



[Zoom Link 4118425407](https://zoom.us/j/4118425407)
Village of Cayuga Heights
Board of Trustees Monthly Meeting
August 21st, 2024 7:00 p.m.

	EXHIBIT/PAGE
1. Call To Order	
a. Approval of July 17, 2024 Meeting Minutes	2025 - 039 pgs. 2-10
2. Report of the Fire Superintendent Tamborelle: Submitted Report	2025 - 040 pgs. 11-12
3. Privilege of the Floor:	
4. Report of Treasurer Dolch: Submitted Report	2025 - 041 pgs. 13-14
a. Community Bank Proposal	2025 - 042 pgs. 15-16
b. WWTP Bond Resolution	2025 - 043 pgs. 17-19
5. Report of Mayor Woodard	
a. 2025 Village of Cayuga Heights Water Rate	2025 - 044 pg. 20
b. Schedule a Public Hearing for the 2025 Annual Village Sewer Rate	2025 - 045 pg. 21
c. Village Financial Report	
d. Assistant Superintendent of Public Works Vacancy Update	
e. Gas Powered Lawn Equipment Moratorium	
6. Report of The Trustees:	
7. Report of Superintendent of Public Works Cross:	
a. Sungineer Solar Proposal	2025 - 046 pgs. 22-24
b. NYSERDA Clean Energy Communities Grant Agreement	2025 - 047 pgs. 25-28
c. T.G. Miller Renwick Brook Culvert Proposal	2025 - 048 pgs. 29 -32
d. Blue Heron Change Order	2025 - 049 pgs. 33-34
8. Report of Police Chief Wright: Submitted Report	2025 - 050 pgs. 35-36
9. Report of Clerk Walker: Submitted Report	2025 - 051 pgs. 37
10. Report of Attorney Marcus:	
11. Adjournment	

EXHIBIT 2025 - 039

Zoom ID # 4118425407

**VILLAGE OF CAYUGA HEIGHT
BOARD OF TRUSTEES
MONTHLY MEETING**

**July 17, 2024
7:00 p.m.**

Present: Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, and Robinson; Police Chief Wright; Treasurer Dolch; Attorney Marcus; Superintendent of Public Works B. Cross; Director of Public Works M. Wiese; Deputy Clerk Jacot.

Absent: Trustee Salton

1. Call to Order: Mayor Woodard calls the meeting to order at 7:05 p.m.

2. Approval of the June 18, 2024 Meeting Minutes (Exhibit 2025-031)

Resolution: 9666

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the June 18, 2024 Board Meeting Minutes as presented.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2025-031)

•Fire Superintendent Tamborelle states that CHFD vehicles are getting inspected and the station is getting a few maintenance items done.

•Fire Superintendent Tamborelle states that movie night is going well and having the Luna Food Truck has made movie night a bigger success.

•Fire Superintendent Tamborelle states that the department will miss Director of Public Works, M. Wiese as he will be leaving for a new job in early August.

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

•Village resident Karan Mehta was present to speak about the new lawn maintenance law.

•K. Mehta states that he appreciates the spirit and intent of the exchanges before this law was passed.

- K. Mehta states that he can see both sides of lawn maintenance, where some residents might like a groomed lawn and others prefer a natural "meadow" landscape.

- K. Mehta observes that while the lawn maintenance law seems to be aimed at reigning in a tendency on the part of some to mow less frequently, there might actually be good reasons for the village to in fact encourage people to do this. These include concerns related to air pollution — the EPA estimates 5% of US air pollution can be attributed to gas-powered lawnmowers), and a higher fraction for suburban areas, and higher for particular compounds like benzene and formaldehyde — noise pollution, which we all experience — and finally that incentivizing people to keep short mowed lawns may encourage the use of herbicides and pesticides, which should be of some concern for kids, pets, other wildlife, and the water supply. Mehta speculates that younger homebuyers may be less interested in the suburban aesthetic that arose a few decades ago, and one that tries to gradually take into account these issues make Cayuga Heights more attractive to homebuyers in the near future.”

<https://psci.princeton.edu/tips/2020/5/11/law-maintenance-and-climate-change>

- K. Mehta suggests, if there is interest for the reasons above, the Board could encourage discussion and consider incorporating language aspiring to less gas-powered mowing, less use of herbicides/pesticides, and perhaps encouraging more plant diversity in lawns as part of the thoughts articulated in the Comprehensive Plan.”

- Trustee Hubbell and Mayor Woodard state that they do not use pesticides and hope other people wouldn't although it isn't something that would make sense to ban.

- Mayor Woodard states that the Board has tried to strike a balance for all types of landscaping. This is the first step in a much larger process that we will be working through and possibly changing.

- Trustee Hubbell suggests that we put something in the E-newsblast or on the website.

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

- Treasurer Dolch states that the June 2024 month-end bank-to-book reconciliation is complete.

- Treasurer Dolch states that the AUD is underway and is near completion.

•Approval of Abstract 2:

Resolution: 9667

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #2 for FYE2025 consisting of TA vouchers #6-13 in the amount of \$15,952.77 and Consolidated Fund vouchers #39-118 in the amount of \$503,841.39 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Motion Carried

- Mayor Woodard states that she received an email from Tompkins Bank defining the terms of the loan agreement for Phase 2.1 of the WWTP.
- Treasurer Dolch states that she was surprised about the requirements to keep \$1.5 million dollars in the account for the duration of this loan. She does not agree with this and as we pay the loan down, we should not have to keep a higher balance in the account.
- Treasurer Dolch states that we hardly ever keep over \$200,000 in the account except when paying the monthly vouchers.
- Mayor Woodard asks if Treasurer Dolch has found any other lending institutions interested in this loan.
- Treasurer Dolch states that she has not.
- Mayor Woodard states that the Trust Bank is most likely creating these conditions since we are keeping most of our cash flow in NYCLASS.
- Trustee Rennekamp states that it we should have the language that states that we can renew this loan (BAN) each year for up to five years with no prepayment.
- Trustee Conway states that we should also add language that states if the interest rate goes down then the loan rate would as well.
- Village Engineer B. Cross states that since this is a WWTP project it would not be funded from the general fund; it would be funded from the sewer fund.
- Mayor Woodard states that the sewer fund does not have that large of a balance and it has to come from fund balance.
- B. Cross states that he needs to get moving on drafting bid documents for these projects.

Resolution: 9668

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Treasurer Dolch to request from Tompkins Bank a change in terms for the Village to keep \$1,000,000 in the bank as good faith for a annual renewal BAN with no prepayment penalties and sign the commitment letter for this loan.

