

Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT
BOARD OF TRUSTEES
MONTHLY MEETING

March 19th 2025
7:00 p.m.

Present: Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, Robinson, and Salton; Fire Superintendent Tamborelle, Treasurer Dolch, Police Chief Wright; Superintendent of Public Works Cross, Assistant Superintendent of Public Works Cowder; Village Attorney VanDeMark; Village Clerk Walker.

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

2. Approval of the February 19, 2025 Meeting Minutes (Exhibit 2025-096)

Resolution: 9738

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the February 19, 2025 Board Meeting Minutes as presented.

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: Rennekamp

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2025-097)

•Fire Superintendent Tamborelle states that it was a busy Sunday, we received 17 calls for trees and wires down in about 45 minutes. The chief states that we had twenty-seven members in the field on that day.

•Fire Superintendent Tamborelle states that the assistance from the police and DPW department really helped reduce the amount of time they had to spend on scene and could help in other ways which allowed NYSEG to get our power back on sooner than others.

•Fire Superintendent Tamborelle states that Cayuga Heights Fire Company will be holding their Annual Slate of Officer's election on March 23, 2025.

•Fire Superintendent Tamborelle states that Annual Installation Dinner is scheduled for April 26, 2025 at the RaNic gold club.

•Fire Superintendent Tamborelle states that one of his biggest budget numbers is for a kitchen renovation in the upstairs bunker area. He has reached out to FLX for the design. At this point we are looking at the cost between \$150,000 and \$200,000.

•Mayor Woodard states that as a reminder the Town of Ithaca covers forty percent of all expenses under the fire coverage contract. This would bring our cost to under \$100,000. One way to look at this is, one full-time paid

firefighter would be just about the same cost.

- Trustee Conway states that he was under the impression that this project would not be budgeted in the upcoming fiscal year.
- Fire Superintendent Tamborelle states that he wasn't sure if the final cost were going to be in before passing the budget. Since they did and knowing costs will only increase, he added it this year. Mayor Woodard agreed.
- Fire Superintendent Tamborelle states that he would love to show anyone the space if interested

4. Privilege of the Floor:

- Village resident J. Barr states that she is here tonight to express her concern about the proposed Upland Estates Project. She does not think the Village needs another large housing project at Community Corners.
- J. Barr states that she still deals with drainage issues from the new medical office that was built several years ago. Now we have a new building next to Sciarabba & Walker Co. LLP. It is just too much.
- Village resident I. Lambaise states that she has lived in her home for thirty-eight years. She too has water drainage issues and feels the infrastructure is not working to eliminate this ongoing issue. Additionally, adding anything to the current issue will increase the problem.
- Village resident I. Lambaise states she looks forward to adding more input as the project moves forward.

5. Report of Treasurer Dolch: Submitted Report (Exhibit 2025-098)

- Treasurer Dolch states that the February bank-to-book reconciliations are complete.
- Treasurer Dolch states that the only other action item she has tonight is Abstract 10.

Approval of Abstract 10:

Resolution: 9739

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 10 for FYE 2025 consisting of TA vouchers 71-81 in the amount of \$18,104.55 and Consolidated Fund vouchers 701-781 in the amount of \$251,854.00 and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

6. Report of Mayor Woodard:

a.Public Hearing on Proposed Local Law A of 2025: Partial Exemption from Real Property Tax for Disabled Persons with Limited Incomes.

- Mayor Woodard opens the Public Hearing at 7:18 p.m.
- No members of the Public wish to speak.
- Mayor Woodard closes the Public Hearing at 7:18 p.m.

DRAFT
VILLAGE OF CAYUGA HEIGHTS
PROPOSED LOCAL LAW A OF THE YEAR 2025

A Local Law to Amend Article V of Chapter 257 (Local Law No. 3-2011) of the Village Code

To Increase the Income Limits for Partial Exemption from Real Property Tax for Disabled Persons with Limited Incomes

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to amend Village Code Chapter 257, Article V, Section 257-25(A) to increase the income brackets for partial exemption from real property taxes for disabled persons with limited incomes. The Village of Cayuga Heights (the “Village”) Board of Trustees (the “Board”) has determined that the Village should increase the income limits for such exemptions as are available under New York State Law. The intent of this Local Law is to benefit disabled persons with limited incomes by providing enhanced opportunities to take advantage of partial real property tax exemptions.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law.

