery store, which was out of the village of Cayuga Heights. The responding officer turned the incident over to the appropriate law enforcement agency. A second incident of theft was reported involving a stolen bicycle. There are no suspects, and the case has been closed pending any further information. The remaining four reports of theft were involving unsecured vehicles being entered unlawfully. In three of the incidents cash was reported missing, however in the last incident no items were reported as missing. There is a suspect in all of the theft from a motor vehicle cases and arrest charges have been filed.

Investigation into six Traffic Stops led to seven Vehicle and Traffic Misdemeanor charges:

- One Aggravated Unlicensed Operation of a Motor Vehicle 2 nd
- Four Aggravated Unlicensed Operation of a Motor Vehicle 3 rd
- Two charges of Suspended Registration

There were three Penal Law Violations reported, one for Harassment and one for Trespassing. The Harassment complaint involved a verbal dispute between two parties. This incident was investigated and

closed with no arrest. One trespass complaint stemmed from an unlocked vehicle being entered on private property. The second reported trespass was for two individuals camping on a trail within the village. The campers were advised to leave the area and complied.

Four Local Law complaints were received including one for Dog Control and three for Noise. The Dog Control complaint was made by an individual stating that while they were walking their dog, the dog bit a passerby. There was an investigation, and the case was closed. One Noise complaint was made involving loud music coming from the afterschool program. The responding officer observed the music and requested that the volume be turned down. The subjects complied. A second Noise complaint was reported as a loud party in the area. The on-duty officer was unable to locate any loud noise in the reported area. The final Noise complaint was made regarding a barking dog. The responding officer was able to make contact with the dog's owner and the situation was resolved. No further complaints were made.

2 Motor Vehicle accidents were reported, none involving deer.

There were no other incidents involving deer reported.

In summary 7 people were arrested on the following 8 charges: 1-Grand Larceny 3<sup>rd</sup>, 1- Aggravated Unlicensed Operation of a Motor Vehicle 2<sup>nd</sup>, 4-Aggravated Unlicensed Operation of a Motor Vehicle 3<sup>rd</sup> and 2 charges of Suspended Registration.

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

Over the course of the month, Officers took part in the following trainings and/or events: On the 9<sup>th</sup> Officers Barr and Langlois conducted a Commercial Vehicle Inspection Detail. On the 10<sup>th</sup>, Officer Chad Lansing assisted Kendal at Ithaca with a Walk for Alzheimer's. On the 15<sup>th</sup> and 16<sup>th</sup> Officers Manheim and Langlois attended an Interview and Interrogation training through the Homer Police Department.

The full-time officers worked a total of 20.5 hours of overtime and the part-time officers worked a total of 203 hours.

Sincerely,  
Chief Jerry Wright

**EXHIBIT 2023-082**  
**Village of Cayuga Heights**  
**Mike Wiese – B.O.T Report**  
**October 19<sup>th</sup>, 2022**

**Code Enforcement –**

No trainings were attended.

**Street -**

The culvert right sizing project has had asphalt patch and is waiting to have guide rail installed in required locations.

**Water –**

While Bolton Point was doing their required valve inspections, they located two valves that were leaking. One valve was located at the intersection of Cambridge and Burleigh Drive and the other was located on North Triphammer Road. Both valves were exposed and found to have deteriorated bolts which were replaced.

Another valve located on Hanshaw Road was found to be leaking and had the bolts replaced as well.

A water break was discovered on September 23rd on East Upland Road near Community Corners. The crew was able to repair the break.

**Personnel –**

Ralph Newhart sent in a letter informing the Village of his retirement as of October 1<sup>st</sup>. Ralph was a 34 Year employee and will retire as a Motor Equipment Operator.

**Equipment –**

Equipment was placed into a Teitsworth auction in the month of September. All items brought more than anticipated.

# Seller Settlement



Roy Teitworth Inc.  
6497 Barber Hill Road  
Geneseo, NY 14454  
Phone: (585) 243-1563  
Fax: (585) 243-3311  
Tax #: 16-1122864

Invoice # 75-226099-1

**Seller Information**

Seller Name: Wiese, Michael  
 Seller Number: 75  
 Company: Village of Cayuga Heights  
 Location: 123 Sheldon Road  
 Ithaca, NY 14850  
 Phone: (607) 591-7938

**Auction Information**

Auction: September NetAuction 2022: Edition 2  
 Date: 09/20/2022 18:00  
 Location: 6497 Barber Hill Rd  
 Geneseo, NY 14454

Lot Num	Description	Bidder	Buyer First Name	Buyer Last Name	Buyer Company	Buyer Phone	Lot SubTotal
31	Village of Cayuga Heights - 2008 Bobcat S185 skid steer. 3203 hours. Power Bob-Tach. Aux hydraulics. Joystick controls. Cab. Heat. A/C. S/N:530360794. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	2813	gary	isaman	gnz construction	(585) 519-3035	\$13,300.00
41	Stone Wolfpac 3100 double drum roller. 1.5 ton. Hour meter reads 1181. Does run but does not move. Gas engine. 35.5in drums. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	11713	Ben	Lynd	Lynd Home Improvement	(585) 905-5958	\$3,350.00
44	Village of Cayuga Heights - John Deere 301A tractor. 2WD. Diesel. Includes sickle bar mower. Runs and operates as it should. Attachment covered in tarp in pictures is not included in sale. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	17054	Matt	Betzler	INTERLAKEN EQUIPMENT CO.	(585) 230-7103	\$5,850.00
89	Village of Cayuga Heights - Stone tamper. Honda gas engine. Runs and operates as it should. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	814	Jeff	Crobar	Crobar Contracting	(315) 344-7724	\$1,475.00
90	Village of Cayuga Heights - Plate tamper. Honda gas engine. Runs and operates as it should. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	7553	Dave	Wetzler		(716) 604-8090	\$360.00

	Village of Cayuga Heights - Multiquip Mikasa MT-74F jumping jack tamper. Not running. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL					(607)	
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1 / 2

91	AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	16196	James	Swimelar		259-7987	\$25.00
136	Village of Cayuga Heights - Kawasaki GA2300A generator. Gas. Works and operates as it should. Item is located in Cayuga Heights(Tompkins County). ALL ITEMS SELL AS IS WHERE IS. Bidder is responsible for inspection prior to bidding. For additional information contact Mike at 607-591-7939.	7018	Anthony	Martin	1972	(585) 330-2439	\$150.00
7							\$24,510.00

**Auction Summary**

<b>Auction Gross</b>	\$24,510.00
<b>Commissions</b>	(\$0.00)
<b>Expenses</b>	(\$0.00)
<b>Credits</b>	\$0.00
<b>Auction Net</b>	\$24,510.00
<b>Total Paid</b>	\$0.00
<b>Balance Due</b>	\$24,510.00

### **EXHIBIT 2023-083**

In anticipation of the pending Ranic traffic study by SRF/Passero Associates, I requested to have Bergmann Associates prepare a peer review of the Ranic study once it is completed. This step will need to be done in advance of the Town of Ithaca rendering a determination of environmental impact, which will lead both Town/Village Board to eventually approving the PDZ.

Bergmann has attached a scope of services, an hours estimate and list of assumptions. You will see that the cost to have them review the entire traffic study is \$9,550. This includes reviewing intersections that are located in the Town of Ithaca. Sue Ritter indicated that the Town would be willing to either reimburse the Village for a portion of the Bergmann report, or possibly Bergman could bill them for the appropriate amount. Either way, I have informed Ranic that they will be responsible for reimbursement of this cost to the Village.