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

6. Report of Mayor Woodard

a. Comprehensive Plan Taskforce: At the June Board Meeting it was discussed how to form a taskforce to pursue recommendations for the changes to the Village Comprehensive Plan.

- Mayor Woodard states that since Trustee Salton was absent from the meeting we will table this discussion until next month.

b. Status of Lead Water Line Replacement: The Village has sent a letter to several residents about the newly discovered lead or unknown material in the water lines. The next step for those interested in replacing their line is to contact us and set up a schedule.

- Director of Public Works M. Wiese states that the Village has contracted with a Hydro-X that will do the work. It is anticipated that they have three more to discover.

- Trustee Robinson asks if the Village has heard back from any of the residents that were notified.

- Director of Public Works M. Wiese states that he received one phone call from a resident who was concerned about their lawn being torn up when the replacement took place.

- Director of Public Works M. Wiese states that Mayor Woodard states that another letter was sent to all residents that has some sort of lead lines explaining the options for replacement.

- Director of Public Works M. Wiese states that Trustee Hubbell inquires how the water line replacement will work.

- Director of Public Works M. Wiese states that his recommendation is to remove the existing line and replace it with new copper lines.

- Mayor Woodard states that we need to wrap up our discovery by October of 2024 and then move forward with replacing three percent of the non-copper lines per year. Her suggestion is to replace the non-copper lines that are only on the Village's side so that we can gain experience and knowledge of the process.

- Mayor Woodard states that she has spoken to Bolton Point, and they would prefer we coordinate with the homeowner and replace both lines at the same time. Bolton Point also suggested that the Village have the homeowner sign a release of liability if they do not complete the work at the same time as the Village is completing the work.

- Village Attorney R. Marcus states that he agrees to that suggestion but there is a fair chance that they will not sign anything.

•Trustee Conway states that he knows of one resident who approached him and has a lot of questions. He informed the resident to contact Mayor Woodard or Director Wiese.

•Trustee Hubbell states that those residents who do not do anything about the lead pipes do have alternatives to prevent lead contamination from the drinking water.

•Mayor Woodard states that Bolton Point is going provide a Brita Filter water container for every household that has their water line and the Village curve box line switched out.

•Mayor Woodard states that we will update the project section of our website.

c. Mike Wiese Resolution: The Village Director of Public Works M. Wiese is taking a position as superintendent of Public Works for the City of Cortland

•Mayor Woodard states that we have a formal resolution honoring M. Wiese for his service to the Village. She will read the resolution, but it barely scratches the surface of his accomplishments.

**RECOGNITION OF THE PAST AND CONTINUED OUTSTANDING
PUBLIC SERVICE OF MICHAEL JON WIESE**

Resolution: 9669

WHEREAS, Mike has served the Village of Cayuga Heights since November of 2016 and has completed his NYS Code Enforcement certification; and

WHEREAS, Mike has brought respect, honor, and integrity to his role within the Village and with the surrounding municipalities as the Assistant Superintendent of Public Works.

WHEREAS, Mike quickly evolved the Village Department of Public Works into a new era by implementing an equipment rotation schedule an inventory control system; and

WHEREAS, Mike has worked hand in hand with the Village Superintendent of Public Works on several grant projects and has contributed immensely to seeing those projects to completion; and

WHEREAS, Mike has applied his skills and leadership to the Department of Public Works staff and has created a workplace environment that promotes well-being and teamwork.

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

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

- Director of Public Works M. Wiese states that the kind words represent all the employees who work here at the Village, These successes would not be possible without them.
- B. Cross states that prior to Director of Public Works M. Wiese the DPW had a different type of leadership. Mike has evolved that into a working team. He has also helped B. Cross with all the NYS Code Enforcement for the Village.
- B. Cross states that Director of Public Works M. Wiese made it easy for him to hand off several responsibilities.

6. Report of the Trustees:

- Trustee Hubbell states that at the last Cayuga Lake Watershed Intermunicipal Organization (CLWIO) they were presented with a report on what will take place with Cayuga Lake if the salt mines are not addressed. He hopes to have the recording available for the Board to review soon.
- Trustee Robinson states that the grant side of the sidewalk project is complete and now the Village will move forward with the next section.
- Trustee Robinson states that the Village WWTP trickling filter pumps have been installed, but we are still waiting for the trickling filter arms. The rail collection system will still need to be addressed.
- Trustee Robinson states that we still do not have a Village Fire Inspector and now with Director of Public Works M. Wiese leaving there will be a lot of extra pressure on Superintendent of Public Works B. Cross.
- Trustee Robinson states that unfortunately the Village was not selected for the Renwick Brook Culvert Bridge New York Grant.
- Trustee Robinson states that as part of community outreach, the WWTP Committee would like to invite the other municipalities who use the plant for a tour and extend that invitation to the school as well.
- Trustee Biloski states that the Human Resources Committee met and has opened the position of Assistant Superintendent of Public Works at the county level.
- Trustee Biloski states that the Public Safety Committee met, and Chief Wright announced that the department received a \$67,000 grant from the Department of Justice.
- Trustee Conway states that those who applied for this grant were awarded so it is good to know we have leadership that is staying on top of these opportunities.

8. Report of Superintendent of Public Works Cross:

- B. Cross states that the Village has been awarded two grants from NYSERDA in the amount of \$60,000. The award will be used for the WWTP Solar Project.
- B. Cross states that he still has to get some work done on the roof before we install the solar array. He has two quotes for the work, and they range from \$15,000 to \$25,000. Formal bidding will have to take place for this project.
- B. Cross states that he still has to get the T.G. Miller Water Report completed.
- B. Cross states that he has reached out to the City and Town of Ithaca to see where they are on the lead drinking water line.
- B. Cross states that there will be several fines issued as a result of non-compliance issues with the property maintenance law.
- Trustee Conway states that since we did not get the \$1.5-million-dollar grant for the Renwick Brook Culvert what is the next step?
- B. Cross states that the \$1.5-million-dollar price tag is high because NYSDOT or Federal Highway Administration Grants are regulated so highly that additional costs have to be built in.

9. Report of Police Chief Wright: Submitted Report (Exhibit 2025-035)

- Chief Wright states that as Trustees Biloski and Conway mentioned the department was successfully awarded \$67,000 for police-related equipment. The department's thought is to purchase new police radios and or cover the Taser renewal costs.
- Chief Wright states that both of the new part-time officers are scheduled and are working through training.
- Chief Wright states that all range dates and requirements have been met for this year.
- Chief Wright states that about a year ago Tompkins County Sheriff's Department implemented a Care-1 Patol which was designed to assist with mental health calls. This program has worked out well and funding has been allocated for a second team for the county.
- 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.
- Mayor Woodard states that she and B. Cross are interested in an update on the Flock Camera System
- Chief Wright states that we were scheduled to put up four around the Village, The County and City of Ithaca were scheduled to put up around a hundred cameras. It appears there is a lot of push back from NYSEG who wants an expensive pole agreement. At this point, we are on hold from doing anything.