SECTION III AMENDMENT

The chart at Village Code Section 257-25(A) of annual income brackets and percentages of available exemption from taxes is hereby replaced with the following chart:

Annual Income of Owner or Combined Annual Income of Owners	Percentage of Assessed Valuation Exempt From Taxation
Up to \$36,500	50%
More than \$36,500 but less than \$37,500	45%
\$37,500 or more, but less than \$38,500	40%
\$38,500 or more, but less than \$39,500	35%
\$39,500 or more, but less than \$40,400	30%
\$40,400 or more, but less than \$41,300	25%
\$41,300 or more, but less than \$42,200	20%
\$42,200 or more, but less than \$43,100	15%
\$43,100 or more, but less than \$44,000	10%
\$44,000 or more, but less than \$44,900	5%

SECTION IV SUPERSEDING EFFECT

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

SECTION V PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION IX EFFECTIVE DATE.

This Local Law shall become effective immediately and shall apply to assessment rolls prepared on the basis of taxable status dates occurring on or after January 1, 2025.

Resolution: 9740

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees does hereby adopt Proposed Local Law A of the year 2025 as Local Law 1 of the year 2025.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that the second proposed local law is for the same exemptions just for senior citizens.

b.Public Hearing on Proposed Local Law B of 2025: Partial Exemption from Real Property Tax for Senior Citizens.

- Mayor Woodard opens the Public Hearing at 7:19 p.m.
- No members of the Public wish to speak.
- Mayor Woodard closes the Public Hearing at 7:19 p.m.

DRAFT
VILLAGE OF CAYUGA HEIGHTS
PROPOSED LOCAL LAW B OF THE YEAR 2025

A Local Law to Amend Article II of Chapter 257 (adopted by Local Law No. 1-1995; amended by Local Law 2-2011) of the Village Code

To Increase the Income Limits for Partial Exemption from Real Property Tax for Senior Citizens

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to amend Village Code Chapter 257, Article II, Section 257-2(A) to increase the income brackets for partial exemption from real property taxes for senior citizens. The Village of Cayuga Heights (the “Village”) Board of Trustees (the “Board”) has determined that the Village should increase the income limits for such exemptions as are available under New York State Law. The intent of this Local Law is to benefit senior citizens by providing enhanced opportunities to take advantage of partial real property tax exemptions.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law.

SECTION III AMENDMENT

The chart at Village Code Section 257-2(A) of annual income brackets and percentages of available exemption from taxes is hereby replaced with the following chart:

Annual Income of Owner or Combined Annual Income of Owners	Percentage of Assessed Valuation Exempt From Taxation
Up to \$36,500	50%
More than \$36,500 but less than \$37,500	45%

\$37,500 or more, but less than \$38,500	40%
\$38,500 or more, but less than \$39,500	35%
\$39,500 or more, but less than \$40,400	30%
\$40,400 or more, but less than \$41,300	25%
\$41,300 or more, but less than \$42,200	20%
\$42,200 or more, but less than \$43,100	15%
\$43,100 or more, but less than \$44,000	10%
\$44,000 or more, but less than \$44,900	5%

SECTION IV SUPERSEDING EFFECT

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

SECTION V PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION IX EFFECTIVE DATE.

This Local Law shall become effective immediately and shall apply to assessment rolls prepared on the basis of taxable status dates occurring on or after January 1, 2025.

Resolution: 9741

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees does hereby adopt Proposed Local Law B of the year 2025 as Local Law 2 of the year 2025.

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

c. VCH Reserve Fund Policy: the Village Finance Committee met and decided two types of capital reserves make the most sense. A specific reserve (established for a specific capital item) and a type reserve, (which allows

for more flexibility for purchases within the reserve).

- Trustee Rennekamp states that she drafted this policy after looking at reserve guidance required from New York State.

- Mayor Woodard states that the Board will now need to adopt this policy.

Resolution: 9742

Village of Cayuga Heights Reserve Fund Policy

Purpose The Village of Cayuga Heights establishes this Reserve Fund Policy to ensure fiscal responsibility, maintain financial stability, and provide transparency to taxpayers. Reserve funds are designated for specific purposes to protect the Village’s financial health, fund future capital needs, and manage unforeseen expenses without imposing sudden tax increases or service reductions.

