



[Zoom Link 4118425407](https://zoom.us/j/4118425407)  
**Village of Cayuga Heights**  
Board of Trustees Monthly Meeting  
October 16th, 2024 7:00 p.m.

	<b>EXHIBIT/PAGE</b>
<b>1. Call To Order</b>	
a. Approval of September 18, 2024 Meeting Minutes	2025 – 060 pgs. 2-13
<b>2. Report of the Fire Superintendent Tamborelle: Submitted Report</b>	2025 – 061 pgs. 14-15
<b>3. Privilege of the Floor:</b>	
<b>4. Report of Treasurer Dolch: Submitted Report</b>	2025 – 062 pgs. 16-17
<b>5. Report of Mayor Woodard</b>	
a. Annual Newsletter Update	
b. Comprehensive Plan Update	
c. Greater Tompkins County Municipal Health Insurance	
<b>6. Report of The Trustees:</b>	
a. VCH Performance Review Procedures	2025 – 063 pgs. 18-19
<b>7. Report of Superintendent of Public Works Cross:</b>	
a. Matco Change Order E-003 & King and King Change Order H-002	2025 – 064 pgs. 20-23
<b>8. Report of Police Chief Wright: Submitted Report</b>	2025 – 065 pgs. 24-25
<b>9. Report of Clerk Walker: Submitted Report</b>	2025 – 066 pgs. 26
<b>10. Report of Attorney Marcus:</b>	
<b>11. Adjournment</b>	

**EXHIBIT 2025 – 060  
VILLAGE OF CAYUGA HEIGHT  
BOARD OF TRUSTEES  
MONTHLY MEETING**

**September 18, 2024  
7:00 p.m.**

**Zoom ID # 4118425407**

**Present:** Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, Robinson, and Salton; Fire Superintendent Tamborelle, Treasurer Dolch, Police Chief Wright, Superintendent of Public Works Cross; Village Clerk Walker; Attorney Robert Kawecki of Bousquet Holstein PLLC

Absent: Village Attorney R. Marcus

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

**2a.** Approval of the August 21, 2024 Meeting Minutes (Exhibit 2025-052)

**Resolution: 9687**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the August 21, 2024 Board Meeting Minutes as amended.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays: none

Abstentions: Robinson

**Motion Carried**

**2b.** Approval of the September 11, 2024 Special Meeting Minutes (Exhibit 2025-053)

**Resolution: 9688**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the September 11, 2024, Special Board Meeting Minutes as presented

Motion: Trustee Salton

Second: Trustee Hubbell

Ayes: Trustees: Biloski, Conway, Hubbell, and Salton

Nays: none

Abstentions: Mayor Woodard, Trustee Rennekamp

**Motion Carried**

### **3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2025-054)**

- Fire Superintendent Tamborelle states that he was late to the meeting because of a chemical smell call down on Highland Rd. It was discovered that someone just had a driveway paved and the asphalt was the cause.
- Fire Superintendent Tamborelle states they have 50-60 people coming to the recruitment dinner. The goal will be to bring on 10-12 for training.
- \*Trustee Robinson arrives at 7:21 p.m.
- Fire Superintendent Tamborelle states that he knows the Cayuga Heights Fire Company (CHFC) letter of support will be discussed under the Report of the Mayor.
- Fire Superintendent Tamborelle states that the CHFC does a lot with training meals and support services and even the Annual Banquet.

### **4. Privilege of the Floor: Lisa Nickerson who works at 903 Hanshaw Rd. wished to speak.**

- Lisa states that she is very concerned about the intersection connecting Pleasant Grove Road and Hanshaw Road.
- Lisa states that it seems that people coming off Pleasant Grove Road fail to yield or stop at the stop sign. There have been many times that she has almost had an accident.
- Lisa states that she would like the Village to see if there is anything else the police department can do to enforce the stop signs and suggests maybe a flashing stop sign or flashing lights.
- Mayor Woodard states that she appreciates Lisa coming in and addressing the Board. There will be more discussions at the next Village Public Works Committee meeting.
- Mayor Woodard states that she and the rest of the Board agree that this intersection has become more congested.

### **5. Report of Treasurer Dolch: Submitted Report (Exhibit 2025-055)**

- Treasurer Dolch states that the August bank-to-book reconciliations are complete.
- Treasurer Dolch states that at this morning's Village Finance Committee meeting, and discussed the remaining ARPA funds projects allocated for those funds.
- Treasurer Dolch states that Before Mike left, he had asked for (and the BOT had agreed) to allocate money for sewer lining. There is \$35,086.53 left for this project. The Marcham Chimney project (\$17,000 budgeted) will also not happen due to the contractor not being available to do the work. This money will also be reallocated to the Kline Road sidewalks.