- Mayor Woodard asks how expensive it will be for us if we are to continue.
- Chief Wright states that after several car thefts in the Village, he recognized that these cameras would be a useful tool for the Village as well as other departments. The cost, however, is \$15,000 a year for five cameras.

10. Report of Director of Public Works Wiese: Submitted Report (Exhibit 2025-036)

- Director Wiese states that T.G. Miller has moved our I-Tracker meters to concentrate on the N.E. section of the Village.
- Director Wiese states that the I-Tracker meters are proof that the sewer lining and manhole lining are paying off.
- Director Wiese states that on July 30th he will be meeting with a company that can place trackers in every manhole, collect data, and map flows.
- Mayor Woodard states that she is hopeful that this presentation could be something the other members of the “Gang of Six” could use to find and track their own I & I.
- Director Wiese states that the DPW crew will begin the last section of the sidewalk for the Walking Safe Cayuga Heights next week.
- Director Wiese states that brush pickup has turned into a three-day event. This unfortunately affects our scheduling for other projects.
- Director Wiese states that there is a letter of support (Exhibit 2025-037) for the Town of Lansing to purchase and share a vacuum truck for requirements within the MS4 stormwater management program.

Resolution: 9670

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Town of Lansing letter of support to purchase a new vacuum truck through the NYSDEC WQIP grant.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

11. Report of Clerk Walker: Submitted Report (Exhibit 2025-038)

- Mayor Woodard states that Clerk Walker is absent from tonight’s meeting, but he has submitted a resident’s request for relief of late fees on their water bill.
- Mayor Woodard states that there are several ways a resident can find out about when a bill is due.
- Deputy Clerk A. Jacot states that we post this on our website, Enewsblast, and Bolton Point offers E-Billings along with mailing out a paper bill.
- Trustee Robinson states that he feels bad for the resident but cannot support waiving any late fee; Trustee Conway agreed as well.
- The Board of Trustees took no action on this request to waive the late fees for account Y6641.

Motion Carried

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

13. Executive Session:

Resolution: 9671

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 noaction 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

(H) the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

- The Board of Trustees exits Executive Session at 9:35 p.m. and returns to an open meeting.

14. Adjournment: Mayor Woodard adjourns the meeting at 9:35 p.m.

EXHIBIT 2025 – 040

August 22, 2024

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2024

And the pace picked right back up in July with 56 runs. We had 41 calls in the Village of Cayuga Heights, 12 calls in the Town of Ithaca and 3 mutual aid requests. There were 29 EMS calls and 27 fire responses. The increase in call volume this month can be attributed to a couple of storms rolling through the area in July. These storms resulted in two very busy evenings with our members clearing roadways of trees and debris and blocking roadways with downed power lines. We were lucky in the village and town as the storms caused some damage but no extended power outages. We did have one home on Lowell Place that had a large tree fall onto the roof causing significant structural damage to the home. Our crews assisted the homeowners with tarps and some quick cleanup of glass from a shattered skylight. The homeowners were very grateful for the help.

Training was robust in July. We had many members staying in town for the summer and they used July to work very hard on interior checklist work. They are moving quickly through the skills and should be moving up to the interior by the end of the summer. The scheduled training through the month also focused on the interior attack and initial scene size up skill sets. Early in the month was firefighter rescue where we worked on the downed firefighter, packaging and removing from the hazardous environment. Initial attack and roll in drills were the next two weeks to put together the scene size up and attack of the fire. These were all held at the training center. We next went to the maze facility in Etna and did a night of mask confidence and self-rescue. Mask confidence is a drill that has the member breath down their air bottle while working through scenarios and then when the low air alarm goes off has them move out of danger while working to conserve air. Self-rescue teaches how to deal with emergencies when the air is depleted. The last training of the month was on Technical Rescue. We replaced much of our technical rescue hardware and ropes this summer and this class got the equipment out and used. Many of our members have been taking every technical rescue class they can find so this was a great training with our own equipment.

The fire alarm project is now complete and online. It was promptly tested by the bunkers while making dinner and was found to be in working order! Our two engines went out for annual service in July. Both engines passed inspections and pump testing. L231 will go out in August for its annual service. We are still waiting for word from New York State on our grant request for the air pack project. We did hear that the review process started in mid-July. We hope to hear from them before the end of the summer. It should only take a few weeks after we order for the packs to be delivered. We received information from E-One that the engine that is on order is currently slated for a March/April 2026 delivery, but they have also said that the schedules are starting to shift and that trucks are being delivered faster than anticipated. We hope this will be the case with our truck.

We have scheduled the Fall 2024 Recruit Class. We have started the recruiting cycle for this class. This year we have condensed the three classes into one weekend of training because of the Cornell fall break. If we split the classes around the fall break it would mean that there would not be much time between the end of the weekend sessions, and then winter break. We are excited to see if the one weekend concept works. We have modified the program several times since its inception 20 years ago and the change is for the better.

Movies at the station was a huge success this year. All the shows were well attended and some of them seemed to be “capacity” crowds. The larger crowds were on the weeks that we showed animated movies. Those weeks brought out a younger crowd but the weeks we showed live action movies were also well attended by a slightly older audience. The food truck was a welcome addition to movie nights and seemed to be a huge success. Luna says they are coming back next year!

It has been a busy summer. We are looking forward to all our members returning from break and getting back into the action.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2025 - 041

**VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
August 2024**

Revenues and Expenses:

June month end bank to book reconciliation is complete and has been signed off by Deputy Treasurer Rennekamp. The report from Williamson is attached to this report.

AUD:

The FY2023-2024 AUD is completed and submitted to the Office of the State Comptroller.

Financing:

We have an offer for financing for the Wastewater Treatment Plants Rail System project. The loan is for 1 million dollars, repayable over 5 years with a 5.10% interest rate. The proposal is contingent on the Village opening and maintaining a deposit account in the amount of \$250,000 for the duration of the loan. We can open a 12-month CD at 4% interest to meet this requirement.

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves signing and securing financing for the above project as outlined in the attached document.

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves opening a 12-month CD with \$250,000 at Community Bank using funds from either NYClass or from a CD at Tompkins Bank.