Financial Objectives The objectives of the Village’s reserve funds are to:

1. Ensure the availability of funds for capital projects and infrastructure improvements.
2. Provide financial stability in the event of unforeseen circumstances, including economic downturns, emergencies, or natural disasters.
3. Manage future liabilities related to infrastructure and equipment replacement.
4. Stabilize tax rates by offsetting revenue fluctuations and funding long-term financial obligations.
5. Maintain a sound financial position to support the Village’s creditworthiness.

Reserve Fund Categories and Optimal Funding Levels The Village maintains the following types of reserve funds with corresponding optimal funding levels:

1. **“Specific” Capital Reserve Funds** – Set aside for specific major capital expenditures such as the scheduled replacement of essential Village equipment and vehicles.
 - Optimal funding level: Based on long-term plans and estimated costs of the specific asset related to the reserve.
2. **“Type” Capital Reserve Funds** – Set aside for categories of repairs or necessary improvements to Village buildings or equipment.
 - Optimal funding level: Based on expected costs of repairs and improvements over the lifecycle of relevant Village assets.

As an example of the difference in categories of reserve funds, a Fire Truck Reserve Fund related to the replacement of a fire truck would be a “specific” capital reserve fund, whereas a Fire Apparatus Fund related to the replacement of fire trucks and other firefighting equipment would be a “type” capital reserve fund.

Conditions for Reserve Fund Use

1. **General Conditions:** Reserve funds shall only be used for their designated purposes, as approved by the Village Board. Withdrawals for capital projects or equipment purchases shall align with the Village’s budget priorities.
2. **Emergency Use:** In case of an unanticipated fiscal emergency, the Board may approve the use of reserve funds after a formal resolution is passed.

Governance and Reporting

1. The Village Board shall review reserve fund balances at least annually as part of the budget process to determine appropriate contributions or withdrawals.
2. A brief report detailing the status, activity, and intended use of each reserve fund shall be made available annually in April as part of the budget process.
3. Reserve fund transactions shall comply with applicable New York State laws and regulations, ensuring proper oversight and accountability.

Amendments and Review This policy shall be reviewed every five years or as necessary to reflect changes in financial conditions, regulatory requirements, or Village priorities. Amendments to the policy require approval by the Village Board. Adopted by the Village Board of Cayuga Heights on March 19, 2025.

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees does hereby create and adopt the Village of Cayuga Heights Reserve Fund Policy as proposed.

Motion: Trustee Robinson

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that now we will have to establish the individual reserves. The first reserve is a specific reserve for a new garbage truck.
- Assistant Superintendent of Public Works Cowder states that he cannot tell what the make, model and year of the new truck will be as part of the requirement for this type of reserve. The creation of this reserve will be tabled until more information is available.

Fire Apparatus Reserve Fund.

- Mayor Woodard states that the remaining three are a “type” reserve. We are funding this reserve with \$50,000 each year towards a new fire truck and apparatus.

Resolution: 9743

RESOLVED, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Fire Apparatus Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement, and or equipment. The type of capital improvement, and equipment to be financed from the Reserve Fund is the construction, reconstruction, and or acquisition of fire apparatuses.

RESOVLED, that the chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village of Cayuga Heights. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund.

RESOLVED, that The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

THEREFORE BE IT RESOLVED, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Village Board of Trustees and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law and any other law.

- Trustee Robinson states that he wants to make sure that the interest is accounted for and allocated to the correct accounts.
- Mayor Woodard states that Treasurer Dolch has been keeping track of those transactions.

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Water Systems Capital Improvements Reserve Fund.

- Trustee Robinson states that T.G. Miller has provided a proposal for infrastructure upgrades that need to take place. The total proposal is five million dollars. We would like to set this reserve fund up and allocate money every fiscal year to put towards these projects.
- Village Engineer B. Cross states that this would be for water main replacements, pressure values upgrades, and hydrants. The goal is to break all this down to two or three smaller projects.
- Village Engineer B. Cross states that this report from T. G. Miller this helps the Village with future grant application.
- Mayor Woodard states that the proposal is to put \$150,000 into this reserve for the upcoming fiscal year.