**Resolution: 9689**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the remaining ARPA funds in the amount of \$52,086.54 for Kline Rd. Sidewalks and \$9,050 to finish the Rt 13 Sewer Line Study.

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: none

**Motion Carried**

- Treasurer Dolch states that we received several invoices from Hydro-X from May to August for lead water testing/excavation. We did not budget for this in this fiscal year thinking the HydroX work was done. The total for this work in the current fiscal year is \$31,150.
- Treasurer Dolch states that there is \$21,326 in the Water Contingency Fund and we will have to take \$9,824 from the fund balance to cover the rest.
- Mayor Woodard states that she finds it hard to believe that we did not budget for this. Trustee Salton agrees.
- Treasurer Dolch states that the department that oversees this budget noted that there was no need for funds this coming fiscal year.
- Mayor Woodard states that this is an unfortunate oversight.

**Resolution: 9690**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves moving \$21,326 from Contingency (F1990.400) to Water System Contractual Lead Testing (F8350.415) and \$9,824 from Fund Balance in the F Fund.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

**Motion Carried**

**Approval of Abstract 4:**

**Resolution: 9691**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #4 for FYE2025 consisting of TA vouchers 22-29 in the amount of \$15,597.04 and Consolidated Fund vouchers 214-290 in the amount of \$686,572.93 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

### **Motion Carried**

- Trustee Conway states that he would like some context on the negative numbers that show on the monthly summary report.
- Treasurer Dolch states that the negative number is the F, H funds because that money was moved into NYCLASS.
- Trustee Salton states that you cannot have a negative number, what if we were to get audited?
- Treasurer Dolch states that the trail of money is there, it's just in NYCLASS versus the regular checking accounts.
- Trustee Rennekamp states that the summary sheet is hard to tie together all the other statements. If trustees are interested, they should make an appointment with Treasurer Dolch to review all the monthly reports.

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

### **a. Public Hearing on Proposed Local Law D of the year 2025- Sewer Rate**

- Mayor Woodard opens the Public Hearing at 7:30 p.m.
- Mayor Woodard states that seeing no members of the public present to speak she would like to close the Public Hearing at 7:31 p.m.
- Mayor Woodard states that the Village Finance Committee met this morning and discussed the debt on the WWTP Phases 1, 2, and 2.1.
- Mayor Woodard states that this particular law will raise the sewer rates by 9% starting in January 2025. This would cover the debt service on Phase 2.1 but not the long-term debt for Phase 1 and 2. It was suggested that instead of raising the rate again another 21% we charge the outside users of the plant 2 times the internal rate which currently is 1.5 times that rate.

- Mayor Woodard states that it turns out that the Village has a contract with each municipality that uses the plant and therefore we cannot just change the percentage rate for them.
- Trustee Salton states that he is opposed to this idea and feels that there are a lot of issues we need to look at.
- Mayor Woodard states that the bottom line is that to service the debt we will need to increase the sewer rate by 30%.
- Trustee Salton states that he wants to see real numbers on a spreadsheet.
- Trustee Rennekamp states that there is a meeting with EFC to finalize the debt service for Phase 1 and 2 on October 1<sup>st</sup>. Once we have that information then we can put together a spreadsheet with the final numbers.
- Trustee Conway states that he looks at the actual increase in dollars and not the percentage to get a better perspective of the overall cost to an account.
- Trustee Hubbell asks if we can amortize the loan for more than 30 years.
- Trustee Rennekamp states that in the next five years our debt service is the largest. After that the payments drop a bit. We also talked about extending the terms of the \$1,000,000 WWTP Rail System from a 5 to a 10-year loan.
- Mayor Woodard states that the 30-year phosphorus filter loan will mature in the next few years.
- Trustee Conway states that if the Village refinanced the phosphorus filters loan (\$295,000 balance) and rail system loan (\$1,000,000) that would reduce the yearly payments by \$133,000 at current rates.
- Trustee Robinson states that we should keep in mind there will be more debt service for maintenance over the next several years.
- Village Engineer B. Cross states that the long-term debt service on the WWTP is currently being paid through the NYS Environmental Facilities Corporation revolving fund at a subsidies rate of 50%. This means that they (EFC) are covering 50% of the debt so refinancing it another way would not be feasible.

**Resolution: 9692**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees adopts Proposed Local Law D of the year 2024 as Local Law 4 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 \$5.06/1000 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 \$5.06/1000 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 wastewater originating from properties located outside of the Village.

## **Section IV. SUPERSEDING EFFECT**

All Local Laws, resolutions, rules, regulations, and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect.