Therefore, we will need a resolution at the Trustee meeting to authorize the Mayor to sign the Bergmann Associates proposal.



**BERGMANN**  
ARCHITECTS ENGINEERS PLANNERS

**Exhibit A**  
**RaNic Golf Club Redevelopment TIS**  
**Review, Village of Cayuga Height, NY**

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**SCOPE OF SERVICES:**

The existing RaNic Golf Club near Cayuga Heights, NY was purchased in 2021, and renamed under new ownership. The goal is to change the current use of this site located east and south of the Village of Cayuga Heights to a mixed-use retreat, retaining the existing golf course and restaurant, adding a boutique hotel to serve out-of-town visitors and potentially on-site condominiums.

Bergmann has been asked to provide a Fee and Scope proposal to review the Traffic Impact Study that will be developed for the future site development by SRF/Passero Associates. Bergmann will review and advise the Village on the sufficiency of this study to evaluate the proposed developments for traffic operations and capacity as well as safety.

**ANALYSES:**

The limits of work include the traffic operations impacts from the planned development on the following intersections:

- Hanshaw Road/Warren Road
  - Hanshaw Road/Pleasant Grove Road
  - Hanshaw Road/E Upland Road/Triphammer Road
  - Hanshaw Road/N Triphammer Road
  - Pleasant Grove Road/RaNic Golf Club Driveway
  - Pleasant Grove Road/Forest Home Drive
  - Warren Road/Forest Home Drive
1. Evaluate the SYNCHRO v10 or v11 Model based on existing and projected traffic volumes at Estimated Time of Completion and including supplied count data (existing and projections), distribution, and assignment for the model existing and project future capacity, LOS, and queuing at the locations listed at full development peak hour conditions.
  2. Review the Alternative Access Scenarios at the proposed entry driveway off Pleasant Grove Road.
  3. Review the Parking Demand Analyses for the Shared Parking model at the development site and make recommendation on the sufficiency of this model with the ITE Parking Generation Manual, 5<sup>th</sup> Edition.
  4. Review pedestrian and bicycle needs for on-site circulation at full development and adjacent access locations as detailed in the TIS Report for sufficiency and completeness.
  5. Review the analyses provided and the recommendations supplied to mitigate the issues through this redevelopment of the Site.

**Village of Cayuga Heights  
RaNic Golf Club Redevelopment - TIS Review  
Cayuga Heights, NY**

Evaluation of Proposed RaNic Golf Club Redevelopment Traffic Impact Study  
Exhibit B PERSON-HOUR AND FEE ESTIMATE



**BERGMANN**  
ARCHITECTS ENGINEERS PLANNERS

Task Description	Project Manager QA/QC	Senior Traffic Engineer	Project Engineer	Design Engineer	Engineer Tech II/CADD	Total Hours
1. Review Trip Generation, Distribution and Assignment	0	8	2	0	0	10
2. Review Model (Synchro 11 files) for operations, capacity analyses, and Evaluate Build Conditions w/o Mitigation	0.5	6	2	0	0	8.5
3. Evaluate Build Conditions Proposed Mitigation Measures Proposed	0.5	4	2	0	0	6.5
4. Review the Alternative Access Scenarios at the proposed entry driveway off Pleasant Grove Road.	0.5	2	2	0	0	4.5
5. Review the Parking Demand Analyses for the Shared Parking model at the development site and make recommendation on the sufficiency of this model with the ITE Parking Generation Manual, 5th Edition.	0	2	0	0	0	2
6. Review pedestrian and bicycle needs for on-site circulation at full development and adjacent access locations as detailed in the TIS Report for sufficiency and completeness.	0.5	2	0	0	0	2.5
7. Review Report and Develop Questions/Comments to discuss with Village/Traffic Consultant	0	2	1	0	0	3
8. Review Responses Received & Respond with Acceptance (Assume 2 cycles)	1	8	1	0	0	10
9. Bergmann will develop comment letter and submit to the Village of Cayuga Heights advising on sufficiency of the report and as modeled in the SYNCHRO Files provided in analyzing the impacts of the proposed site redevelopment and the proposed mitigation based on existing and future full build conditions.	1	4	0	0	0	5
10. Attend 2 On-Line Meetings and In-Person Attendance at 1 Village Bd Meeting	9	4	2	0	0	15
<b>Total Hours</b>	<b>13</b>	<b>42</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>67</b>
<b>Rate</b>	<b>\$75.00</b>	<b>\$43.00</b>	<b>\$34.00</b>	<b>\$43.00</b>	<b>\$32.00</b>	
<b>Subtotal Capacity Analysis DTL (No Construction)</b>	<b>\$975</b>	<b>\$1,806</b>	<b>\$408</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,189</b>
<b>OH &amp; PROFIT</b>	<b>\$1,853</b>	<b>\$3,431</b>	<b>\$775</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,059</b>
<b>DNSC</b>						<b>\$300</b>
<b>Subtotal Capacity Analysis Cost</b>						<b>\$9,548</b>
<b>TOTAL</b>					<b>Say</b>	<b>\$9,550</b>



**EXHIBIT 2023-084**

**PROPOSED LOCAL LAW E OF 2022**

**DRAFT**

**ESTABLISHING A LOCAL GOVERNMENT CODE ENFORCEMENT PROGRAM**

**MODEL LOCAL LAW ESTABLISHING A LOCAL GOVERNMENT CODE ENFORCEMENT PROGRAM**

**NOTE 1:** This model local law is intended to be used only as a guide. Each local government should work with its attorney in preparation of a local law that satisfies the minimum standards.

**NOTE 2:** Under no circumstances should this model local law be adopted “as is.” At a minimum, provisions in *bold italics* need to be filled in with the appropriate information (or, in some cases, deleted). In addition:

- Section 4 (“Building Permits”) imposes the requirement that a building permit be obtained before any work is performed. If a local government wishes to exempt certain categories of work from the building permit requirement, the local government should use the Alternative 1 versions of subdivisions (a), (b), and (c) of Section 4, and should include in subdivision (b) only those categories of work that the local government wishes to exempt from the building permit requirement. (Note that the Alternative 1 version of Section 4, subdivision (b), lists all of the categories of work that a local government is allowed to exempt from the building permit requirement – the local government may not exempt any category of work not listed there.) If a local government does not wish to exempt any category of work from the building permit requirement, the local government should use the Alternative 2 versions of subdivisions (a), (b), and (c) of Section 4.
- Section 9 (“Unsafe Buildings, Structures, and Equipment and Conditions of Imminent Danger”) requires the local government to make reference to another local law that establishes the local government’s procedures for identifying and addressing unsafe buildings, structures, and equipment and conditions of imminent danger (Alternative 1) or to draft and insert such provisions in Section 9 (Alternative 2).
- Section 10 (“Operating Permits”) imposes the requirement that an operating permit be obtained for operating certain buildings and/or conducting certain activities. If a local government wishes to allow exemptions from the operating permit requirement, the local government should use the Alternative 1 version of subdivision (c) of Section 10. If a local government does not wish to allow exemptions from the operating permit requirement, the local government should use the Alternative 2 version of subdivision (c) of Section 10.