Resolution: 9744

RESOLVED, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Water Systems Capital Improvement Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement, and or equipment to water mains. The type of capital improvement, and or equipment to be financed from the Reserve Fund is the construction, reconstruction, and or acquisition of Water Main Repair/Replacements.

RESOVLED, that the chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village of Cayuga Heights. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund.

RESOLVED, that The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

THEREFORE BE IT RESOLVED, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Village Board of Trustees and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law and any other law.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Village Waste Water Capital Improvements Reserve Fund.

- Trustee Robinson states that this reserve is for any upgrades to the plant. Our engineering company (GHD) has provided a proposal of different project that still need to take place.
- Mayor Woodard states that we have already put \$150,000 into this reserve and will be proposing an additional \$150,000 for the next fiscal year.

Resolution: 9745

RESOLVED, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Village Waste Water Capital Improvements Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of anticipated updating and or maintaining assets related to the Village Waste Water Treatment Plant.

RESOVLED, that the chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village of Cayuga Heights. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund.

RESOLVED, that The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

THEREFORE BE IT RESOLVED, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Village Board of Trustees and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law and any other law.

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

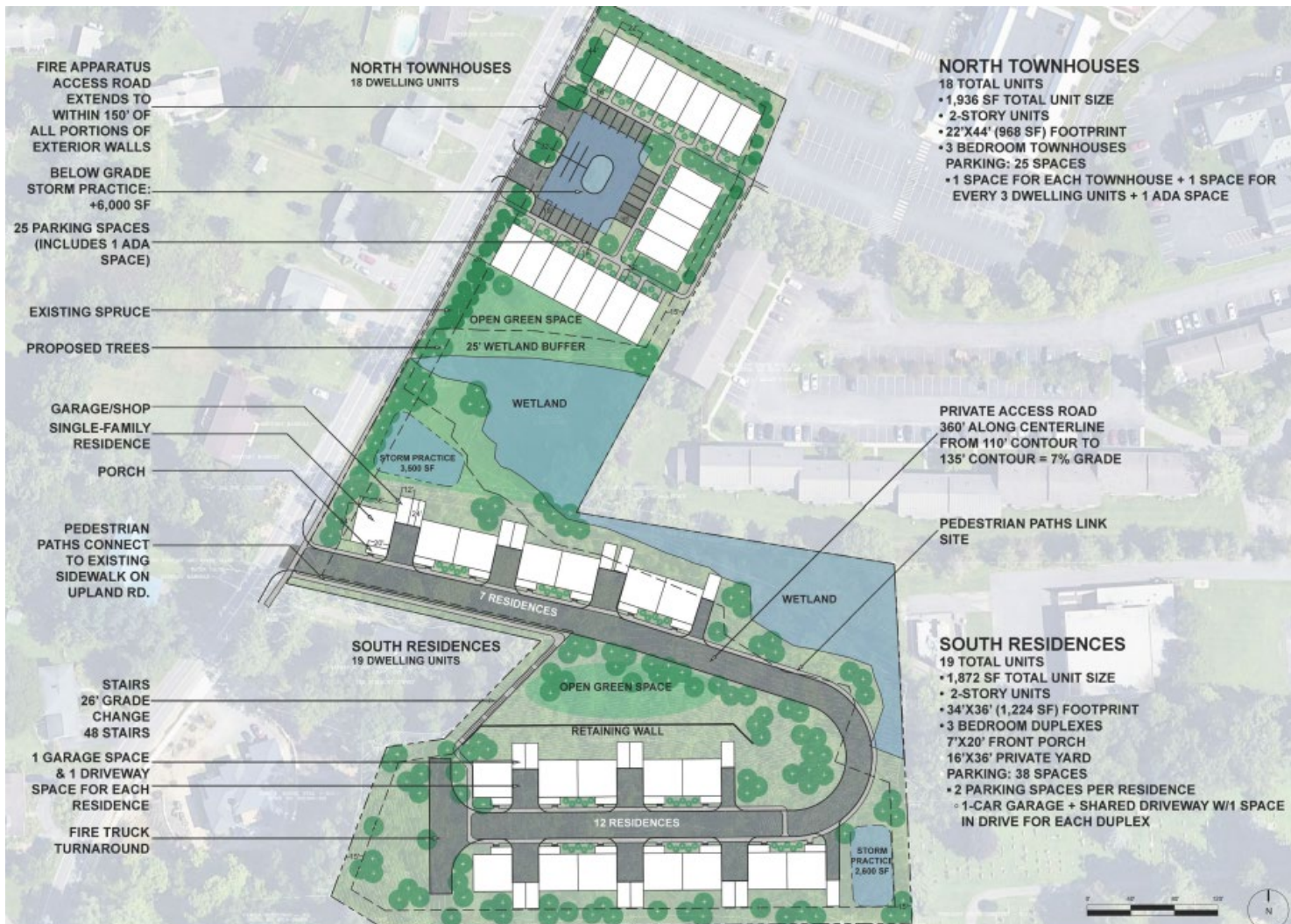
- B. Cross states that he wonders if the Board could just set up a “type” reserve for the garbage truck instead of a “specific” and call it a refuse equipment reserve.