## **Section V. VALIDITY**

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

## **Section VI. EFFECTIVE DATE**

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

## **Motion Carried**

### **b. Cayuga Heights Fire Company Letter of Support:**

- Mayor Woodard states that each year the Cayuga Heights Fire Company asks for Board permission to send a donation letter to all Village residents.
- Trustee Hubbell states that the first several sentences are hard to follow and don't help with the intent of the letter.
- Trustee Salton states that when he supports the fire company, he does not think of the health concerns.
- Trustee Robinson suggests that we recommend they change the first several sentences or eliminate them.

### **Resolution: 9693**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves and authorizes the Cayuga Heights Fire Company to send a donation letter to all Village residents once the letter in Exhibit 2025-057 is edited.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

## **Motion Carried**

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

#### **a. Village Administrative Committee Update:**

- Trustee Biloski states that we had a Village Administrative Committee Meeting and discussed the Annual Newsletter deadline would be mid-October. It looks like the principal of the Cayuga Heights Elementary School will be submitting an article.
- Trustee Biloski states that the committee was updated on the utility audit, and it looks like a variable rate might save the Village some money.
- Clerk Walker states that we use NYSEG as the delivery and Constellation as the supply side of our electricity. We are shopping for the supplier side.
- Trustee Salton states that he is skeptical about the whole thing. He would like to see more data before talking



about a variable rate rather than a fixed rate.

- Clerk Walker states that when the audit is completed, we will present the findings to the Village Finance Committee and then to the Board.

**b. Village Human Resources Committee Update:**

- Trustee Biloski states that the Village HR Committee met, and we will be sending out annual review forms for the NBU staff.

- Trustee Biloski states that we are using a free trial of INDEED and have received several applications for the Assistant. Superintendent of Public Works and Village Fire Inspector vacancy.

- Trustee Salton states that the Greater Tompkins County Municipal Health Consortium Board of Directors will be meeting on September 26, 2024, and as expected will be voting on a 14% premium increase for 2025.

- Trustee Salton states that one of the things that concerns him is the growth model the Consortium is using to create budgets. The medical demand from the pandemic and supply costs have caused the consortium to be in the red for claims already this year.

- Mayor Woodard asks what the percentage of growth is year after year.

- Trustee Salton states that it could be 15%-20%

- Trustee Robinson states that maybe the Consortium has reached a level where growth is not a factor.

- Trustee Salton states that maybe someone else might want to get on the Board at the Consortium to have a better understanding of how this works.

**c. Village Public Safety Committee Update:**

- Trustee Salton states that on the Village Public Safety Committee side, he feels that the reimagining public safety is going to be dead in the water soon. Right now, they are cutting the justice center, and the county has only one mental health employee on the job.

- Trustee Robinson states that all the signage from the Walking Safe Cayuga Heights Sidewalk Project is up and the road stripping for crosswalks is complete.

**d. Village Public Works Committee Update:**

- Trustee Robinson states that on the subject of the Cayuga Heights Road Sidewalk Project, there will be some manholes moved that would have interfered with the future sidewalk.

- Trustee Robinson states that paving Spruce Lane, Comstock, W Remington is complete except for the WWTP resurfacing.

**e. Village Wastewater Treatment Plant Committee Update:**

- Trustee Robinson states that the WWTP open house will happen sometime in October.
- Trustee Robinson states that Mike Albro reported to the Village that one of the rails scheduled for replacement broke in several places. He was able to get it repaired but all the more reason we need to get that project moving forward.
- Trustee Robinson states that the meeting with the other municipalities on the plant's future expansions has not taken place.

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

- Village Engineer B. Cross states that we put out a public notice for bids for the WWTP sludge collection system clarifiers. As feared, we had a major breakdown and that took a while to repair.
- B. Cross states that we received one bid for this project from Blue Heron Construction. This is a maintenance type of project with a budget of \$1,250,000. The bid came in below the budget with \$1,225,611.
- B. Cross states that for tonight he will need two resolutions, one for accepting the bid and the other for awarding the contract.

**Resolution: 9694**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves accepting the bid from Blue Heron Construction for the replacement of sludge collection drive equipment and support structure as presented in Exhibit 2025-058.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

**Resolution: 9695**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Mayor Woodard to sign the Blue Heron Construction contract for the replacement of sludge collection drive equipment and support structure in the amount of \$1,225,611.

Motion: Trustee Biloski

Second: Trustee Robinson

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

### **Motion Carried**

- Trustee Robinson asks Village Engineer B. Cross how the WWTP Trickling Filter Arm project is going.
- B. Cross states that the parts are at the plant, and they are waiting on a crane to move forward.