**NOTE 3:** The local government’s provisions for identifying and addressing unsafe buildings, structures, and equipment and conditions of imminent danger, whether in another local law (Section 9, Alternative 1) or in this local law (Section 9, Alternative 2), must recognize and protect the right of all persons and entities to due process of law. In particular, but not by way of limitation, provisions authorizing the local government to post, placard, or condemn any building or structure and/or to remove any owner or occupant or cause any owner or occupant to be removed from any building or structure should (1) require the local government to first give such notice and opportunity to be heard (and, if applicable, right to appeal) as may be required under the applicable circumstances by applicable Federal and/or New York State Constitutional Provisions; (2) provide that in cases of imminent danger, posting, placarding, and condemning a building or structure and/or removing owners and occupants or causing owners and occupants to be removed without first providing an opportunity to be heard shall be permitted but only to the extent consistent with applicable Federal and New York State Constitutional provisions; and (3) provide that in any case of imminent danger where posting, placarding, and condemning a building or structure and/or removing owners and occupants or causing owners and occupants to be removed does occur without first providing an opportunity to be heard, the local government shall afford the affected persons and entities the opportunity for a post-action hearing to the extent required by applicable Federal and/or New York State Constitutional provisions. The local government should consult with its own attorney for further information and for legal advice regarding the applicable Federal and New York State Constitutional provisions and the drafting of provisions that recognize and protect due process rights.

**NOTE 4:** With respect to inspections referred to in this model local law, the local government should bear in mind that in most cases, in the absence of consent from the building owner or other authorized person, the local government must obtain a warrant or court order before performing the inspection. The local government should consult with its own attorney for further information and for legal advice regarding the need for a warrant or court order in any given situation.

**NOTE 5:** Section 14 (“Climatic and Geographic Design Criteria”) requires the code enforcement official to determine the climatic and geographic design criteria for buildings and structures constructed within the jurisdiction as required by the Uniform Code. Please see Technical Bulletin TB-1009-RCNYS entitled “Requirements for Completing Table R301.2(1) in the 2020 Residential Code of New York State” and note that some values could be a range depending upon the boundaries of the jurisdiction.

Local Law E of 2022 Be it enacted by the Board of Trustees of the Village of Cayuga Heights, in the County of Tompkins, as follows:

## **SECTION 1. PURPOSE AND INTENT**

This local law provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code) in this Village. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law.

Except as otherwise provided in the Uniform Code, the Energy Code other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, are subject to the provisions this local law.

## **SECTION 2. DEFINITIONS**

In this local law, the following terms shall have the meanings shown in this section:

“Assembly Area” shall mean an area in any building, or in any portion of a building, that is primarily used or intended to be used for gathering fifty or more persons for uses including, but not limited to, amusement, athletic, entertainment, social, or other recreational functions; patriotic, political, civic, educational, or religious functions; food or drink consumption; awaiting transportation; or similar purposes.

“Building Permit” shall mean a building permit, construction permit, demolition permit, or other permit that authorizes the performance of work. The term “Building Permit” shall also include a Building Permit which is renewed, amended, or extended pursuant to any provision of this local law.

“Certificate of Compliance” shall mean a document issued by the Village stating that work was done in compliance with approved construction documents and the Codes.

“Certificate of Occupancy” shall mean a document issued by the Village certifying that the building or structure, or portion thereof, complies with the approved construction documents that have been submitted to, and approved by the Village, and indicating that the building or structure, or portion thereof, is in a condition suitable for occupancy.

“Code Enforcement Officer” shall mean the Code Enforcement Officer appointed pursuant to subdivision (b) of section 3 of this local law.

“Code Enforcement Personnel” shall include the Code Enforcement Officer and all Inspectors.

“Codes” shall mean the Uniform Code and Energy Code.

“Energy Code” shall mean the New York State Energy Conservation Construction Code adopted pursuant to Article 11 of the Energy Law.

“FCNYS” shall mean the 2020 Fire Code of New York State as currently incorporated by reference in 19 NYCRR Part 1225.

“Fire Safety and Property Maintenance Inspection” shall mean an inspection performed to determine compliance with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 and the publications incorporated therein by reference.

“Hazardous Production Materials” shall mean a solid, liquid, or gas associated with semiconductor manufacturing that has a degree-of-hazard rating in health, flammability, or instability of Class 3 or 4, as ranked by NFPA 704 (Standard Systems for Identification of the Hazards of Materials for Emergency Response), and which is used directly in research, laboratory, or production processes which have, as their endproduct, materials that are not hazardous.

“Inspector” shall mean an inspector appointed pursuant to subdivision (d) of section 3 of this local law.

“Mobile Food Preparation Vehicles” shall mean vehicles that contain cooking equipment that produces smoke or grease-laden vapors for the purpose of preparing and serving food to the public. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles.

“Operating Permit” shall mean a permit issued pursuant to section 10 of this local law. The term “Operating Permit” shall also include an Operating Permit which is renewed, amended, or extended pursuant to any provision of this local law.

“Order to Remedy” shall mean an order issued by the Code Enforcement Officer pursuant to subdivision (a) of section 17 of this local law.

“Permit Holder” shall mean the Person to whom a Building Permit has been issued.

“Person” shall include an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.

“PMCNYS” shall mean the 2020 Property Maintenance Code of New York State as currently incorporated by reference in 19 NYCRR Part 1226.

“RCNYS” shall mean the 2020 Residential Code of New York State as currently incorporated by reference in 19 NYCRR Part 1220.

“Repair” shall mean the reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

“Stop Work Order” shall mean an order issued pursuant to section 6 of this local law.

“Sugarhouse” shall mean a building used, in whole or in part, for the collection, storage, or processing of

maple sap into maple syrup and/or maple sugar.

“Temporary Certificate of Occupancy” shall mean a certificate issued pursuant to subdivision (d) of section 7 of this local law.

“Uniform Code” shall mean the New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of Title 19 of the NYCRR, adopted pursuant to Article 18 of the Executive Law.

“Village” shall mean the Village of Cayuga Heights

### **SECTION 3. CODE ENFORCEMENT OFFICER AND INSPECTORS**

(a) The Office of Code Enforcement Officer is hereby created. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code, and this local law. The Code Enforcement Officer shall have the following powers and duties:

(1) to receive, review, and approve or disapprove applications for Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits, and the plans, specifications, and construction documents submitted with such applications;

(2) upon approval of such applications, to issue Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits, and to include in terms and conditions as the Code Enforcement Officer may determine to be appropriate Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits;

(3) to conduct construction inspections; inspections to be made prior to the issuance of Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits; fire safety and property maintenance inspections; inspections incidental to the investigation of complaints; and all other inspections required or permitted under any provision of this local law;

(4) to issue Stop Work Orders;

(5) to review and investigate complaints;

(6) to issue orders pursuant to subdivision (a) of section 17 (Violations) of this local law;

(7) to maintain records;

(8) to collect fees as set by the Board of Trustees of this Village;

(9) to pursue administrative enforcement actions and proceedings;

(10) in consultation with this Village's attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code, and this local law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code, or this local law; and

(11) to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by this local law.

(b) The Code Enforcement Officer shall be appointed by the Board of Trustees. The Code Enforcement Officer shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and the Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

(c) In the event that the Code Enforcement Officer is unable to serve as such for any reason, another individual shall be appointed by the Board of Trustees to serve as Acting Code Enforcement Officer. The Acting Code Enforcement Officer shall, during the term of their appointment, exercise all powers and fulfill all duties conferred upon the Code Enforcement Officer by this local law.

(d) One or more Inspectors may be appointed by Board of Trustees to act under the supervision and direction of the Code Enforcement Officer and to assist the Code Enforcement Officer in the exercise of the powers and fulfillment of the duties conferred upon the Code Enforcement Officer by this local law. Each Inspector shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and each Inspector shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

(e) The compensation for the Code Enforcement Officer and Inspectors shall be fixed from time to time by the Board of Trustees of this Village.