Approval of Abstract 3:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #2 for FYE2025 consisting of:

- TA vouchers 14-21 in the amount of \$15,783.38 and
- Consolidated Fund vouchers 119-213 in the amount of \$750, 343.52

and the Treasurer is instructed to make payments thereon

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 July, 2024:

DATED: August 7, 2024

TREASURER

	Balance 06/30/2024	Increases	Decreases	Balance 07/31/2024
A GENERAL FUND - VILLAGE				
CASH - CHECKING	2,441,490.74	2,379,482.27	2,156,258.96	2,664,714.05
CASH - SAVING	71,654.20	3.05	0.00	71,657.25
CERTIFICATE OF DEPOSIT	430,621.12	1,472.37	0.00	432,093.49
NYCLASS GENERAL	1,920,255.16	1,816,796.43	1,200,000.00	2,537,051.59
PETTY CASH	450.00	0.00	0.00	450.00
TOTAL	4,864,471.22	4,197,754.12	3,356,258.96	5,705,966.38
CD SPECIAL GRANT FUND				
CASH	4,121.93	1,890.72	1,540.76	4,471.89
CASH - POLICE COMP TIME RESERV	27,005.41	0.00	0.00	27,005.41
CASH - ARPA FUNDS 2021	3,926.99	0.00	0.00	3,926.99
CASH - ARPA Funds 2022	65,870.27	0.00	0.00	65,870.27
Fire Truck Reserve 2025	50,000.00	10,000.00	0.00	60,000.00
825 Hanshaw Reserve 2025	9,800.00	0.00	0.00	9,800.00
Police LETECH Grant	0.00	67,900.00	0.00	67,900.00
Solar Panels 2025	10,000.00	0.00	0.00	10,000.00
CASH - POL TRIAD GRANTS	11,990.90	0.00	1,540.76	10,450.14
CASH - BEAUTIFICATION SPECIAL	3,299.24	0.00	0.00	3,299.24
CASH - FIRE DEPT DONATIONS	34,669.03	2,623.60	0.00	37,292.63
RESERVE FOR BANK INTEREST	1,298.48	1,809.90	0.00	3,108.38
CASH - GENERAL POLICE DONATION	73,235.63	0.00	349.96	72,885.67
Garbage Truck Reserve	28,903.00	0.00	0.00	28,903.00
Water Main Reserve	30,967.50	0.00	0.00	30,967.50
TOTAL	355,088.38	84,224.22	3,431.48	435,881.12
F WATER FUND				
CASH - CHECKING	335,943.90	10,319.77	24,611.39	321,652.28
NYClass - Water	60,544.33	266.54	0.00	60,810.87
TOTAL	396,488.23	10,586.31	24,611.39	382,463.15
G SEWER FUND				
CASH - CHECKING	35,550.78	38,958.64	154,197.07	-79,687.65
NYCLASS SEWER	84,635.59	372.62	0.00	85,008.21
TOTAL	120,186.37	39,331.26	154,197.07	5,320.56
H CAPITAL FUND				
CASH - CHECKING	-2,632,011.33	0.00	162,042.74	-2,794,054.07
NY CLASS	1,217,934.09	5,362.09	0.00	1,223,296.18
TOTAL	-1,414,077.24	5,362.09	162,042.74	-1,570,757.89
TA TRUST & AGENCY				
CASH - CHECKING	10,932.48	198,210.78	190,623.67	18,519.59
TOTAL	10,932.48	198,210.78	190,623.67	18,519.59
TOTAL ALL FUNDS	4,333,089.44	4,535,468.78	3,891,165.31	4,977,392.91



August 2, 2024

Sam Conway, Village Trustee
Village of Cayuga Heights
836 Hanshaw Road
Ithaca, NY 14850

RE: Financing for Waste Water Plant Project – \$1,000,000

Dear Mr. Conway,

Thank you for giving Community Bank, N.A. (the "Bank") the opportunity to provide a proposal to the Village of Cayuga Heights (the "Village" / "Issuer") for a Statutory Installment Bond in the amount of \$1,000,000 (the "Note") to finance the waste water treatment plant project. We are pleased to provide this preliminary Term Sheet, which outlines the general terms and conditions under which the Bank would consider providing the requested financing.

- ❖ *DENOMINATION OF NOTE:* There will be one Note issued in the denomination of \$1,000,000.
- ❖ *ISSUE DATE:* The Note will be issued on a date mutually agreed upon.
- ❖ *MATURITY DATE:* The Note will mature five (5) years after the Issue Date.
- ❖ *INTEREST RATE:* The fixed rate of interest on the Note on a "lump sum" basis will be 5.10% based on a 30/360 day year.
 - The proposed interest rate will remain in effect for a loan closing date on or before October 1, 2024. If closing will be after October 1, 2024 the Bank reserves the right to rescind the proposed interest rate, and will provide a new proposed interest rate upon request, based on then market conditions.
 - This proposal is contingent on the Village to open and maintain (a) deposit account(s) with Community Bank, N.A. in the amount of \$250,000 for the duration of the loan. Community Bank will utilize Insured Cash Sweep (ICS) to collateralize any funds over \$250,000 and additional paperwork pertaining to the collateralization may be required.
- ❖ *PAYMENT SCHEDULE:* Five (5) equal annual principal payments, plus accrued interest, commencing one year after the Issue Date and continuing through the Maturity Date.
- ❖ *DISTRIBUTION OF NOTE PROCEEDS:* The proceeds of the Note will be fully disbursed at closing.
- ❖ *PREPAYMENT PROVISION:* The Note may be prepaid at any time in part or whole without penalty.
- ❖ *FEES AND CLOSING COSTS:* No additional fees, document charges, nor Bank legal costs will be charged.
- ❖ *LEGAL OPINION:* This proposal is subject to a legal opinion from bond counsel acceptable to the Bank, to be provided by the Village. Such bond counsel must have experience in public finance, and must be insured for public finance and for opining on public finance transactions. The opinion must include statements that the Note represents a valid and binding general obligation of the Issuer, that it is lawfully authorized and issued, and that the interest paid thereon is exempt from federal income taxes.

If the Village has not already contacted bond counsel in connection with the planned project and borrowing, it is recommended this be done immediately to ensure all required authorizations are received in accordance with the Village's intended timeline.