### **9. Report of Police Chief Wright: Submitted Report (Exhibit 2025-059)**

- Mayor Woodard asks if there is anything the department can do about Lisa's comments at the privilege of the floor.
- Chief Wright states that the department is aware of this problem at that intersection. We can monitor that area more which will act as a deterrent.
- Chief Wright states that he will add this topic to the next Village Public Safety Committee.
- Chief Wright states that August was a busy month. He pointed out that the department (Officer Miller) participated in the TST BOCES for their Annual Community Day as well as the Cayuga Heights Elementary School Public Safety Day
- Chief Wright states that one of the two new part-time officers has completed the field training and is on the regular schedule, the other will be done next week.
- Chief Wright states that the new patrol vehicles are here and will be outfitted by Bush Electronics.
- Chief Wright states that they will be purchasing all new portable radios with the New York State Division of Criminal Justice Services Grant money. He will also use some of the remaining money for a new radar.
- Mayor Woodard asks about the deer accident.
- Chief Wright states that the accident was at the bottom of Rt. 13. And there were no injuries.

### **11. Report of Clerk Walker: Submitted Report (Exhibit 2025-060)**

- Clerk Walker states that the only action items he has for the Board tonight are declaring surplus three DPW vehicles and one leaf vacuum.

### **Resolution: 9696**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the sale of two 2018 Dodge Ram Pickup Trucks Vin# 3C7WRLAJ5JG320763, Vin# 3C7WRLAJ3JG320762 and declares them surplus.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

**Motion Carried**

**Resolution: 9697**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the sale of one Billy Goat Leaf Vacuum and declares it surplus.

Motion: Trustee Robinson

Second: Trustee Salton

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

Nays: none

Abstentions: none

**Motion Carried**

**Resolution: 9698**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the sale of one 1972 GMC Brush Truck Vin #1GDP7H1J9NJ525054 and declares it surplus.

Motion: Trustee Hubbell

Second: Trustee Salton

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

Nays: none

Abstentions: none

**Motion Carried**

•Clerk Walker states that the last item on his report is the property tax balance sheet. We have 10 properties outstanding and at the end of next month, any remaining up-paid properties will be relevy to the county.

•Mayor Woodard states that she wanted to quickly mention that the property maintenance law has been going well and the few violations that B. Cross has cited have been corrected.

•Trustee Robinson states that he forgot to mention that the DPW was working on the last 3 outstanding water lines exploration and didn't have an update.

•Mayor Woodard states that they have been delayed because of a Bolton Point water main leak on North Triphammer Rd.

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

**13. Executive Session:**

**Resolution: 9699**

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

*Motion:* Trustee Salton

*Second:* Trustee Rennekamp

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9670**

**BE IT RESOLVED THAT** the Village Board of Trustees Exit An Executive Session and return to a public meeting at 8:31 p.m.

**14. Adjournment:** Mayor Woodard adjourns the meeting at 8:31 p.m.

## EXHIBIT 2025 – 061

October 16, 2024

Honorable Linda Woodard  
Board of Trustees  
Village of Cayuga Heights

Monthly Report September 2024

The department ran 54 calls in September. We had 32 calls in the Village of Cayuga Heights, 19 calls in the Town of Ithaca and 3 mutual aid requests. There were 27 EMS calls and 27 fire responses. Early in the month we had a call at one of the fraternities for a structure fire. We arrived to find a smoke condition in the basement. After some investigation we found that the motor on the air compressor for the sprinkler system had seized causing the belt to overheat and break. It was under a shroud on the compressor, so it took a few minutes to work through the problem. We did run several mutual aid calls to assist the Lansing Fire Department through the month.

We rolled into September with everyone back from break and ready to train. We did several refresher trainings to get members comfortable in gear again. We had moved some equipment around in the trucks, so we had done an evening of truck checks with members to show them the new equipment and locations. On September 24<sup>th</sup> we had Meridian Fire Training Solutions come to the station to teach one of their classes. The TIC Tactics class teaches members how to fully utilize our thermal imaging cameras and expand on the capabilities of these valuable tools. The class was taught by Lt. Rich Brown of the Ithaca Fire Department. Rich is a great instructor, and our members learned a lot.

We held our recruit dinner in late September. We had 52 people attend the dinner and about 30 more who could not make the dinner and had done a zoom meeting with some of our members. We were very clear with everyone about our process and how hard the training is but also how fulfilling being a member is. We did receive over 50 applications. After reviewing the applications and sorting through the people who would not be in Ithaca for more than two years and those who lived too far away, we were able to interview 25. We knew that we wanted to take 12 to 14 for the fall class. We did offer positions to 14. These new members were voted into the department at a meeting in late September. This year we found that, with the Cornell break schedule, the recruits would be hard pressed to have enough time to finish the required first sign offs. We decided to change the training schedule from a two-weekend model to a one weekend model. We issued the new members gear on the night they were voted in to save time on the first training day. We are doing the classroom part of the training on Friday evening and then full days on Saturday and Sunday. This condenses it to one LONG weekend. We are hoping this will work well.