#### **SECTION 4. BUILDING PERMITS.**

***[Alternative 1: Use the following versions of subdivisions (a), (b), and (c) if the Local Government wishes to exempt one or more categories of work from the Building Permit requirement]:***

(a) Building Permits Required. Except as otherwise provided in subdivision (b) of this section, a Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation, or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney, or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Village.

(b) Exemptions. No Building Permit shall be required for work in any of the following categories:

*[include the paragraph[s] below that describe the category[ies] of work to be exempted from the building permit requirement – note that no category of work other than those listed below can be exempted.]*

*(1) construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses), which are used for tool and storage sheds, playhouses, or similar uses, provided the gross floor area does not exceed 144 square feet;*

*(2) construction of temporary sets and scenery associated with motion picture, television, and theater uses;*

*(3) installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);*

*(4) installation of partitions or movable cases less than 5'-9" in height;*

*(5) painting, wallpapering, tiling, carpeting, or other similar finish work;*

*(6) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;*

*(7) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or*

*(8) repairs, provided that the work does not have an impact on fire and life safety, such as (i) any part of the structural system; (ii) the required means of egress; or (iii) the fire protection system or the removal from service of any part of the fire protection system for any period of time.*

(c) Exemption not deemed authorization to perform non-compliant work. The exemption from the requirement to obtain a building permit for work in any category set forth in subdivision (b) of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

(d) Applications for Building Permits. Applications for a Building Permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

(1) a description of the location, nature, extent, and scope of the proposed work;

(2) the tax map number and the street address of any affected building or structure;

(3) the occupancy classification of any affected building or structure;

(4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and

(5) at least 2 sets of construction documents (drawings and/or specifications) which (i) describe the location, nature, extent, and scope of the proposed work; (ii) show that the proposed work will conform to the applicable provisions of the Codes; (iii) show the location, construction, size, and character of all portions of the means of egress; (iv) show a representation of the building thermal envelope; (v) show structural information including but not limited to braced wall designs, the size, section, and relative locations of structural members, design loads, and other pertinent structural information; (vi) show the proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building; (vii) include a written statement indicating compliance with the Energy Code; (viii) include a site plan, drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances on the site, distances from lot lines, the established street grades and the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations; and (ix) evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in any way, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number.

(b) Construction documents. Construction documents will not be accepted as part of an application for a Building Permit unless they satisfy the requirements set forth in paragraph (5) of subdivision (d) of this section. Construction documents which are accepted as part of the application for a Building Permit shall be marked as accepted by the Code Enforcement Officer in writing or by stamp, or in the case of electronic media, an electronic marking. One set of the accepted construction documents shall be retained by the Code Enforcement Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Code Enforcement Personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work, nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Building Permit is issued.



(c) Issuance of Building Permits. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. The Code Enforcement Officer shall issue a Building Permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

(d) Building Permits to be displayed. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

(e) Work to be in accordance with construction documents. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. The Building Permit shall contain such a directive. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

(f) Time limits. Building Permits shall become invalid unless the authorized work is commenced within 6 months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

(g) Revocation or suspension of Building Permits. If the Code Enforcement Officer determines that a Building Permit was issued in error because of incorrect, inaccurate, or incomplete information, or that the work for which a Building Permit was issued violates the Uniform Code or the Energy Code, the Code Enforcement Officer shall revoke the Building Permit or suspend the Building Permit until such time as the Permit Holder demonstrates that (1) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (2) all work then proposed to be performed shall be in compliance with all applicable provisions of the Uniform Code and the Energy Code.

(h) Fee. The fee specified in or determined in accordance with the provisions set forth in section 18 (Fees) of this local law must be paid at the time of submission of an application for a Building Permit, for an amended Building Permit, or for renewal of a Building Permit.

**SECTION 5. CONSTRUCTION INSPECTIONS.**

(a) Work to remain accessible and exposed. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer or by an Inspector authorized by the Code Enforcement Officer. The Permit Holder shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

(b) Elements of work to be inspected. The following elements of the construction process shall be inspected, where applicable:

- (1) work site prior to the issuance of a Building Permit;
- (2) footing and foundation;
- (3) preparation for concrete slab;
- (4) framing;
- (5) structural, electrical, plumbing, mechanical, fire-protection, and other similar service systems of the building;
- (6) fire resistant construction;
- (7) fire resistant penetrations;
- (8) solid fuel burning heating appliances, chimneys, flues, or gas vents;
- (9) inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;
- (10) installation, connection, and assembly of factory manufactured buildings and manufactured homes; and

(11) a final inspection after all work authorized by the Building Permit has been completed.

(c) Remote inspections. At the discretion of the Code Enforcement Officer or Inspector authorized to perform construction inspections, a remote inspection may be performed in lieu of an in-person inspection when, in the opinion of the Code Enforcement Officer or such authorized Inspector, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Code Enforcement Officer or by such authorized Inspector that the elements of the construction process conform with the applicable requirements of the Uniform Code and Energy Code. Should a remote inspection not afford the Code Enforcement Officer or such authorized Inspector sufficient information to make a determination, an in-person inspection shall be performed.

(d) Inspection results. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to the manner in which the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.

(e) Fee. The fee specified in or determined in accordance with the provisions set forth in section 18 (Fees) of this local law must be paid prior to or at the time of each inspection performed pursuant to this section.

## **SECTION 6. STOP WORK ORDERS.**

(a) Authority to issue. The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to this section. The Code Enforcement Officer shall issue a Stop Work Order to halt:

(1) any work that is determined by the Code Enforcement Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or

(2) any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, without regard to whether such work is or is not work

for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or

(3) any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.

(b) Content of Stop Work Orders. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Code Enforcement Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.

(c) Service of Stop Work Orders. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by registered/certified mail. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by registered/certified mail; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

(d) Effect of Stop Work Order. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder, and any other Person performing, taking part in, or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order, other than work expressly authorized by the Code Enforcement Officer to correct the reason for issuing the Stop Work Order.

(e) Remedy not exclusive. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision (a) of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 17 (Violations) of this local law or under any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

## **SECTION 7. CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE**

(a) Certificates of Occupancy and Certificates of Compliance required. A Certificate of Occupancy or Certificate of Compliance shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy or Certificate of Compliance.

(b) Issuance of Certificates of Occupancy and Certificates of Compliance. The Code Enforcement Officer shall issue a Certificate of Occupancy or Certificate of Compliance if the work which was the

subject of the Building Permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the building, structure, or work prior to the issuance of a Certificate of Occupancy or Certificate of Compliance. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the Certificate of Occupancy or Certificate of Compliance, shall be provided to the Code Enforcement Officer prior to the issuance of the Certificate of Occupancy or Certificate of Compliance:

- (1) a written statement of structural observations and/or a final report of special inspections,
- (2) flood hazard certifications,
- (3) a written statement of the results of tests performed to show compliance with the Energy Code, and
- (4) where applicable, the affixation of the appropriate seals, insignias, and manufacturer's data plates as required for factory manufactured buildings and/or manufactured homes.

(c) Contents of Certificates of Occupancy and Certificates of Compliance. A Certificate of Occupancy or Certificate of Compliance shall contain the following information:

- (1) the Building Permit number, if any;
- (2) the date of issuance of the Building Permit, if any;
- (3) the name (if any), address and tax map number of the property;
- (4) if the Certificate of Occupancy or Certificate of Compliance is not applicable to an entire structure, a description of that portion of the structure for which the Certificate of Occupancy or Certificate of Compliance is issued;
- (5) the use and occupancy classification of the structure;
- (6) the type of construction of the structure;
- (7) the occupant load of the assembly areas in the structure, if any;
- (8) any special conditions imposed in connection with the issuance of the Building Permit; and
- (9) the signature of the Code Enforcement Officer issuing the Certificate of Occupancy or Certificate of Compliance and the date of issuance.

