

Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT  
BOARD OF TRUSTEES  
MONTHLY MEETING

June 18, 2024  
7:00 p.m.

**Present:** Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, Robinson, and Salton (arrived at 7:06 p.m.); Police Chief Wright; Treasurer Dolch; Attorney Marcus; Superintendent of Public Works B. Cross; Director of Public Works M. Wiese; Deputy Clerk Jacot.

**1. Call to Order:** Mayor Woodard calls the meeting to order at 7:03 p.m.

**2.** Approval of the May 15, 2024 Meeting Minutes (Exhibit 2025-024)

**Resolution: 9657**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the May 15, 2024 Board Meeting Minutes as presented.

Motion: Trustee Conway

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

**Motion Carried**

**3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2025-025)**

•Fire Superintendent Tamborelle states that Pleasant Valley Electric is installing the new fire alarm system in the station.

•Fire Superintendent Tamborelle states that the only thing he needs Board approval for tonight is the approval of the Tompkins County Mutual Aid Plan. This resolution confirms our participation with Tompkins County for mutual aid assistance.

**Resolution: 9658**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights encourages the participation in the Tompkins County Fire & EMS Mutual Aid Plan as now in force and amended from time to time and, certifies to the Tompkins County Board of Representatives through the Tompkins County Emergency Services Coordinator that no restriction exists against “outside service” by such fire department/company or EMS agency within the meaning of Section 200 of the General Municipal Law which would affect the power of such fire department/company or EMS agency to participate in such plan.

**RESOLVED FURTHER** that a copy of this resolution be filed with the Department of Emergency Response.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

### **Motion Carried**

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

•Village resident Karen Mehta was present to speak about the new lawn maintenance law but wished to wait until another time.

### **5. Report of Treasurer Dolch: Submitted Report (Exhibit 2025-026)**

•Treasurer Dolch states that the May 2024 month-end bank-to-book reconciliation is complete to wrap up the FYE 2023-2024 and has been signed off by Deputy Treasurer Rennekamp.

•Treasurer Dolch states that the final interest payment of \$100,000 was paid on the fire truck.

•Treasurer Dolch states that there are three summary sheets in tonight's agenda that represent the FYE 2023-2024 ending budgets. All accounts came in under budget even though revenues fell short.

•Trustee Salton states that he would like to know what the end "net" balance is and what these numbers mean.

•Mayor Woodard states that she agreed with Treasurer Dolch that we had a good year and more importantly Department Heads did a great job budgeting their accounts.

•Trustee Robinson inquired about the revenue accounts that were over budget.

•Trustee Rennekamp states that it was about \$60,000 from Property and utility taxes and NYCLASS.

•Trustee Salton would like to see a summary available during the budget season.

•Treasurer Dolch states that the Village is lined up to use up all the APRA funds as required by the end of 2024.

•Treasurer Dolch states that she will need Board approval for the last abstract of FYE 2023-2024.

### **Approval of Abstract 13:**

### **Resolution: 9659**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #11 for FYE2024 consisting of TA vouchers #93-97 in the amount of \$7,522.58 and Consolidated Fund vouchers #931-999 in the amount of \$469,806.97 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Salton

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

Nays: none

Abstentions: none

**Motion Carried**

•Treasurer Dolch states that she will need Board approval for the year-end budget modifications and bring all overdrawn expenditure accounts to zero for the General, Water, and Sewer Funds.

**Resolution: 9660**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Treasurer Dolch to make FYE 2024 final budget modifications as necessary to bring any overdrawn accounts to zero for the General, Water, and Sewer Funds.

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

**Motion Carried**

•Treasurer Dolch states that she will need Board approval for the first abstract of FYE 2024-2025. She informs the Board that there was a last-minute payable that increased the consolidated account.

**Approval of Abstract 1:**

**Resolution: 9661**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #1 for FYE2024 consisting of TA vouchers #1-4 in the amount of \$20,383.66 and Consolidated Fund vouchers #1-38 in the amount of \$873,860.39 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

## **Motion Carried**

### **6. Report of Mayor Woodard**

**a. Village Comprehensive Plan Recommendations from the Village Planning Board.** On April 19, 2023, the Board tasked the Village Planning Board to review the current plan and see if any updating needed to take place.

- Planning Board Chair F. Cowett states that the Planning Board was tasked with making a recommendation as to whether or not the Village Comprehensive Plan needs revising.

- Planning Board Chair F. Cowett states that the adoption of this plan in 2014 was preceded by four years of gathering data and input from a lot of people including George France from the City Planning Department at Cornell University.

- Mayor Woodard states that the Planning Board has created a summary of their findings and is now asking the Board, where do we go from here.