We had the leaking pipe repaired in the radio room by a plumber and the guys from the DPW were able to close the wall for us. We are planning a small reconfiguring of the radio room, taking out some unused file cabinets and installing a bench seat in that room. After that part is done, we will repaint that room.

The company will be doing our annual open house on October 19<sup>th</sup>. We have many local organizations committed to attending to show off their operations. We have already secured some old cars to cut up for the extrication demo which is always a crowd favorite. Kelly Chan is working on getting a food truck for the day which should also help draw in the crowd. All our new members have been informed that this is their first chance to interact with the community as members and they seemed pretty excited.

The department is doing well, and our members are happy to be running calls and integrating the recruits into the day-to-day operations. With this class we now have 54 active members.

Sincerely,

George Tamborelle  
Fire Chief/Fire Superintendent

**EXHIBIT 2025 – 062**

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

**Revenues and Expenses:**

September 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.

**Audit:**

The Village annual audit with Insero will begin on Monday. They will review both the village accounts as well as the court accounts. The audit team will be in-house on Monday and remote the rest of the week. The final audit will be shared with the Finance Team and the Board of Trustees as soon as it's done.

**Approval of Abstract 5:**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #5 for FYE2025 consisting of:

- TA vouchers 30-37 in the amount of \$14,970.46 and
  - Consolidated Fund vouchers 291-372 in the amount of \$554,877.68
- and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

*Laura W. Dolch*

Laura W. Dolch  
Treasurer



## MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS:

The following is a detailed statement of all moneys received AND disbursed by me during the month of September, 2024:

DATED: October 7, 2024

\_\_\_\_\_  
TREASURER

	Balance 08/31/2024	Increases	Decreases	Balance 09/30/2024
<b>A GENERAL FUND - VILLAGE</b>				
CASH - CHECKING	2,857,896.73	875,114.85	433,129.55	3,299,842.03
CASH - SAVING	71,660.29	1.81	40,000.00	31,662.10
CERTIFICATE OF DEPOSIT	433,620.14	1,532.04	0.00	435,152.18
NYCLASS GENERAL	2,197,636.58	7,858.67	690,000.00	1,515,495.25
PETTY CASH	450.00	0.00	0.00	450.00
<b>TOTAL</b>	<b>5,561,223.74</b>	<b>884,507.37</b>	<b>1,163,129.55</b>	<b>5,282,601.56</b>
<b>CD SPECIAL GRANT FUND</b>				
CASH	4,471.89	69,283.99	69,458.97	4,296.91
CASH - POLICE COMP TIME RESERV	27,342.97	0.00	0.00	27,342.97
CASH - ARPA FUNDS 2021	3,976.08	526.08	4,502.16	0.00
CASH - ARPA Funds 2022	66,693.63	0.00	57,643.63	9,050.00
Fire Truck Reserve 2025	60,749.99	0.00	0.00	60,749.99
825 Hanshaw Reserve 2025	9,922.50	0.00	0.00	9,922.50
Police LETECH Grant	68,748.73	0.00	0.00	68,748.73
Solar Panels 2025	10,125.00	0.00	0.00	10,125.00
CASH - POL TRIAD GRANTS	9,568.26	0.00	7,138.20	2,430.06
CASH - BEAUTIFICATION SPECIAL	3,340.48	0.00	0.00	3,340.48
CASH - FIRE DEPT DONATIONS	37,758.78	0.00	0.00	37,758.78
RESERVE FOR BANK INTEREST	0.00	1,555.37	0.00	1,555.37
CASH - GENERAL POLICE DONATION	73,442.39	0.00	0.00	73,442.39
Water Main Reserve	31,354.59	0.00	0.00	31,354.59
<b>TOTAL</b>	<b>407,495.29</b>	<b>71,365.44</b>	<b>138,742.96</b>	<b>340,117.77</b>
<b>F WATER FUND</b>				
CASH - CHECKING	312,365.73	9,179.10	84,972.23	236,572.60
NYClass - Water	61,077.22	251.65	0.00	61,328.87
<b>TOTAL</b>	<b>373,442.95</b>	<b>9,430.75</b>	<b>84,972.23</b>	<b>297,901.47</b>
<b>G SEWER FUND</b>				
CASH - CHECKING	-147,872.10	51,415.58	167,593.87	-264,050.39
NYCLASS SEWER	85,380.56	351.82	0.00	85,732.38
<b>TOTAL</b>	<b>-62,491.54</b>	<b>51,767.40</b>	<b>167,593.87</b>	<b>-178,318.01</b>
<b>H CAPITAL FUND</b>				
CASH - CHECKING	-2,940,423.84	58,169.71	167,916.64	-3,050,170.77
NY CLASS	1,228,654.32	5,062.49	0.00	1,233,716.81
<b>TOTAL</b>	<b>-1,711,769.52</b>	<b>63,232.20</b>	<b>167,916.64</b>	<b>-1,816,453.96</b>
<b>TA TRUST &amp; AGENCY</b>				
<b>MONTHLY REPORT OF TREASURER</b>				
	Balance 08/31/2024	Increases	Decreases	Balance 09/30/2024
CASH - CHECKING	13,826.51	166,580.69	170,249.81	10,157.39
<b>TOTAL</b>	<b>13,826.51</b>	<b>166,580.69</b>	<b>170,249.81</b>	<b>10,157.39</b>
<b>TOTAL ALL FUNDS</b>	<b>4,581,727.43</b>	<b>1,246,883.85</b>	<b>1,892,605.06</b>	<b>3,936,006.22</b>