(d) Temporary Certificate of Occupancy. The Code Enforcement Officer shall be permitted to issue a Temporary Certificate of Occupancy allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Code Enforcement Officer issue a Temporary Certificate of Occupancy unless the Code Enforcement Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy, may be occupied safely, (2) that any required fire and life safety components, such as fire protection equipment and fire, smoke, carbon monoxide, and heat detectors and alarms are installed and operational, and (3) that all required means of egress from the structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate of Occupancy such terms and conditions as he or she deems necessary or appropriate to ensure the health and safety of the persons occupying and using the building or structure and/or performing further construction work in the building or structure. A Temporary Certificate of Occupancy shall be effective for a period of time, not to exceed 6 months, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate of Occupancy. During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

(e) Revocation or suspension of certificates. If the Code Enforcement Officer determines that a Certificate of Occupancy, Certification of Compliance, or a Temporary Certificate of Occupancy was issued in error or on the basis of incorrect information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

(f) Fee. The fee specified in or determined in accordance with the provisions set forth in section 18 (Fees) of this local law must be paid at the time of submission of an application for a Certificate of Occupancy, Certificate of Compliance, or for Temporary Certificate of Occupancy.

## **SECTION 8. NOTIFICATION REGARDING FIRE OR EXPLOSION.**

The chief of any fire department providing firefighting services for a property within this Village shall promptly notify the Code Enforcement Officer of any fire or explosion involving any structural damage, fuel burning appliance, chimney, or gas vent.

## **SECTION 9. UNSAFE BUILDINGS, STRUCTURES, AND EQUIPMENT AND CONDITIONS OF IMMINENT DANGER**

*ALTERNATIVE 1:* Unsafe buildings, structures, and equipment and conditions of imminent danger in this Village shall be identified and addressed in accordance with the procedures established by Local Law Number [\_\_\_\_\_ of \_\_\_\_\_], as now in effect or as hereafter amended from time to time.

*ALTERNATIVE 2:* Unsafe buildings, structures, and equipment and conditions of imminent danger in this Village shall be identified and addressed in accordance with the following procedures [*specify procedures*].

## **SECTION 10. OPERATING PERMITS.**

(a) Operation Permits required. Operating Permits shall be required for conducting any process or activity or for operating any type of building, structure, or facility listed below:

(1) manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in the applicable Maximum Allowable Quantity tables found in Chapter 50 of the FCNYS;

(2) buildings, structures, facilities, processes, and/or activities that are within the scope and/or permit requirements of the chapter or section title of the FCNYS as follows:

(i) Chapter 22, "Combustible Dust-Producing Operations." Facilities where the operation produces combustible dust;

(ii) Chapter 24, "Flammable Finishes." Operations utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24 of the FCNYS;

(iii) Chapter 25, "Fruit and Crop Ripening." Operating a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas;

(iv) Chapter 26, "Fumigation and Insecticidal Fogging." Conducting fumigation or insecticidal fogging operations in buildings, structures, and spaces, except for fumigation or insecticidal fogging performed by the occupant of a detached one-family dwelling;

(v) Chapter 31, "Tents, Temporary Special Event Structures, and Other Membrane Structures." Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent where approval is required pursuant to Chapter 31 of the FCNYS;

(vi) Chapter 32, "High-Piled Combustible Storage." High-piled combustible storage facilities with more than 500 square feet (including aisles) of high-piled storage;

(vii) Chapter 34, "Tire Rebuilding and Tire Storage." Operating a facility that stores in excess of 2,500 cubic feet of scrap tires or tire byproducts or operating a tire rebuilding plant;

(viii) Chapter 35, "Welding and Other Hot Work." Performing public exhibitions and demonstrations where hot work is conducted, use of hot work, welding, or cutting equipment, inside or on a structure, except an operating permit is not required where work is conducted under the authorization of a building permit or where performed by the occupant of a detached one- or two-family dwelling;

(ix) Chapter 40, “Sugarhouse Alternative Activity Provisions.” Conducting an alternative activity at a sugarhouse;

(x) Chapter 56, “Explosives and Fireworks.” Possessing, manufacturing, storing, handling, selling, or using, explosives, fireworks, or other pyrotechnic special effects materials except the outdoor use of sparkling devices as defined by Penal Law section 270;

(xi) Section 307, “Open Burning, Recreational Fires and Portable Outdoor Fireplaces.” Conducting open burning, not including recreational fires and portable outdoor fireplaces;

(xii) Section 308, “Open Flames.” Removing paint with a torch, or using open flames, fire, and burning in connection with assembly areas or educational occupancies; and

(xiii) Section 319, “Mobile Food Preparation Vehicles.” Operating a mobile food preparation vehicle in accordance with the permitting requirements established by Local Law Number [\_\_\_\_ of \_\_\_\_], as now in effect or as hereafter amended from time to time.

(3) energy storage systems, where the system exceeds the values shown in Table 1206.1 of the FCNYS or exceeds the permitted aggregate ratings in section R327.5 of the RCNYS.

(4) buildings containing one or more assembly areas;

(5) outdoor events where the planned attendance exceeds 1,000 persons;

(6) facilities that store, handle or use hazardous production materials;

(7) parking garages as defined in subdivision (a) of section 13 of this local law;

(8) buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the Board of Trustees of this Village; and

(9) other processes or activities or for operating any type of building, structure, or facility as determined by resolution adopted by the Board of Trustees of this Village.

Any person who proposes to undertake any activity or to operate any type of building listed in this subdivision (a) shall be required to obtain an Operating Permit prior to commencing such activity or operation.

(b) Applications for Operating Permits. An application for an Operating Permit shall be in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. Such application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that quantities, materials, and activities conform to the requirements of the Uniform Code. If the Code Enforcement Officer determines that tests or reports are necessary to verify conformance, such tests or reports shall be performed or provided by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the



applicant.

(c) Exemptions. Operating permits shall not be required for processes or activities, or the buildings, structures, or facilities listed in paragraphs (1) through (7) of subdivision

(a) of this section, provided that the use is expressly authorized by a certificate of occupancy or certificate of compliance, fire safety and property maintenance inspections are performed in accordance with section 11 (Fire Safety and Property Maintenance Inspections) of this local law, and condition assessments are performed in compliance with section 13 (Condition Assessments of Parking Garages) of this local law, as applicable.]

(d) Inspections. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the subject premises prior to the issuance of an Operating Permit. Such inspections shall be performed either in-person or remotely. Remote inspections in lieu of in-person inspections may be performed when, at the discretion of the Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Code Enforcement Officer or Inspector authorized by the Code Enforcement Officer that the premises conform with the applicable requirements of the Uniform Code and the code enforcement program. Should a remote inspection not afford the Village sufficient information to make a determination, an in-person inspection shall be performed. After inspection, the premises shall be noted as satisfactory and the operating permit shall be issued, or the operating permit holder shall be notified as to the manner in which the premises fail to comply with either or both of the Uniform Code and the code enforcement program, including a citation to the specific provision or provisions that have not been met.

(e) Multiple Activities. In any circumstance in which more than one activity listed in subdivision (a) of this section is to be conducted at a location, the Code Enforcement Officer may require a separate Operating Permit for each such activity, or the Code Enforcement Officer may, in their discretion, issue a single Operating Permit to apply to all such activities.