- Trustee Rennekamp states that we could certainly do it that way. We will draft a new resolution for the Village Organizational Meeting on Tuesday April, 1 2025.

e. Upland Estates PDZ Application: Property Owner M. Mecnas has submitted a Plan Development Zone for his property located on East Upland Rd. Present tonight is Graham Feltham from Whitham Designs.

- G. Feltham presents to the Village Board a proposal of what this plan might look like. [Zoom Link](#)





	Existing Zoning does not allow what is proposed in PDZ
	Existing Zoning allows what is proposed in PDZ

	Residence Zone	Multiple Housing Zone	Commercial Zone	Proposed in PDZ
Primary Use	<ul style="list-style-type: none"> - One family residence - One family residence w/ two dwelling units 	<ul style="list-style-type: none"> - All permitted uses in Residence Zones - Buildings containing 3 or more dwelling units - Convent, parish house, religious school building - Public library or public museum, parochial school, nursery school Permitted -	Any use permitted in the Residence Zone or Multiple Housing Zone <ul style="list-style-type: none"> - Retail uses - Personal service retail uses - Business, professional, administrative, or governmental office - Fire station and emergency medical services 	19 Single Family Units w/ 3 bedrooms each 18 Townhouse Units w/ 3 bedrooms each - Townhouses not an allowed use
Accessory Use	<ul style="list-style-type: none"> - Off-street garage or parking spaces - Recreational facilities for occupants - Home occupations (see code) - Family/Group Family day-care home - Short term rentals (see code for details) - Solar energy collectors - Portable sheds 	<ul style="list-style-type: none"> - Accessory buildings and uses permitted in the Residence Zone - Automobile parking and garages - Housekeeping activities - Storage buildings - Maintenance buildings and one central office - Community building - Solar energy collectors 	<ul style="list-style-type: none"> - Accessory buildings and uses permitted in a Multiple Housing Zone - Automobile parking - Signs - Solar energy collectors 	Off-street garage or parking spaces
Off Street Parking	<ul style="list-style-type: none"> - May be parked in the driveway on premises improved by one- or two-family dwellings - Two off-street parking spaces for each dwelling unit - May be located within the area of any front yard provided no more than 15% of the yard is occupied - At least one additional space provided for a home occupation 	For more than two dwelling units - <ol style="list-style-type: none"> 1. One space provided for each dwelling unit 2. An additional space for every three dwelling units 3. No parking located farther than 200 feet from the dwelling unit it serves 4. No spaces within the front yard setback 	<ul style="list-style-type: none"> - One parking space for every 100 sq. ft. of floor area 	25 spaces for 18 townhouses, 38 spaces for 19 single-family homes

	Existing Zoning does not allow what is proposed in PDZ
	Existing Zoning allows what is proposed in PDZ

	Residence Zone	Multiple Housing Zone	Commercial Zone	Proposed in PDZ
Minimum Lot Area (Sq. Ft.)	18,750 SF	N/A	N/A	267,415 SF (6.13 acres)
Minimum Lot Width (Feet) at Street Line	Minimum frontage of 75'	- Min average width of 125' - Min average depth of 150'	- Min average width of 125' - Min average depth of 150'	608'
Minimum Number of Stories	N/A Max. 2 stories in Commercial Zones and PDZs	N/A Max. 2 stories in Commercial Zones and PDZs	2 stories	2 stories
Maximum Height in Feet	25'	30'	35'	30'
Maximum % Building Lot Coverage	Cannot exceed coverage of 12% of the area of a lot	Cannot exceed coverage of 15% of the area of a lot	Cannot exceed coverage of 25% of the area of a lot	18.30%
Minimum Front Yard	25'	25' or the height of the building, whichever is greater	35'	25'
Minimum One Side Yard	15'	15'	1.5 times the max height of the building on the respective side - No less than 35' but no more than 60'	No side yard for Townhouses
Minimum Other Side Yard	15'	15'	1.5 times the max height of the building on the respective side - No less than 35' but no more than 60'	No side yard for Townhouses
Rear yard: % of depth, # of feet (whichever is less)	Min. 15'	15'	1.5 times the max height of the building on the respective side - No less than 35' but no more than 60'	15'