## EXHIBIT 2025 – 063

### Village of Cayuga Heights - Annual Performance Review Procedures

#### **Performance Review Objectives**

To conduct a thoughtful evaluation of the employee with respect to his or her performance on the job and his or her fulfillment of the job description. To recognize the employee's accomplishments and to address any shortcomings or issues. To establish goals that foster the individual's personal development and strengthen the productivity and efficiency of the department. To assess how the job and work environment can be improved upon.

#### **Late October (3rd or 4th week)**

Disseminate job descriptions and letter with guidance of self-evaluation and performance evaluation processes to Department Heads (DPW, Police Department, Fire Department), DPW Director, Fire Inspector and Village office staff (Treasurer, Clerk).

Clerk disseminates job description and performance self-evaluation form to Deputy Clerk(s).

Disseminate job descriptions and employee performance evaluation forms to Mayor and Trustee Committee Chairs. Trustee Committee Chairs, along with the Mayor, will review (in written narrative) the Department Heads and office staff (Treasurer, Clerk) that report to the same committee on which the Committee Chair oversees.

Disseminate job description and standard employee performance evaluation form to Clerk and Mayor for review of Deputy Clerk(s). DPW Director and Fire Inspector will receive his/her job description and the same letter as the Department Heads with guidance of self-evaluation and performance evaluation processes. DPW Director and Fire Inspector will both be reviewed by DPW Superintendent and Mayor.

#### **Early November (end of 1st full week, due Nov. 8)**

Self-evaluation narratives and self-evaluation review forms written by Department Heads, DPW Director, Fire Inspector and office staff due to Mayor, Committee Chairs, DPW Superintendent and Clerk.

#### **Weeks 2-4 of November (due Nov. 27, Thanksgiving Nov. 28)**

Conduct informal conversations between Trustees, between Trustees and VCH employees where appropriate/comfortable, as well as in-person reviews, in weeks 2-4 of November. All reviews (which includes written evaluations presented to employee) should be completed by **November 27**.

#### *Informal conversations (Trustee to Trustee):*

Trustee Committee Chairs should have informal conversations prior to in-person review with other Trustees who may work with a Department Head in some capacity (such as on grant writing or a special project), but who may not sit on a committee with the Department Head. Purpose is to get an additional perspective of the Department Head's performance (communication skills, leadership, approachability, etc.).

*Informal conversations (Trustee to VCH employee):*

Where appropriate, it may be advisable to have informal conversations prior to in-person review with employees in departments in which the Department Heads supervise. Purpose is to get input on Department Heads' supervisory strengths and weaknesses, as well as a better sense of their day-to-day activities/ responsibilities. It also provides an opportunity for staff to provide feedback on the supervision they receive.

**At this time, prior to the in-person reviews, the Committee Chairs, DPW Superintendent and Clerk should be writing their employee evaluations. Please forward to the Mayor and Clerk.**

*In-person reviews with Mayor and Trustee Committee Chair:*

The Mayor and Committee Chair of the relevant committee to which that employee reports should be present in the in-person reviews for DPW Superintendent, Police Chief, Fire Superintendent, Treasurer and Clerk. All relevant committee members should meet ahead of time to share input.

*In-person reviews with Supervisor and Mayor:*

DPW Director and Fire Inspector will be reviewed by DPW Superintendent and Mayor. Deputy Clerk(s) will be reviewed by Clerk and Mayor. Trustees who interact with DPW Director, Fire Inspector and Deputy Clerks in some capacity should share any feedback he/she may have with Mayor.

*Written evaluation:*

Written reviews can be presented to employee at time of in-person review for reviews since Mayor is present. At the end of the in-person review, document will be signed and dated by employee, Mayor, and the Committee Chair who conducted the review. Staff can submit a written response to the review if desired.