(f) Duration of Operating Permits. Operating permits shall be issued for a specified period of time consistent with local conditions, but in no event to exceed as follows:

(1) 180 days for tents, special event structures, and other membrane structures;

(2) 60 days for alternative activities at a sugarhouse;

(3) 3 years for the activities, structures, and operations determined per paragraph (9) of subdivision (a) of this section, and

(4) 1 year for all other activities, structures, and operations identified in subdivision (a) of this section.

The effective period of each Operating Permit shall be specified in the Operating Permit. An Operating

Permit may be reissued or renewed upon application to the Code Enforcement Officer, payment of the applicable fee, and approval of such application by the Code Enforcement Officer.

(d) Revocation or suspension of Operating Permits. If the Code Enforcement Officer determines that any activity or building for which an Operating Permit was issued does not comply with any applicable provision of the Uniform Code, such Operating Permit shall be revoked or suspended.

(g) Fee. The fee specified in or determined in accordance with the provisions set forth in section 18 (Fees) of this local law must be paid at the time submission of an application for an Operating Permit, for an amended Operating Permit, or for reissue or renewal of an Operating Permit.

## **SECTION 11. FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

(a) Inspections required. Fire safety and property maintenance inspections of buildings and structures shall be performed by the Code Enforcement Officer or an Inspector designated by the Code Enforcement Officer at the following intervals:

(1) at least once every 12 months for buildings which contain an assembly area;

(2) at least once every 12 months for public and private schools and colleges, including any buildings of such schools or colleges containing classrooms, dormitories, fraternities, sororities, laboratories, physical education, dining, or recreational facilities; and

(3) at least once every 24 months for multiple dwellings (even numbered years) and all nonresidential occupancies (odd numbered years).

(b) Remote inspections. At the discretion of the Code Enforcement Officer or Inspector authorized to perform fire safety and property maintenance inspections, a remote inspection may be performed in lieu of in-person inspections when, in the opinion of the Code Enforcement Officer or such authorized Inspector, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Code Enforcement Officer or such authorized Inspector that the premises conform with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 and the publications incorporated therein by reference. Should a remote inspection not afford the Code Enforcement Officer or such authorized Inspector sufficient information to make a determination, an in-person inspection shall be performed.

(c) Inspections permitted. In addition to the inspections required by subdivision (a) of this section, a fire safety and property maintenance inspection of any building,

structure, use, or occupancy, or of any dwelling unit, may also be performed by the Code Enforcement Officer or an Inspector authorized to perform fire safety and property maintenance inspections at any time upon:

- (1) the request of the owner of the property to be inspected or an authorized agent of such owner;
- (2) receipt by the Code Enforcement Officer of a written statement alleging that conditions or activities failing to comply with the Uniform Code or Energy Code exist; or
- (3) receipt by the Code Enforcement Officer of any other information, reasonably believed by the Code Enforcement Officer to be reliable, giving rise to reasonable cause to believe that conditions or activities failing to comply with the Uniform Code or Energy Code exist;

provided, however, that nothing in this subdivision shall be construed as permitting an inspection under any circumstances under which a court order or warrant permitting such inspection is required, unless such court order or warrant shall have been obtained.

*(d) OFPC Inspections.* Nothing in this section or in any other provision of this local law shall supersede, limit, or impair the powers, duties and responsibilities of the New York State Office of Fire Prevention and Control (“OFPC”) and the New York State Fire Administrator or other authorized entity under Executive Law section 156-e and Education Law section 807-b.

*Notwithstanding any other provision of this section to the contrary, the Code Enforcement Officer may accept an inspection performed by the Office of Fire Prevention and Control or other authorized entity pursuant to sections 807-a and 807-b of the Education Law and/or section 156-e of the Executive Law, in lieu of a fire safety and property maintenance inspection performed by the Code Enforcement Officer or by an Inspector, provided that:*

- (1) the Code Enforcement Officer is satisfied that the individual performing such inspection satisfies the requirements set forth in 19 NYCRR section 1203.2(e);*

*(2) the Code Enforcement Officer is satisfied that such inspection covers all elements required to be covered by a fire safety and property maintenance inspection;*

*(3) such inspections are performed no less frequently than once a year;*

*(4) a true and complete copy of the report of each such inspection is provided to the Code Enforcement Officer; and*

*(5) upon receipt of each such report, the Code Enforcement Officer takes the appropriate action prescribed by section 17 (Violations) of this local law.]*

(e) Fee. The fee specified in or determined in accordance with the provisions set forth in section 18 (Fees) of this local law must be paid prior to or at the time each inspection performed pursuant to this section. This subdivision shall not apply to inspections performed by OFPC.

## **SECTION 12. COMPLAINTS**

The Code Enforcement Officer shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law/ordinance or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code.

The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

(a) performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;

(b) if a violation is found to exist, providing the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 17 (Violations) of this local law;

(c) if appropriate, issuing a Stop Work Order;

(d) if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

## **SECTION 13. CONDITION ASSESSMENTS OF PARKING GARAGES.**

(a) Definitions. For the purposes of this section:

(1) the term “condition assessment” means an on-site inspection and evaluation of a parking garage for evidence of deterioration of any structural element or building component of such parking garage, evidence of the existence of any unsafe condition in such parking garage, and evidence indicating that such parking garage is an unsafe structure;

(2) the term “deterioration” means the weakening, disintegration, corrosion, rust, or decay of any structural element or building component, or any other loss of effectiveness of a structural element or building component;

(3) the term “parking garage” means any building or structure, or part thereof, in which all or any part of any structural level or levels is used for parking or storage of motor vehicles, excluding:

- (i) buildings in which the only level used for parking or storage of motor vehicles is on grade;
- (ii) an attached or accessory structure providing parking exclusively for a detached one- or two-family dwelling; and
- (iii) a townhouse unit with attached parking exclusively for such unit;

(4) the term “professional engineer” means an individual who is licensed or otherwise authorized under Article 145 of the Education Law to practice the profession of engineering in the State of New York and who has at least three years of experience performing structural evaluations;

(5) the term “responsible professional engineer” means the professional engineer who performs a condition assessment, or under whose supervision a condition assessment is performed, and who seals and signs the condition assessment report. The use of the term “responsible professional engineer” shall not be construed as limiting the professional responsibility or liability of any professional engineer, or of any other licensed professional, who participates in the preparation of a condition assessment without being the responsible professional engineer for such condition assessment.

(6) the term “unsafe condition” includes the conditions identified as “unsafe” in section 304.1.1, section 305.1.1, and section 306.1.1 of the PMCNYS; and

(7) the term “unsafe structure” means a structure that is so damaged, decayed, dilapidated, or structurally unsafe, or is of such faulty construction or unstable foundation, that partial or complete collapse is possible.

(b) Condition Assessments – general requirements. The owner operator of each parking garage shall cause such parking garage to undergo an initial condition assessment as described in subdivision (c) of this section, periodic condition assessments as described in subdivision (d) of this section, and such additional condition assessments as may be required under subdivision (e) of this section. Each condition assessment shall be conducted by or under the direct supervision of a professional engineer. A written report of each condition assessment shall be prepared, and provided to the Village, in accordance with the requirements of subdivision (f) of this section. Before performing a condition assessment (other than the initial condition assessment) of a parking garage, the responsible professional engineer for such condition assessment shall review all available previous condition assessment reports for such parking garage.