- ❖ **DOCUMENTATION:** The Village's bond counsel will prepare the Note documents for execution by duly authorized Village Officers. The closing documents shall be provided to the Bank for review and approval no less than five (5) businesses days prior to closing, unless other arrangements are made with the Bank.
- ❖ **SUBMISSION OF FINANCIAL STATEMENTS AND UNDERWRITING:** Unless previously provided, the Village will submit its most recent past three years' financial statements prior to issuance of the Note. This proposal is contingent upon satisfactory review of this Underwriting Information, including sufficient time to analyze it and prepare for a closing. Updated financial statements are required on an annual basis thereafter until the principal balance on the Note is paid in full.
- ❖ **CONFIRMATIONS:** The Village must confirm in writing that:
 - The total indebtedness issued by the Village in 2024 will not exceed \$10,000,000;
 - The Village will comply with all aspects of the Internal Revenue Code of 1986, as amended, including all provisions relating to arbitrage and rebate. This proposal is subject to confirmation by the Bank that the Note represents a valid and binding general obligation of the Issuer, and that the Note is a "Qualified Tax Exempt Obligation" for the purposes of Section 265(b)(3) of the Code;
 - New York State Local Finance Law statutes and regulations have been complied with, including specifically that all public proposals, procurement and request for proposals statutes, ordinances and regulations have been complied with; and
 - All federal informational returns with respect to this borrowing will be timely filed.

This proposal is open for acceptance until 4:00 p.m. on September 17, 2024 and is subject to withdrawal if any adverse information relating to the Issuer's affairs is discovered prior to closing. This Term Sheet is intended to be a basis for discussion and should not be construed as a commitment to lend.

I would be happy to answer any questions you may have, and look forward to working together to meet the Village of Cayuga Heights's financing needs.

Sincerely,

Ashley Stuve

Ashley Stuve
Municipal Loans
866-205-4416

SEEN AND AGREED TO ON BEHALF OF THE VILLAGE:

By: _____
Its Duly Authorized Agent

Cc: Cherry Merrill, Branch Manager, Ithaca

EXHIBIT 2025 – 043

BOND RESOLUTION DATED AUGUST 21, 2024.

A RESOLUTION AUTHORIZING IMPROVEMENTS TO THE WASTEWATER TREATMENT PLANT IN AND FOR THE VILLAGE OF CAYUGA HEIGHTS, TOMPKINS COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$1,000,000, AND AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF SAID VILLAGE TO PAY THE COST THEREOF.

WHEREAS, the purpose described herein has been determined to constitute a Type II Action as defined under regulations of the State of New York promulgated pursuant to the State Environmental Quality Review Act which, by such definition, will not have a significant adverse impact upon the environment; **NOW, THEREFORE, BE IT RESOLVED** by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Trustees of the Village of Cayuga Heights, Tompkins County, New York, as follows:

Section 1. Replacement of the existing rail track system at the Village wastewater treatment plant in and for the Village of Cayuga Heights, Tompkins County, New York, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith, is hereby authorized at a maximum estimated cost of \$1,000,000.

Section 2. The plan for the financing of such maximum estimated cost is by the issuance of \$1,000,000 bonds of said Village, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision 4 of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the serial bonds herein authorized will not exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including

renewals of such notes, is hereby delegated to the Village Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Village Treasurer, consistent with the provisions of the Local Finance Law.

Section 5. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Village Treasurer, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as she shall deem best for the interests of said Village, provided, however, that in the exercise of these delegated powers, she shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Village Treasurer shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 6. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the Village Treasurer, the chief fiscal officer of such Village. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Village Treasurer shall determine consistent with the provisions of the Local Finance Law.

Section 7. The faith and credit of said Village of Cayuga Heights, Tompkins County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property

of said Village, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 8. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provisions of law which should be complied with as the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said Village hereby designated for such purpose, together with a notice of the Village Clerk in substantially the form set forth in paragraph a of Section 81.00 of the Local Finance Law.

EXHIBIT 2025 – 044

WHEREAS, the Village of Cayuga Heights is served by the Southern Cayuga Lake Intermunicipal Water Commission; and

WHEREAS, the Village of Cayuga Heights has entered into an amended, supplemental, restated, and consolidated agreement of municipal cooperation for construction, financing and operation of an intermunicipal water supply and transmission system dated as of June 5, 1979 as the same has been amended from time to time (the “Agreement”); and

WHEREAS, pursuant to the Agreement, the Village of Cayuga Heights agreed to pay to the Southern Cayuga Lake Intermunicipal Water Commission (hereinafter referred to as “Commission”), water revenues based upon, in part, a water rate billing structure based on a quarterly 5,000 gallon minimum; and Bolton Point rate is \$6.73 per 1000 gallons, and the Village of Cayuga Heights surcharge is \$13.46 per 1000 gallons.

WHEREAS, in consideration of the premises and the mutual undertakings of the parties pursuant to the Agreement, the parties agreed to amend the Agreement effective January 1, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Cayuga Heights Board of Trustees authorizes and approves the new Village of Cayuga Heights water rate to \$13.46 per 1000 gallons consumed effective January 1, 2025.

EXHIBIT 2025 – 045
VILLAGE OF CAYUGA HEIGHTS
DRAFT
PROPOSED LOCAL LAW D OF THE YEAR 2024

**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 \$5.07/1000 gallons consumed for inside users and a rate of \$7.59/1000 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, 2025, annual sewer rates shall be established at a rate of \$5.07/1000 gallons used for treatment of wastewater originating from properties located within the Village and a rate of \$7.59/1000 gallons used for treatment of waste water 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.

EXHIBIT 2025 – 046

Sungineer Solar Contract:

***Separate Attachment**

EXHIBIT 2025 – 047

NYSERDA

The Village of Cayuga Heights (hereafter, the “Contractor”) has made important strides in the area of clean energy and has met the requirements for grant funding under the Clean Energy Communities program. This funding is to be used for the clean energy project(s) described in this agreement. The funding is intended to reduce greenhouse gas emissions and contribute to New York clean energy goals.

This agreement describes the general terms and conditions under which the Contractor agrees to plan and implement a Clean Energy Communities grant project. Each project will consist of one or more components. Each component will have a Planning Phase and a Completion Phase.

Under this agreement, the Contractor shall implement the following component(s):

Project Component: Solar

Contractor will provide for the installation of the solar photovoltaic array(s) listed below. The exact size and most suitable location will be determined during the project planning phase. The Contractor shall receive formal NYSERDA Project Manager approval of Task 1.0 Planning Phase of this Agreement before the commencement of this project component.

- Installation of a 32kW solar array at 951 East Shore Drive, Ithaca, NY 14850

The estimated savings of this component is 17.7 metric tons of carbon dioxide equivalent (MTCO_{2e}).