### **Comprehensive Plan Review**

*A periodic review of a Comprehensive Plan is required by Chapter 64 § 7-722.10 of New York State Village Law.*

*The Village's current Comprehensive Plan, adopted by the Board of Trustees in 2014, recommends (page 62) that the Plan should be reviewed and updated as needed in ten years to ensure that the Plan still reflects the Village's needs and that it facilitates the continued provision of services to Village residents.*

*On April 19, 2023, the Village's Board of Trustees passed a resolution meeting requesting that the Village's Planning Board review the 2014 Comprehensive Plan and, based on that review, recommend whether the Plan should be revised.*

*Over the past twelve months, the Planning Board has reviewed the Comprehensive Plan. In conducting its review, the Board focused on the seven sections contained in Part 2 of the Plan, Goals and Objectives (page 45). Those sections are titled Quality of Life, Community Character, Ecology and Scenic Assets, Economy, Housing, Transportation, Public Services and Utilities. The Board reviewed these sections and evaluated whether the Goals and Objectives had been met and, for those that had not been met, whether they required revision.*

*Following is a brief summation of Planning Board findings regarding the Goals and Objectives of the 2014 Comprehensive Plan:*

*The "Quality of Life" section focuses too much on looking backward rather than looking forward. Although the Olmstedian vision of the Village as a residential park contributes significantly to its sense of place and it is important to preserve its residential character moving forward, priorities and the times have changed.*

*Since the Plan was adopted in 2014, environmental sustainability and climate change have become much more significant concerns, and a revision of the Comprehensive Plan is required to better reflect them.*

*The “Community Character” section in many ways echoes the “Quality of Life” section. The two sections should be combined.*

*Many of the Goals and Objectives recommendations contained in the “Ecology and Scenic Assets” section have been accomplished and, where they have not, the priorities articulated continue to be relevant. Thought should now be given to modifying the recommendations associated with those Goals and Objectives. For example, if reducing stormwater runoff remains a priority, then the Comprehensive Plan could recommend regulation of impervious surfaces as a means to limit runoff. Additionally, improved signage for recreational amenities such as the trails at Kendal and Palmer Woods could encourage their usage and the legal basis for public access to the trails at Kendal should be clarified.*

*The “Economy” section focuses on the Community Corners area and in particular prioritizing its revitalization. There has been considerable development in the Village’s Commercial Zone since 2014, but the scale of that development was not fully anticipated by the Comprehensive Plan and the proposed redevelopment of the former Ithaca Country Club presents additional challenges.*

*Because few vacant lots exist in the Village, the Commercial Zone is the area in the Village most susceptible to redevelopment. Revision of this section is therefore warranted to articulate the type and scale of future growth that the Village wishes to occur in the Community Corners area.*

*The “Housing” section builds on the Village’s residential character referenced in the “Quality of Life” section. While the Village’s current residential character should be preserved, there is a need to offer increased housing options and to provide additional housing units in response to the current housing crisis. This is no simple task since the Village is nearly “built out” with few vacant residential lots. Therefore, facilitating more diversity of housing types should be reflected in the Comprehensive Plan and the Plan should be revised with stronger language encouraging additional housing options, including more affordable ones.*

*The “Transportation” section’s Goal of reducing vehicular traffic, diversifying transportation infrastructure, and creating a more walkable community still applies and does not need updating. However, many Objectives in the section have yet to be achieved. Consideration should be given to revising the strategies recommended and/or implementing new ones. For example, retrofitting The Parkway into a bike boulevard similar to Tioga Street in the City of Ithaca is an idea that was not included in the Comprehensive Plan but should be discussed as one possible step in reducing reliance on automobiles and creating a more pedestrian and bicycle-friendly community.*

*The “Public Services and Utilities” section is similar to “Transportation” in that its’ Goal of maintaining and improving Village services and infrastructure remains relevant as does the section’s emphasis on*

*environmental sustainability. However, since 2014, circumstances associated with some Objectives and recommendations have changed. In particular, several metrics related to sustainability are no longer current and should be updated.*

*After conducting its review and based upon its findings, the Planning Board has decided to recommend to the Board of Trustees that the Comprehensive Plan, whether due to changes in the Village's needs and priorities or the fact that many of its Goals and Objectives have been met, should be revised.*

*The Planning Board has also found that the Comprehensive Plan contains Goals and Objectives that remain relevant but were not implemented. It recommends that a revision of the Plan should consider the factors that may have impeded implementation and revise the Plan accordingly.*