(c) Initial Condition Assessment. Each parking garage shall undergo an initial condition assessment as follows:

(1) Parking garages constructed on or after August 29, 2018, shall undergo an initial condition assessment following construction and prior to a certificate of occupancy or certificate of compliance being issued for the structure.

(2) Parking garages constructed prior to August 29, 2018, shall undergo an initial condition assessment as follows:

- (i) if originally constructed prior to January 1, 1984, then prior to October 1, 2019;
- (ii) if originally constructed between January 1, 1984 and December 31, 2002, then prior to October 1, 2020; and
- (iii) if originally constructed between January 1, 2003 and August 28, 2018, then prior to October 1, 2021.

(3) Any parking garage constructed prior to the effective date of the local law enacting this provision that has not undergone an initial condition assessment prior to that

effective date shall undergo an initial condition assessment prior to ***[specify date not more than six (6) months after the effective date of this local law]***.

(d) Periodic Condition Assessments. Following the initial condition assessment of a parking garage, such parking garage shall undergo periodic condition assessments at intervals not to exceed 3 years.

(e) Additional Condition Assessments.

(1) If the latest condition assessment report for a parking garage includes a recommendation by the responsible professional engineer that an additional condition assessment of such parking garage, or any portion of such parking garage, be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the owner or operator of such parking garage shall cause such parking garage (or, if applicable, the portion of such parking garage identified by the responsible professional engineer) to undergo an additional condition assessment no later than the date recommended in such condition assessment report.

(2) If the Village becomes aware of any new or increased deterioration which, in the judgment of the Village, indicates that an additional condition assessment of the entire parking garage, or of the portion of the parking garage affected by such new or increased deterioration, should be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the owner or operator of such parking garage shall cause such parking garage (or, if applicable, the portion of the parking garage affected by such new or increased deterioration) to undergo an additional condition assessment no later than the date determined by the Village to be appropriate.

(f) Condition Assessment Reports. The responsible professional engineer shall prepare, or directly supervise the preparation of, a written report of each condition assessment, and shall submit such condition assessment report to the Village within ***[specify time as fixed by the City / Town / Village]***. Such condition assessment report shall be sealed and signed by the responsible professional engineer, and shall include:

(1) an evaluation and description of the extent of deterioration and conditions that cause deterioration that could result in an unsafe condition or unsafe structure;

(2) an evaluation and description of the extent of deterioration and conditions that cause deterioration that, in the opinion of the responsible professional engineer, should be remedied immediately to prevent an unsafe condition or unsafe structure;

(3) an evaluation and description of the unsafe conditions;

(4) an evaluation and description of the problems associated with the deterioration, conditions that cause deterioration, and unsafe conditions;

(5) an evaluation and description of the corrective options available, including the recommended timeframe for remedying the deterioration, conditions that cause deterioration, and unsafe conditions;

(6) an evaluation and description of the risks associated with not addressing the deterioration, conditions that cause deterioration, and unsafe conditions;

(7) the responsible professional engineer's recommendation regarding preventative maintenance;

(8) except in the case of the report of the initial condition assessment, the responsible professional engineer's attestation that he or she reviewed all previously prepared condition assessment reports available for such parking garage, and considered the information in the previously prepared reports while performing the current condition assessment and while preparing the current report; and

(9) the responsible professional engineer's recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed. In making the recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed, the responsible professional engineer shall consider the parking garage's age, maintenance history, structural condition, construction materials, frequency and intensity of use, location, exposure to the elements, and any other factors deemed relevant by the responsible professional engineer in their professional judgment.

(g) Review Condition Assessment Reports. The Village shall take such enforcement action or actions in response to the information in such condition assessment report as may be necessary or appropriate to protect the public from the hazards that may result from the conditions described in such report. In particular, but not by way of limitation, the Village shall, by Order to Remedy or such other means of enforcement as the Village may deem appropriate, require the owner or operator of the parking garage to repair or otherwise remedy all deterioration, all conditions that cause deterioration, and all unsafe conditions identified in such condition assessment report pursuant to paragraphs (2) and (3) of subdivision (f). All repairs and remedies shall comply with the applicable provisions of the Uniform Code. This section shall not limit or impair the right of the Village to take any other enforcement action, including but not limited to suspension or revocation of a parking garage's operating permit, as may be necessary or appropriate in response to the information in a condition assessment report.



(h) The Village shall retain all condition assessment reports for the life of the parking garage. Upon request by a professional engineer who has been engaged to perform a condition assessment of a parking garage, and who provides the Village with a written statement attesting to the fact that he or she has been so engaged, the Village shall make the previously prepared condition assessment reports for such parking garage (or copies of such reports) available to such professional engineer. The Village shall be permitted to require the owner or operator of the subject parking garage to pay all costs and expenses associated with making such previously prepared condition assessment reports (or copies thereof) available to the professional engineer.

(i) This section shall not limit or impair the right or the obligation of the Village:

(1) to perform such construction inspections as are required by section 5 (Construction Inspections) of this local law;

(2) to perform such periodic fire safety and property maintenance inspections as are required by section 11 (Fire Safety and Property Maintenance Inspections) of this local law; and/or

(3) to take such enforcement action or actions as may be necessary or appropriate to respond to any condition that comes to the attention of the Village by means of its own inspections or observations, by means of a complaint, or by any other means other than a condition assessment or a report of a condition assessment.

#### **SECTION 14. CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA.**

(a) The Code Enforcement Officer shall determine the climatic and geographic design criteria for buildings and structures constructed within this Village as required by the Uniform Code. Such determinations shall be made in the manner specified in the Uniform Code using, where applicable, the maps, charts, and other information provided in the Uniform Code. The criteria to be so determined shall include but shall not necessarily be limited to, the following:

(1) design criteria to include ground snow load; wind design loads; seismic category; potential damage from weathering, frost, and termite; winter design temperature; whether ice barrier underlayment is required; the air freezing index; and the mean annual temperature;

(2) heating and cooling equipment design criteria for structures within the scope of the RCNYS. The design criteria shall include the data identified in the Design Criteria Table found in Chapter 3 of the RCNYS; and

(3) flood hazard areas, flood hazard maps, and supporting data. The flood hazard map shall include, at a minimum, special flood hazard areas as identified by the Federal Emergency Management Agency in the Flood Insurance Study for the community, as amended or revised with:

(i) the accompanying Flood Insurance Rate Map (FIRM);

(ii) Flood Boundary and Floodway Map (FBFM); and

(iii) related supporting data along with any revisions thereto.

(b) The Code Enforcement Officer shall prepare a written record of the climatic and geographic design criteria determined pursuant to subdivision (a) of this section, shall maintain such record within the office of the Code Enforcement Officer, and shall make such record readily available to the public.

(c)

#### **SECTION 15. RECORD KEEPING.**

(a) The Code Enforcement Officer shall keep permanent official records of all transactions and activities conducted by all Code Enforcement Personnel, including records of:

(1) all applications received, reviewed and approved or denied;

(2) all plans, specifications and construction documents approved;

(3) all Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Stop Work Orders, and Operating Permits issued;

(4) all inspections and tests performed;

(5) all statements and reports issued;

(6) all complaints received;

(7) all investigations conducted;

(8) all condition assessment reports received;

(9) all fees charged and collected; and

(10) all other features and activities specified in or contemplated by sections 4 through 14, inclusive, of this local law.

(b) All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

#### **SECTION 16. PROGRAM REVIEW AND REPORTING**

(a) The Code Enforcement Officer shall annually submit to Board of Trustees of this Village a written report and summary of all business conducted by the Code Enforcement Officer and the Inspectors, including a report and summary of all transactions and activities described in section 14 (Record

Keeping) of this local law and a report and summary of all appeals or litigation pending or concluded.