Definitions

Contractor Team: At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor. Subcontractors selected to work on this CEC grant project shall be identified and selected in accordance with Article V of this Agreement and shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

NYSERDA Project Manager: NYSERDA shall assign a staff member as the NYSERDA Project Manager, designated to oversee and serve as the main point of contact for the Contractor. The NYSERDA Project Manager shall review Deliverables and provide direction to the Contractor in a streamlined fashion. The NYSERDA Project Manager shall be responsible for approving Deliverables and ensuring compliance with this Statement of Work.

Metrics Workbook: After it has been approved by NYSERDA, the Contractor’s CEC Grant Application including all approved project information is referred to as the Metrics Workbook. NYSERDA requires that the information in the Metrics Workbook be updated at the Planning Phase (Task 1) and at the Completion Phase (Task 2) to confirm the energy savings from the project. These submittals are referred to as the Metrics Workbook and shall be submitted in excel format as outlined in Exhibit E, Metrics Workbook.

Deliverable Review Process

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word, Microsoft Excel, and/or PDF format (or other format as identified in the Tasks below). Within thirty (30) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is

The Village of Cayuga Heights (hereafter, the "Contractor") has made important strides in the area of clean energy and has met the requirements for grant funding under the Clean Energy Communities program. This funding is to be used for the clean energy project(s) described in this agreement. The funding is intended to reduce greenhouse gas emissions and contribute to New York clean energy goals.

This agreement describes the general terms and conditions under which the Contractor agrees to plan and implement a Clean Energy Communities grant project. Each project will consist of one or more components. Each component will have a Planning Phase and a Completion Phase.

Under this agreement, the Contractor shall implement the following component(s):

Project Component: Solar

Contractor will provide for the installation of the solar photovoltaic array(s) listed below. The exact size and most suitable location will be determined during the project planning phase. The Contractor shall receive formal NYSERDA Project Manager approval of Task 1.0 Planning Phase of this Agreement before the commencement of this project component.

- Installation of a 32kW solar array at 951 East Shore Drive, Ithaca, NY 14850

The estimated savings of this component is 17.7 metric tons of carbon dioxide equivalent (MTCO₂e).

Definition:

Contractor Team: At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor. Subcontractors selected to work on this CEC grant project shall be identified and selected in accordance with Article V of this Agreement and shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

NYSERDA Project Manager: NYSERDA shall assign a staff member as the NYSERDA Project Manager, designated to oversee and serve as the main point of contact for the Contractor. The NYSERDA Project Manager shall review Deliverables and provide direction to the Contractor in a streamlined fashion. The NYSERDA Project Manager shall be responsible for approving Deliverables and ensuring compliance with this Statement of Work.

Metrics Workbook: After it has been approved by NYSERDA, the Contractor's CEC Grant Application including all approved project information is referred to as the Metrics Workbook. NYSERDA requires that the information in the Metrics Workbook be updated at the Planning Phase (Task 1) and at the Completion Phase (Task 2) to confirm the energy savings from the project. These submittals are referred to as the Metrics Workbook and shall be submitted in excel format as outlined in Exhibit E, Metrics Workbook.

Deliverable Review Process

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word, Microsoft Excel, and/or PDF format (or other format as identified in the Tasks below). Within thirty (30) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is

acceptable, the NYSERDA Project Manager shall provide final approval. The Contractor shall prepare revisions to the Deliverable reflecting the NYSERDA Project Manager's comments and resubmit any revised Deliverable within thirty (30) business days after receipt of these comments. All Deliverables shall not be considered final unless approved by the NYSERDA Project Manager in writing to the Contractor.

Minimum Performance Requirements

Listed below are the minimum performance requirements for efforts and/or technologies funded under this Agreement. NYSERDA will consider written requests for modifications to the minimum requirements, however modifications are subject to NYSERDA review and approval. The Contractor may propose a project based on previous design efforts, but the project must meet the Minimum Performance Requirements. Implementation or installation must occur after approval of the design. Previous design services, installed, or implemented measures or project elements will not be funded under this Contract. The NYSERDA Project Manager will schedule routine conference calls to ensure the project is on track and meet the required guidelines.

Project Component: Solar

Requirements for this component:

- NYSERDA will only pay for the cost of the project, after incentives, and reserves the right to withhold payments until confirmed.
- Land leases and power purchase agreements where the solar array(s) is owned by a third party are not eligible.
- NYSERDA payment shall not exceed \$6.00 per watt for rooftop and ground mounted systems, and \$10.00 per watt for carport projects.
- Project shall have a Total Solar Resource Fraction (TSRF) of no less than 70 as per the approved Shading Report submitted with the NY-Sun Application.
- Projects must participate in the NY Sun Program, if available.
- Equipment must be in continuous use for a period of at least four (4) years.

Total Contract Award

The total NYSERDA award amount and the total project cost for all Tasks shall not exceed the amount identified in the Milestone Payment Table below. All cost overruns shall be the sole responsibility of the Contractor.

Tasks

The Contractor is solely responsible for all Tasks in this Statement of Work. Submission of deliverables to NYSERDA electronically (by email or via Salesforce) constitutes certification of the veracity of information contained therein, and compliance with Minimum Performance Requirements as identified in this Agreement. The Contractor shall conduct all work as outlined in the following Tasks:

Task 1.0: Planning Phase

The Contractor shall complete the design/specifications and then the Metrics Workbook in accordance with Exhibit E, Metrics Workbook. The Task 1 Planning Phase Metrics Workbook submittal shall be completed to demonstrate that the design/specifications meet the Minimum Performance Requirements described above and data collected to the level of detail needed to estimate the energy and greenhouse gas (GHG) savings benefits. Throughout the term of the contract, any deviations from the approved Minimum Performance Requirements and the implemented project shall be approved in writing by the NYSERDA Project Manager. By request, NYSERDA reserves the right to obtain and review design/specifications.

Task 1.0 Deliverables:

Project Component: Solar

Deliverables for this component:

- NY-Sun Application Number (application must be in the "Submitted" status), or comparable information constructed.
- PV System Proposal from a participating NY SUN Contractor.
- Metrics Workbook (in Excel format) reflecting the design and specifications of the Solar Array(s) to be constructed.

***GO/NO GO DECISION – THE CONTRACTOR SHALL NOT BE ALLOWED TO WORK ON ANY FURTHER TASKS UNDER THIS AGREEMENT WITHOUT WRITTEN PERMISSION FROM THE NYSERDA PROJECT MANAGER, WHICH SHALL BE ISSUED AT NYSERDA'S SOLE DISCRETION.**

Task 2.0: Project Completion

The Contractor shall complete the Task 2 - Project Completion Metrics Workbook submittal(s) in accordance with Exhibit E, Metrics Workbook. This submittal documents final metrics data, verifies that the project is complete and the design/specifications meet the project Minimum Performance Requirements.