**EXHIBIT 2025 – 064**



Change Order No. E-003

Date Issued: July 9, 2024	Effective Date: July 9, 2024
Owner: Village of Cayuga Heights, NY	Owner's Contract: C7-6382-03-00
Contractor: Matco Electric Corporation	Contractor's Project:
Engineer: GHD Consulting Services, Inc.	Engineer's Project: 11178479
Project: Phase 2 Cayuga Heights WWTP Upgrade	Contract Name: Contract 2 - Electrical

The Contract is modified as follows upon execution of this Change Order:

**Description:**

1. Provide new subpanel and circuit for air compressor in the Sludge Management Building per WCD E-005.
2. Provide new fire alarm dialer panel per WCD E-006.

**Attachments:**

1. Cost Change Summary Table
2. WCD E-005 for new subpanel and circuit for air compressor.
3. WCD E-006 for new fire alarm panel.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 1,366,500.00</u>	Original Contract Times: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Increase from previously approved Change Orders No. <u>E-001</u> to No. <u>E-002</u> : <u>\$ 102,942.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>E-001</u> to No. <u>E-002</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u>
Contract Price prior to this Change Order: <u>\$1,469,442.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Increase of this Change Order: <u>\$14,733.00</u>	Increase of this Change Order: Substantial Completion: <u>410 days</u> Ready for Final Payment: <u>410 days</u>
Contract Price incorporating this Change Order: <u>\$1,484,175.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>1,047 days</u> Ready for Final Payment: <u>1,103 days</u>

**COST SUMMARY**

CHANGE ORDER E-003 (Matco Electric)  
 Phase 2 Cayuga Heights WWTP Upgrade (NYSEFC Contract C7-6382-03-00)  
 Village of Cayuga Heights, NY

Item	Cost
WCD E-005 New subpanel and circuit for air compressor	\$ 13,012.00
WCD E-006 New fire alarm dialer	\$ 1,721.00
<b>Total for Change Order G003 =</b>	<b>\$ 14,733.00</b>



3913 Gates Rd., Vestal, New York 13850 Phone: 607-729-4921  
 Fax: 607-729-0932  
 Estimate # MAT18

**CHWWTP new sub panel  
 ELECTRICAL PROPOSAL**

Date: 3/15/2023  
 To: GHD  
 From: Will Simmons

**Included:**  
 Labor and material to install one new sub panel and run new race way, cir to air compressor on lower level to bring up to code.  
**Total Lot cost-----\$13,012.00**

- Excluded:**  
 Dumpsters  
 Toilets  
 Utility/ NYSEG fees  
 Temporary service  
 Temporary heat  
 Temporary generators  
 Cutting, Patching or Painting  
 Temp Fire alarm (none shown)  
 VFD's or Starters  
 HVAC control wiring (none shown)  
 Hazardous disposal  
 Allowances  
 Overtime  
 Shiftwork  
 Special insurances  
 Tax  
 M/WBE Requirements  
 BIM Modeling  
 Abatement  
 Allowances

*William Simmons*

Project manager  
 Matco Electric  
[wsimmons@matcoelectric.com](mailto:wsimmons@matcoelectric.com)  
 P-607-343-4559



Change Order No. H-002

Date Issued: July 9, 2024	Effective Date: July 9, 2024
Owner: Village of Cayuga Heights, NY	Owner's Contract: C7-6382-03-00
Contractor: King & King Mechanical, Inc.	Contractor's Project:
Engineer: GHD Consulting Services, Inc.	Engineer's Project: 11178479
Project: Phase 2 Cayuga Heights WWTP Upgrade	Contract Name: Contract 3 - HVAC

The Contract is modified as follows upon execution of this Change Order:

**Description:**

1. Provide pipe, fittings and supports necessary for revised piping layout associated with Sludge Heaters per Work Change Directive H003
2. Contract Time extension.

**Attachments:**

1. Work Change Directive H003
2. Work Change Directive H003 Time and Materials

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 329,517.00</u>	Original Contract Times: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Increase from previously approved Change Order No. <u>H-001</u> : <u>\$ 4,294.91</u>	[Increase] [Decrease] from previously approved Change Order No. H001: Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u>
Contract Price prior to this Change Order: <u>\$ 333,811.91</u>	Contract Times prior to this Change Order: Substantial Completion: <u>637 days</u> Ready for Final Payment: <u>693 days</u>
Increase of this Change Order: <u>\$ 2,448.60</u>	Increase of this Change Order: Substantial Completion: <u>410 days</u> Ready for Final Payment: <u>410 days</u>
Contract Price incorporating this Change Order: <u>\$ 336,260.51</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>1,047 days</u> Ready for Final Payment: <u>1,103 days</u>

King & King Mechanical Inc.  
 393 Grant Ave Rd  
 Suite 4  
 Auburn, NY 13021  
 Phone: (315) 726-1731  
 Fax: (315) 252-4855