(b) The Code Enforcement Officer shall annually submit to the Secretary of State, on behalf of this Village, on a form prescribed by the Secretary of State, a report of the activities of this Village relative to administration and enforcement of the Uniform Code.

(c) The Code Enforcement Officer shall, upon request of the New York State Department of State, provide to the New York State Department of State, true and

complete copies of the records and related materials this Village is required to maintain; true and complete copies of such portion of such records and related materials as may be requested by the Department of State; and/or such excerpts, summaries, tabulations, statistics, and other information and accounts of its activities in connection with administration and enforcement of the Uniform Code and/or Energy Code as may be requested by the Department of State.

## SECTION 17: VIOLATIONS

(a) Orders to Remedy. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

“The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by \_\_\_\_\_ [specify date], which is thirty (30) days after the date of this Order to Remedy.”

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other

Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

(b) Appearance Tickets. The Code Enforcement Officer and each Inspector are authorized to issue appearance tickets for any violation of the Uniform Code.

(c) Penalties. In addition to such other penalties as may be prescribed by State law,

(1) any Person who violates any provision of this local law or any term, condition, or provision of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be punishable by a fine of not more than [*specify amount*] per day of violation, or imprisonment not exceeding [*specify time period*], or both; and

(2) any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to pay a civil penalty of not more than [*specify amount*] for each day or part thereof during which such violation continues. The civil penalties provided by this paragraph shall be recoverable in an action instituted in the name of this Village.

(d) Injunctive Relief. An action or proceeding may be instituted in the name of this Village, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of this Village, in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or

proceeding described in this subdivision shall be commenced without the appropriate authorization from the [*specify executive officer or body*] of this Village.

(e) Remedies Not Exclusive. No remedy or penalty specified in this section shall be the exclusive remedy or remedy available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

#### **SECTION 18: FEES**

A fee schedule shall be established by resolution of the Board of Trustees of this Village. Such fee schedule may thereafter be amended from time to time by like resolution. The fees set forth in, or determined in accordance with, such fee schedule or amended fee schedule shall be charged and collected for the submission of applications, the issuance of Building Permits, amended Building Permits, renewed Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Operating Permits, fire safety and property maintenance inspections, and other actions of the Code Enforcement Officer described in or contemplated by this local law.

#### **SECTION 19. INTERMUNICIPAL AGREEMENTS**

The Board of Trustees of this may, by resolution, authorize the Mayor of this Village to enter into an agreement, in the name of this Village, with other governments to carry out the terms of this local law, provided that such agreement does not violate any

provision of the Uniform Code, the Energy Code, Part 1203 of Title 19 of the NYCRR, or any other applicable law.

## **SECTION 20. PARTIAL INVALIDITY**

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

## **SECTION 21. EFFECTIVE DATE**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

## **REVISIONS TO MODEL LOCAL LAW:**

**January 18, 2022:** The foregoing Model Local Law contains numerous revisions to the prior version of the model local law. The revisions are intended to reflect the new version of 19 NYCRR Part 1203, which was adopted on December 14, 2021 and which will become effective on December 30, 2022. The Department of State recommends that each local government responsible for administration and enforcement of the Uniform Code and/or Energy Code review the local law(s) or ordinance(s) that establish its existing code enforcement program and make such changes to such local law(s) or ordinance(s) as may be required to bring its code enforcement program into compliance with the new version of Part 1203. One way to do so would be to repeal the local law(s) or ordinance(s) that establish the local government's existing code enforcement program and to adopt a new local law based on foregoing Model Local Law.

**Any local government that adopted the prior version of the model local law, or a modified version of the prior model local law, and that wishes to keep such local law in effect through December 30, 2022, should be aware of the following revisions that were made to the prior model local law:**

**August 15, 2018:** Revised subdivision (a) of Section 10, added a new Section 13 entitled Condition Assessments of Parking Garages, renumbered Sections 13 through 19 accordingly, and revised new Section 14, to reflect the provisions of amended 19 NYCRR section 1203.3, relating to Condition Assessments of Parking Garages. Revised any references to the previously numbered Sections 13 through 19 to reflect the

appropriate new renumbered Section. Revised subdivisions (b) and (d) of Section 3 by changing the phrase “State Fire Administrator” to “Department of State.”

**December 28, 2015:** Revised subdivision (a) of Section 15 to reflect the provisions of new 19 NYCRR section 1203.5, relating to Orders to Remedy.

**April 22, 2011:** Revised first sentence in subdivision (c) of Section 15 by changing the word “proscribed” to “prescribed.”

**February 23, 2006:** Revised two references in the last sentence in Section 15(e) from subdivision (2) of section 381 of the Executive Law to subdivision (2) of section 382 of the Executive Law.

**February 23, 2006:** Revised definition of "inspector" (Section 2) from pursuant to subdivision (d) of section 4 of this local law to pursuant to subdivision (d) of section 3 of this local law.

**EXHIBIT 2023-085**

**Clerk’s Report:**

●This is the last month for Village Property Taxes will be accepted. At this point there are 13 residents that have not paid.

10-17-22 09:23:56		<b>Village of Cayuga Heights                      2022 - 2023 Village Taxes                      All Unpays Effective - 10-17-2022 - by Bill #                      ALL SWIS CODES</b>				
Bill #	Tax Map #	Name	Unpaid Amount	(8.00%) Penalty	Late Fee	Total Due
145	4.-2-4	Kong Danquin	\$2,379.34	190.35		\$2,569.69
151	4.-2-10	Kubesch Amber	\$1,854.03	148.32		\$2,002.35
220	4.-3-23	Hollenbeck Edmund V	\$1,727.59	138.21		\$1,865.80
247	5.-1-3.1	Putnam David	\$4,113.90	329.11		\$4,443.01
259	5.-2-3	Schell Susan L	\$1,266.92	101.35		\$1,368.27
286	5.-3-11	Eddleman Sara Leanne	\$1,545.02	123.60		\$1,668.62
303	5.-3-16.2	O'Connor Stanley J	\$339.91	27.19		\$367.10
460	7.-3-13	Pinnisi Michael D	\$2,266.66	181.33		\$2,447.99
545	8.-3-12	Serog Estate of Deborah S	\$3,082.14	246.57		\$3,328.71
911	14.-7-8	Renison Douglas Y	\$2,515.72	201.26		\$2,716.98
931	15.-4-10	Mapes Kathryn	\$2,224.83	177.99		\$2,402.82
946	15.-6-5	Kappa Delta Rho Beta Chapter	\$4,039.69	323.18		\$4,362.87
952	15.-7-1	Alpha Light Fund, Inc.	\$92.70	7.42		\$100.12
<b>Total Swis Code 503001 (13 properties)</b>			<b>\$27,448.45</b>	<b>\$2,195.88</b>	<b>\$0.00</b>	<b>\$29,644.33</b>
<b>Grand Total (13 properties)</b>			<b>\$27,448.45</b>	<b>\$2,195.88</b>	<b>\$0.00</b>	<b>\$29,644.33</b>

●Deputy Clerk Jacot has completed the Introduction to Accounting training through OSC. She is also now a NYS Notary.

●Deputy Clerk Perkins has completed the 2022 Village Voices and the proof will be available next week.

●The Board will need to renew my appointment to the Tompkins County Environmental Management Committee from January 1, 2023 to December 31, 2024.

●Justice Galbreath would like Board approval to conduct a marriage ceremony in Marcham Hall on November 6, 2022 at 11:00 a.m.