Site Inspection: If requested, the Contractor shall coordinate with the NYSERDA Project Manager to schedule a date for a site inspection upon the completion of the Project. NYSERDA may also request applicable documentation including, but not limited to photos of the funded project components.

Task 2.0 Deliverables:

Project Component: Solar

Deliverables for this component:

- Final paid invoices
- Metrics Workbook (in Excel format) reflecting the design and specifications of the Solar Array(s) as built.
- Additional incentive program applications or comparable information, if applicable.

Milestone Payment Table

The project milestones and schedule of payments is shown below. Any adjustments to the milestone deliverable dates must be approved in writing by the NYSERDA Project Manager.

The Contractor shall submit invoices for payment of a completed milestone once the associated Deliverable(s) is approved by the NYSERDA Project Manager. Invoices shall be submitted in a template provided by NYSERDA and as outlined in Article IV of the Agreement. NYSERDA funding shall not exceed 100% of the cost of any milestone. NYSERDA is not responsible for any Deliverable costs that are greater than the NYSERDA contribution for each milestone. If the Contractor fails to complete the project or any milestone of the project, funds disbursed shall be subject to recapture as outlined in Section 2.03 under Exhibit B.

NYSERDA CEC grant funds shall only cover the cost of the project after any other incentives (private, state, federal, etc.) received by the Contractor are removed.

It is NYSERDA's expectation that all dollars awarded under this contract will be used to support clean energy projects. Should Contractor find available funds, for example, through cost savings achieved in performance of the Statement of Work, Contractor agrees to use those funds for clean energy projects.

T. G. MILLER, P. C.

ENGINEERS AND SURVEYORS

605 W. State Street, Suite A | Ithaca, NY 14850 | phone 607-272-6477 | fax 607-273-6322 | www.tgmillerpc.com

July 22, 2024

Mr. Brent Cross, P.E.
Village of Cayuga Heights
836 Hanshaw Road
Ithaca, New York 14850

Re: Village of Cayuga Heights
Renwick Brook Culvert Improvements, Cayuga Heights Road
Proposal for Surveying and Engineering Services

Dear Mr. Cross,

We are pleased to submit our proposal for professional services in connection with the replacement or rehabilitation of the Renwick Brook culvert located at the intersection of Cayuga Heights Road and West Remington Road ('Project'). We have witnessed the progression of pipe and slope failures at the downstream end of the culvert. The pending Cayuga Heights Road Sidewalk project anticipates new sidewalk will be constructed over this existing culvert. The Village desires to have the existing culvert either completely replaced or substantially rehabilitated prior to construction of the sidewalk improvements. We understand the Village's January 2024 application to the New York State Department of Transportation Bridge NY Program was not funded. In lieu of NYSDOT funding, the Village anticipates the construction of the culvert improvements will be performed under a local public works contract. A topographic survey and map of the culvert and adjacent upstream and downstream lands was completed January 9, 2024 and will be used for the engineering designs. Based on these understandings, T. G. Miller, P.C. (Engineer) will provide the following Basic Services:

1. Hydrologic and Hydraulic Assessment – Utilize watershed delineations and hydrology previously performed by this firm to estimate runoff rates to the design point for the 2%-, 1%- and 0.2%-return frequency rainfall events. The peak discharge rates will be used to inform the size and geometry of the replacement improvements.
2. Alternative Analysis – Investigate the feasibility of full replacement or rehabilitation of the segment of the culvert that is steel (approximately 60 feet long) with two alternatives for the slope and channel stabilization downstream of the culvert outlet. Draft plans will be shared with the Village for review and selection of a preferred design solution. Rough order of magnitude (ROM) construction cost estimates will be developed for each alternative.
 - a. The Engineer will contact the NYSDEC and US Army Corps of Engineers to verify regulated stream status and request agency comments on the preferred design solution.
 - b. Identify and recommend additional investigations that may be needed to complete the designs (i.e., geotechnical, structural, buried utility locating).
3. Preliminary Design – Complete a preliminary design of the preferred solution. The preliminary design will consist of one or more drawings that present a plan view and sectional view of the site with the recommended improvements. The plan view will incorporate the topographic survey data, identify the extents of the work, and include annotation describing the proposed materials and estimated quantities.

David A. Herrick, P.E.
Frank L. Santelli, P.E.
Owen B. Barden, P.E.

Dondi M. Harner, P.E.
LEED A.P., C.P.E.S.C.

Lee Dresser, L.S.
Darrin A. Brock, L.S.
Jacqueline L. Dresser, L.S.

- a. Indicate the likely extents of temporary and/or permanent easements that will be needed for the improvements and construction activities.
 - b. Prepare a detailed itemized construction cost estimate for Village approval prior to proceeding with the preparation of construction documents.
4. Construction Documents – Produce final design drawings, details and technical specifications that will be suitable to obtain competitive bids or negotiated prices.
- a. Prepare temporary and/or permanent easement maps suitable for filing with the Tompkins County Clerk.
 - b. The form of the Owner/Contractor agreement will be EJCDC C-522, Contract for Construction of a Small Project.
 - c. Bidding Documents will include Advertisement for Bids, Bidders Instructions and Bid Form.
 - d. Respond to bidder questions and issue addenda, as necessary.

Compensation for the scope of Basic Services described above is estimated not to exceed \$46,400. Additional Services that can be provided by Engineer, or may be required by governmental agencies, include environmental permits, construction contract administration, and observations during construction.

Billings for Services will be monthly based upon actual hours accrued at the hourly rates in effect at the time services are actually performed. Reimbursable expenses estimated to be \$1,000 for printing will be invoiced at cost. Our current hourly rates and reimbursable expenses are itemized in Exhibit A which will be honored through December 31, 2024.

With your authorization, we can begin our services on or about September 9, 2024 and would anticipate coordinating with you an acceptable completion date taking into consideration the time constraints of any stakeholders. If the scope of work, fee and terms are acceptable, please have Mayor Woodard sign below and return one copy as authorization to proceed.

We sincerely appreciate the opportunity to work with you on this Project. Please contact me if you have any questions.