Summary of how proposed district will meet the Village's needs as identified in section 305-44.B.1-10.

Factors to be considered by the Board of Trustees in its decision to establish a Planned Development Zone may include, but are not limited to, the following:

1. Preserving and enhancing the neighborhood character.
The character of the neighborhood in which we propose a PDZ is defined primarily by Community Corners, the commercial hub of Cayuga Heights, in addition to single-family homes. An existing complex of apartment buildings, the Carriage House Apartments, currently abuts Community Corners and is a Multiple Housing Zone. As such, a single-family residential development on Upland Rd. would be consistent with the neighborhood character. The project could help facilitate an appropriate transition from the single-family residential zone surrounding it to the higher-density character of Community Corners.
2. Compatibility with adjacent development and land uses
Adjacent land uses include residential and commercial. We propose a residential development, in line with the Village's desire for increased density in the area surrounding Community Corners. The project presents an insignificant visual impact on the neighborhood: the North Townhouses will be screened by mature vegetation, and the South Residences will be situated within enclosing mature woods, not likely to be visible from Community Corners or the surrounding properties.
3. Mitigating negative impacts on traffic, parking, and stormwater management
WPD will consult with a traffic engineer on the necessity of a traffic study. At minimum, the consultant will provide a traffic assessment of the project to determine if it is large enough to have a measurable impact on the existing traffic conditions. Adequate parking is provided on the site with a surplus for some guest parking. All stormwater generated onsite will be managed onsite, without affecting the neighboring properties. The additional residents brought in by a residential development on Upland Rd. would bolster business at Community Corners, while allowing residents to walk to and from the commercial center, increasing pedestrian activation without significantly raising the parking need

at Community Corners.

4. Avoidance of an undue burden on the Village's infrastructure
Development as of right according to the existing residential code would result in roughly half the number of dwelling units we propose. The impact of this development above the existing zoning would be +/- 18 dwellings with new sewer connections. Because the vehicular thoroughfares proposed in this residential project will be maintained by one of two HOAs planned for the development, the Village will not be responsible for their upkeep, minimizing the impact to the Village's infrastructure. Stormwater practices will be restricted to the site, as well.
5. Protection of natural resources
According to the Village, there is a wetland on the project site, although it is not recognized as such by State or Federal authorities. The proposed development encroaches on the wetland to a minimal extent, with the vehicular thoroughfare leading to the north of the site overlapping roughly 50 square feet of the wetland. The entirety of the wetland, excepting these 50 square feet, is preserved as green space. The project site does not contain any endangered species or threatened natural communities. The project will create stormwater practices that effectively become new wetland habitats to offset the minor impacts the project will have on the existing wetland. The proposed use that will encroach into the wetland is closely-spaced single-family homes that would have minimal impact on the wetland.
6. Promoting environmental sustainability
The proposed buildings will be fully electrified, with HVAC provided by high-efficiency, cold-climate heat pumps, and energy compliance will be above Energy Star minimums. The development will minimize impervious surface, and stormwater will be directed to onsite stormwater management practices. Architecturally, the buildings are designed to be as efficient as possible, adhering to the most recent building code and surpassing their requirements where possible. The construction type will be wood-framed structures, which is a renewable resource with low

embodied carbon. The project site's proximity to a TCAT bus stop makes it convenient for residents to use public transportation, rather than personal vehicles, to meet their travel needs.