- Trustee Salton states that he appreciates the time the Village Planning Board spent on this topic and suggests that there could be more flushed out.
- Planning Board Chair F. Cowett states that making recommendations versus revision the comprehensive plan are two completely different tasks.
- Trustee Robinson states that we should each look at the recommendations and see if there is anything to be changed and assign a group that will be responsible for working on those recommendations.
- Planning Board Chair F. Cowett states that the scope of what is wanted has to be defined.
- Village Attorney R. Marcus states that the law requires the Village to review its comprehensive plan every 10 years.
- Planning Board Chair F. Cowett states that some things have changed dramatically, the emphasis on environmental sustainability is much greater now the fourteen years ago. Several areas were of concern when this was drafted that are no longer. The Community Corners shopping area is a good example which was in decline and now is thriving.
- Trustee Salton states that the recommendation of the Village Planning Board is to revise the Village Comprehensive Plan.
- Trustee Conway states that the logical next step is for us to think about how many resources to put towards this effort.
- Mayor Woodard states that she thought the Village Property Maintenance Taskforce worked and that was comprised of three Board members, a Village Planning Board Member, and two or three Village Residents.
- Mayor Woodard asks if Trustee P. Salton would like to chair a Village Comprehensive Plan Taskforce.
- Trustee Salton states that he does not have the time and he feels like no one is interested in moving forward to revise this comprehensive plan.

- Trustee Hubbell states that we should make it a point to complete this review by the end of this year.
- Mayor Woodard states that she will outline the Village Planning Board's recommendations and individuals can think about whether or not they want to be part of a team to make the revisions.
- Village Attorney R. Marcus states that a strategy for reviewing the comprehensive plan should be looking at goals and objectives and whether or not they are still in line with what the Village wants.
- Planning Board Chair F. Cowett states that the key will be implementing these changes.

**b. WWTP Grant Update:** The Village was awarded a \$10,000 grant for clean energy initiatives. The plan for this money is to use it towards the purchase and installation of solar panels at the Village WWTP.

- Mayor Woodard states that not only did we get the \$10,000 but we have also qualified for an additional \$50,000 under the Clean Energy Communities Program.
- B. Cross states that he is working on getting contractor quotes for the work roof preparation as well as the actual contract for the installation.

## **6. Report of the Trustees:**

- Trustee Robinson states that the Phase 2 WWTP construction project is nearing completion.
- Trustee Robinson states that the trickling filter pumps have been installed but some other parts are needed.
- Trustee Robinson states that we now have a good baseline of flow to the WWTP for future I & I readings.
- Trustee Biloski states that the Clerk's office has been reviewing the NYSEG accounts to see if we should switch accounts.
- Deputy Clerk Jacot states that her review has shown we should switch vendors for the supply side of our utility bills.
- B. Cross states that we should remember that we are part of the Municipal Electric and Gas Alliance (MEGA) which negotiates utility rates for municipalities. We should check with them before we leave this alliance.
- Trustee Biloski states that the Administrative Committee met and has updated the format and background of the Enewsblast.
- Trustee Biloski states that the HR committee will be requesting an Executive Session at the end of this meeting to discuss Mayor Linda Woodard's hours.
- Trustee Biloski states that the Ithaca Tompkins County Transportation Counsel met and discussed the long-term plan for pedestrian and bike routes in the county.
- Trustee Rennekamp states that the Village Finance Committee did meet and discussed the budget revenues and expenditures and the ARPA fund expenditures.

## **8. Report of Superintendent of Public Works Cross:**

- B. Cross states that GHD is done with its role in the WWTP Phases one and two and will be sending us a Certificate of Substantial Completion. The next step will be to get our financing in place with EFC.
- B. Cross states that GHD will provide a final summary of the contract amounts with the hopes that we come in less than the projected 12 million dollars.
- B. Cross states that he recently was contacted by EFC and suggested that the Village resubmit the Phase Three grant application not for the grant itself but to qualify for financing of the Phase Three projects. He realizes that EFC supplies not only grant opportunities but lending as well.
- B. Cross states that the Walking Safe Cayuga Heights Sidewalk curbing has been completed. There are a few items the Village will be doing from this point on.
- B. Cross states that the Village Summer Project Coordinator Samantha Walker has completed a Village survey of the property maintenance issues and now B. Cross will be sending out formal letters to those found in violation.
- Trustee Hubbell states that he was speaking with a Village resident at the new sidewalk project site, and they were amazed at the number of people already using it, so congratulations.
- B. Cross states that this project has had a lot of ups and downs, but he truly feels the sidewalk gives residents a better separation from the traffic buffer.
- Trustee Robinson states that he agrees with the comments from Trustee Hubbell.
- Trustee Salton states that he would like to know about any updates on the local signage issues he has.
- B. Cross states that he believes there is a solution.