Respectfully,



David A. Herrick, P.E.
President

Accepted by:

Title: Mayor

Date: _____

Enclosure



<table border="1"> <tr> <td>1:50,000</td> <td>Scale</td> </tr> <tr> <td>1980</td> <td>Year</td> </tr> <tr> <td>1:50,000</td> <td>Scale</td> </tr> <tr> <td>1980</td> <td>Year</td> </tr> </table>	1:50,000	Scale	1980	Year	1:50,000	Scale	1980	Year		<p>TOPOGRAPHIC MAP RENWICK BROOK No. 600 & 603 CAYUGA HEIGHTS ROAD <small>Scale of contour lines, 10-foot interval. Contour interval, 10 feet.</small></p>	
1:50,000	Scale										
1980	Year										
1:50,000	Scale										
1980	Year										

EXHIBIT 2025 - 049



Change Order G-005

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: <u>\$ 4,842,611.00</u>	Original Contract Times: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Decrease in Contract Price from previously approved Change Order No. G-001 thru G-004: <u>\$ 145,007.51</u>	Increase/Decrease from previously approved Change Order No. G-001 thru G-004: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: <u>\$ 4,697,603.49</u>	Contract Times prior to this Change Order: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Decrease of this Change Order: <u>\$ 55,281.36</u>	Increase of this Change Order: Substantial Completion: <u>354 days</u> Ready for Final Payment: <u>354 days</u>
Contract Price incorporating this Change Order: <u>\$ 4,642,322.13</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>991 days</u> Ready for Final Payment: <u>1,047 days</u>

COST SUMMARY

**CHANGE ORDER G-005 (Blue Heron Construction, Inc.)
Phase 2 Cayuga Heights WWTP Upgrade (NYSEFC Contract C7-6382-03-00)
Village of Cayuga Heights, NY**

Item	Cost
Credit for unused unit price allowance for shallow concrete repairs	\$ (10,900.00)
Credit for unused unit price allowance for deep concrete repairs	\$ (10,000.00)
Credit for unused unit price allowance for concrete walkway crack repair (gravity feed)	\$ (1,368.00)
Credit for unused unit price allowance for concrete active/wet cracks (polyurethane foam injection)	\$ (7,900.00)
Credit for unused unit price allowance for concrete epoxy coating	\$ (21,054.09)
Credit for unused unit price allowance for handrail post repairs	\$ (4,250.00)
Credit for unused computer workstation allowance	\$ (1,273.75)
Additional Computer software	\$ 1,464.48
Total for Change Order G003 =	\$ (55,281.36)

EXHIBIT 2025 - 050



Village of Cayuga Heights Police Department

Jerry L. Wright
Chief of Police

8/16/24

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

Re: Report of the Police Department for July 2024.

In the month of July 2024, the police department received 361 calls for service. In addition to these calls 76 uniform traffic tickets were issued and 3 parking violations were cited. A breakdown of the calls for service is as follows:

One Felony report of Burglary was received. Upon arrival officers did not find any evidence that a Burglary occurred. The incident was deemed suspicious in nature only. After a lengthy drug investigation, involving multiple police agencies, a search warrant was executed, and an individual was arrested on three felony drug possession charges. The defendant was taken to CAP Court for arraignment. After investigation of a Theft complaint, a warrant was issued for Felony Falsifying of Business Records.

Penal Law Misdemeanors. One complaint of a fraudulent phone scam was received from a resident who stated they may have compromised their identity. The responding officer advised the complainant to check with their bank for strange account activity. No loss of property was reported. An investigation of a fraud complaint turned out to be a Theft of a check. The complaint was reimbursed by the bank and the case has been closed pending any further information. A complaint of Theft of packages was reported. There is a suspect in this case and it is still under investigation. A Criminal Mischief complaint of damage to vehicles in a parking lot was made. This case also remains under investigation. After responding to a check the welfare complaint, officers found an individual to be in possession of an amount of a controlled substance. The suspect was arrested and arraigned on two separate Misdemeanor Drug Possession charges.

Vehicle and Traffic Misdemeanors. The investigation of 7 Traffic Stops led to 8 Vehicle and Traffic Misdemeanor charges; 5 for Suspended Registration, and 3 for Aggravated Unlicensed Operation of a Motor Vehicle 3rd.

Penal Law Violations. A report of Harassment was made by a resident stating they were receiving numerous threatening phone messages. This incident was found to be involving juveniles. The investigating officer was able to make contact with the parties involved who were rendered necessary advice. No further action was needed. A third-party caller reported that a Cayuga Heights resident was claiming to be harassed. An investigation into this complaint continues. A Harassment incident was handled after a business owner reported that an individual refused to pay for their food and threatened to cause physical harm. The officer was able to diffuse the situation and the individual paid and left the area without further incident. No charges were sought.

Local Law Violations. A report of a loose dog was filed. The officer was able to locate a possible owner however the dog was not able to be located again. No further reports have been made. A complaint of loud singing was reported. The

responding officer was able to locate the noise and was informed that the group was conducting a religious ritual. The group was advised to conduct their ritual quieter. A second complaint was received for loud music. The officer made contact with the person playing the music and asked them to turn it down. No further noise complaints were received. Two incidents of persons being in Sunset Park after Hours were handled. The responding officer made contact with the individuals who left the park without incident.

Arrest Offenses. The following 12 charges were filed by CHPD Officers: Felonies: 2-CPCS 3rd Intent to Sell, 1-CPCS Previous Conviction. 1-Criminal Possession of Controlled Substance 7th, 5 Suspended Registration, 3 Aggravated Unlicensed Operation of a Motor Vehicle 3rd,

Two Motor vehicle accidents were investigated. One on Triphammer Road at the intersection of E. Upland Road and the other at the intersection of Kline Road and Cayuga Heights Road.

No incidents involving deer were reported.

Over the course of the month, Officers took part in the following training and/or events: On the 3rd and 20th officers conducted a PTS Speed Detail. On the 12th and 22nd Officers Barr and Langlois conducted Commercial Vehicle Safety Inspections.

The full-time officers worked a total of 49 hours of overtime and the part-time officers worked a total of 234 hours.

Sincerely,

Chief Jerry Wright

EXHIBIT 2025 - 051

Clerk's Report:

The office just completed another water billing cycle.

Kiersten has contacted all our residents who still have outstanding property taxes.

08-20-24

12:08:47

Village of Cayuga Heights - 2024 - 2025 - Village Tax Collection
Trial Balance - All Swis Codes
08-20-24

Original Warrant	3,277,301.66
Adjustments	0.00
=====	
Adjusted Warrant	3,277,301.66
Full Payments	3,236,472.52
Penalties	4,669.52
=====	
Total Collections	3,241,142.04
Taxes Outstanding	40,829.14

The Administrative Committee is looking for article ideas for the Annual Village Newsletter

Employee review time is quickly approaching.

Lobby Computer has been delayed several months because HPM is waiting for a software patch that we need to protect the network.

The Masonry work on Marcham Hall has been pushed back a month. The contractor is behind with other jobs because of the rain.

We have been busy with getting the word out on the vacant ASPW position.