**T&M**

Proposal NO  
 1058

TO Village of Cayuga  
 836 Hanshaw Road  
 Ithaca, NY 14850

QUOTE DATE	VALID THRU	FOR	PAGE
12/1/2022	3/9/2023	Boiler/sludge heater piping	1

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
lot	Piping material	891.00	891.00 *
16hrs	Labor 16 hrs @ 87.02 per hour	1,392.32	1,392.32 *
2 hrs	Superintendent layout & coordiantion	82.64	165.28 *

\* means item is non-taxable

**TOTAL AMOUNT      2,448.60**

**EXHIBIT 2025 – 065**

**Village of Cayuga Heights  
Police Department**



Jerry L. Wright  
Chief of Police

10/9/24

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

Re: Report of the Police Department for September 2024.

In the month of September 2024, the police department received 357 calls for service. In addition to these calls 53 uniform traffic tickets were issued and 4 parking violations were cited. A breakdown of the calls for service is as follows:

During the investigation of an LPR initiated traffic stop, officers arrested two individuals on Felony charges of Criminal Possession of a Loaded Firearm, Criminal Possession of a Weapon 2<sup>nd</sup>, and Criminal Possession of a Controlled Substance 2<sup>nd</sup>. A Felony complaint of Theft of a Motor Vehicle remains under investigation.

A Misdemeanor Petit Larceny arrest was made after a complaint of a stolen laundry cart. Two other complaints of Petit Larceny-theft of packages were reported, however no charges are being sought.

Six Traffic Stops resulted in eight Vehicle and Traffic Misdemeanor charges; one for AUO 2<sup>nd</sup>, four for Suspended Registration, and three for AUO 3<sup>rd</sup>.

Two complaints of Harassment via text, mail and/or email were received. The complainants did not wish to pursue charges.

Several calls for Village Local Law violations were handled. Three for Dog Control, two for Noise, and one for Open Burning. Officers issued warnings to the parties involved. No citations were issued.

Officers responded to one incident of a cardiac arrest resulting in a death.

The following 12 charges were filed by CHPD Officers: Felonies: 1- Criminal Possession of a Loaded Firearm, 1-Criminal Possession of a Weapon 2<sup>nd</sup>, 1-and Criminal Possession of a Controlled Substance 2<sup>nd</sup>. Misdemeanors 1-Petite Larceny, 4-Suspended Registration, 3-Aggravated Unlicensed Operation of a Motor Vehicle 3<sup>rd</sup>, and 1-Aggravated Unlicensed of a Motor Vehicle 2<sup>nd</sup>.

Two Motor vehicle accidents were investigated.

No incidents involving deer were reported.

11 calls for service were completed under the Tompkins County Mutual Aid Agreement, 10 involving CHPD officers assisting other agencies and one involving other agencies assisting CHPD officers.



Over the course of the month, Officers took part in the following training and/or events: On the 12<sup>th</sup> Officers Barr and Langlois conducted a Commercial Vehicle Detail. Officer Langlois conducted a special traffic enforcement detail on the 24<sup>th</sup>.

The full-time officers worked a total of 80 hours of overtime and the part-time officers worked a total of 184 hours.

Sincerely,

Chief Jerry Wright

EXHIBIT 2025 – 066

# Clerks Report:

**Update:** Workplace Sexual Harassment Training links have been sent and are due back by the end of the month.

Our survey on gas powered leaf blowers has 217 responses.

Village Property Taxes will be turned over to the county at the November Board Meeting.

Bill #	Tax Map #	Name	Unpaid Amount	(8.00%) Penalty	Late Fee	Total Due
52	2.-4-1	Chordash Richard A	\$2,628.80	210.30		\$2,839.10
178	4.-3-11.9	Gutenberger-Fitzpatrick Susan	\$2,566.80	205.34		\$2,772.14
259	5.-2-3	Schell Susan L	\$1,463.20	117.06		\$1,580.26
515	8.-2-6	Depue Richard	\$4,705.80	376.46		\$5,082.26
539	8.-3-6	Jerome SRB Trust	\$2,046.00	163.68		\$2,209.68
581	9.-5-8	Saltonstall Alice	\$4,433.00	354.64		\$4,787.64
911	14.-7-8	Renison Douglas Y	\$1,364.00	109.12		\$1,473.12
931	15.-4-10	Mapes Kathryn	\$2,455.20	196.42		\$2,651.62
<b>Total Swis Code 503001 (8 properties)</b>			<b>\$21,662.80</b>	<b>\$1,733.02</b>	<b>\$0.00</b>	<b>\$23,395.82</b>
<b>Grand Total (8 properties)</b>			<b>\$21,662.80</b>	<b>\$1,733.02</b>	<b>\$0.00</b>	<b>\$23,395.82</b>