## **9. Report of Police Chief Wright: Submitted Report (Exhibit 2025-028)**

- Chief Wright states that May was a pretty standard month, we continue to be busy and had lots of calls for service.
- Chief Wright states that both of the new part-time officers are scheduled and are working through training.
- Chief Wright states that the new patrol vehicle has been ordered and hopefully it will be delivered and outfitted much sooner than the last one.
- Chief Wright states that the Village patrol pick-up truck blew an engine this week, luckily covered under warranty.
- Trustee Robinson states that he noticed in the Chief's report that there was an incident of resisting arrest and did everyone come out of that situation ok.
- Chief Wright states that an individual was stopped for having a suspended license and had a warrant out of Syracuse. He



tried to make an opportunity to flee from the officers but thankfully that did not take place.

#### **10. Report of Director of Public Works Wiese: Submitted Report (Exhibit 2025-029)**

- Director Wiese states that each year we work with the county to use their equipment to hydro-seed our ditches and other areas including the Kline Rd. Sidewalk Project. This is a great opportunity, and we are thankful for them providing this service.

- Director Wiese states that on June 4<sup>th</sup> a transmission water main was found to leak at the intersection of Hanshaw Road and Pleasant Grove Road. The transmission main is owned by and maintained by Bolton Point. The leak was identified, and a section of pipe was repaired. The Town of Ithaca came in and did the work for all parties involved.

- Director Wiese states that newly hired MEO, James Thomas DeAveiro Jr. is fitting in very well.

- Director Wiese states that he is excited to bring on board as the seasonal helper, our TST Boces intern Michael Day. Michael spent several weeks learning about the DPW and what takes place in our day-to-day and now he has expressed interest in the seasonal worker position.

#### **Resolution: 9662**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes hiring Michael Day for the position of Village Seasonal Worker at the Tompkins County Living Wage rate of \$18.45

Motion: Trustee Salton

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

#### **Motion Carried**

- Director Wiese states that the water service materials discovery is almost complete. We have five more curve valve boxes to explore. The plan is to bring back Hydro-X in for one day to complete this work.

- Director Wiese states that a letter will be sent to Village residents informing them of our findings. The next step would be to create a replacement schedule.

#### **11. Report of Clerk Walker: Submitted Report (Exhibit 2025-030)**

- Mayor Woodard states that Clerk Walker is absent from tonight's meeting, but he has submitted a resolution from the Greater Tompkins County Municipal Health Insurance Consortium for us to agree and renew our Municipal Cooperative Agreement.

## **Resolution: 9663**

**WHEREAS**, the Village of Cayuga Heights is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the "Consortium"), a municipal cooperative organized under Article 47 of the New York Insurance Law, and

**WHEREAS**, the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the "Agreement"; effective date of October 1, 2010), and

**WHEREAS**, Article 47 of the New York Insurance Law (the "Insurance Law") and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for the governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans, and

**WHEREAS**, the Agreement sets forth in Section Q2 that continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review and upon acceptance of any new Participant hereafter, and

**WHEREAS**, the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by a majority vote by its municipal board, and

**WHEREAS**, the Village of Cayuga Heights (municipality) is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the Amended Municipal Cooperative Agreement, now therefore be it

**RESOLVED** that upon receipt and review of the amended Agreement, the Village of Cayuga Heights approves at a meeting of the governing body held on June 18<sup>th</sup>, 2024, authorizes the Chief Elected Official, Mayor Woodard to sign the **2024** Amendment to the Municipal Cooperative Agreement (Effective 1.1.24) of the Greater Tompkins County Municipal Health Insurance Consortium as recommended by the Board of Directors.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

•Trustee Conway asks for some background on this resolution.

•Trustee Salton summarizes the Consortium's model and the various counties involved. He further states that periodically the Consortium will update the by-laws and every municipality must pass a resolution supporting the Municipal Cooperation Agreement.

## **Motion Carried**

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

**13. Executive Session:**

**Resolution: 9664**

**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 under 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 subsection and (D) discussions regarding proposed, pending, or current litigation; and (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 Robinson

*Second:* Trustee Rennekamp

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

- The Board of Trustees exits Executive Session at 9:40 p.m. and returns to an open meeting.

**Resolution: 9665**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes increasing Mayor Linda Woodards hours from 15 per week to 20 per week and retroactive back to June 1, 2024.

*Motion:* Trustee Biloski

*Second:* Trustee Hubbell

*Ayes:* Trustees: Biloski, Conway, Hubbell, Rennekamp, Robinson, and Salton

*Nays:* none

*Abstentions:* Mayor Woodard

**Motion Carried**

**14. Adjournment:** Mayor Woodard adjourns the meeting at 9:40 p.m.