7. Provision of safe and convenient vehicular, bicycle, and pedestrian circulation
The location of the development, proximate to the commercial node of the Village, makes it ideal for accommodating the increase in vehicular traffic that will result from a residential development here, as it is the highest trafficked area in the Village. The existing pedestrian circulation network in this neighborhood lends itself to higher-density residential use, and residents would benefit from the sidewalks already linking the project with Community Corners. Pedestrian circulation is prioritized onsite, as well, with the entire site linked by foot paths, connecting to Upland Rd. and Community Corners.
8. Provision of space for recreation and other public use
The proposed development will make full use of the existing site's natural condition to facilitate a significant amount of open space for residents. The existing 'wetland' will be preserved, allowing residents to enjoy open views from the townhouses at the north of the site and some of the residences at the south of the site. A series of pedestrian paths will link the site together, providing connection between the townhouses and residences. These paths traverse the slope from the North to the Southern portion of the site, where an overlook provides views over the site and its surroundings. The residences to the south will enjoy individual backyards. The area of brushy woods between the Southern residences and the primary vehicular thoroughfare will additionally be used as green space, giving residents both open views and enclosed experiences highlighting the natural condition of the site.
9. Coordination with the requirements of county, state, and federal statutes
The planned development will conform to all county, state, and federal statutes. The project team will coordinate with the necessary parties to ensure requirements are met.

PDZ ALIGNMENT WITH COMPREHENSIVE PLAN

10. Consistency with the Village's Comprehensive Plan

The 2014 Cayuga Heights Comprehensive Plan acknowledges the need for more housing in the Village, particularly in the Community Corners area.

The following are the specific objective(s) or recommendation of the Village's Comprehensive Plan that will be achieved with the proposed residential development on Upland Rd:

Objective EC1.3: Re-invigorate the Community Corners area as the economic and social hub of the Village.

Recommendation 3.1 Collaboratively develop and implement a plan for the redevelopment of the Community Corners area as a dynamic mixed-use commercial and cultural center for the Village, and a continued defining element for the community.

Recommendation 3.3: Investigate use of incentive zoning to encourage development of housing as part of a mixed-use district in the Community Corners area.

Recommendation 3.4: Make streetscape improvements, including better sidewalk connections and crosswalks to facilitate and encourage pedestrian access to the Community Corners.

Objective HO1.1: Update zoning regulations to better meet the needs of Village residents.

Recommendation 1.3: Ensure that a variety of high-quality housing options are available to persons wishing to reside in the community.

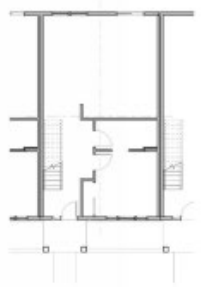
Objective HO1.2: Encourage residential development in the Community Corners area to attract new homeowners and renters.

Recommendation 2.1: Increase the resident population in the Community Corners area to increase provision of commercial services, encourage walkability, and promote the use of public transit and other alternatives to the automobile.

Recommendation 2.2: Review the Commercial District zoning in the Community Corners area to ensure protection for the adjoining residential areas while providing for residential and retail commercial establishments as part of an overall plan for redeveloping the area.



④ Concept Perspective



① First Floor Plan
1/8" = 1'-0"



② Second Floor Plan
1/8" = 1'-0"



③ South Elevation
1/8" = 1'-0"



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E. UPLAND - TOWNHOUSE
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NO.	DATE	DESCRIPTION

Townhouse Concepts
 Drawn by: MICHAEL
 Title: CONCEPTS
 Check by: J.S.D.
 Date: 10/15/10
CS1.02
 Scale: 1/8" = 1'-0"



- Trustee Salton states that he noticed the wetland buffer setbacks are different between the map and drawings.
- G. Feltham states that the fifty foot buffer on the survey was from T.G. Miller for a previous iteration. We are hoping to propose a twenty-five-foot buffer.
- Mayor Woodard states that the proposed number of units will have an effect on our wastewater treatment plant. As we do with other projects, we will request a sewer meter be installed so we can monitor the flow volume.
- Mayor Woodard states that she looks forward to more discussion and to seeing more details. This is a joint project with the Village Planning Board.
- Planning Board Chair F. Cowett states that the Planning Board would conduct site plan review and any requests like SEQR from the Board of Trustees, but ultimately it is the Boards decision on how this project moves forward.
- B. Cross states that the next step of the process should be developing a list of questions they would like answered. Once the Board approves the scope of the project then they would work on the zoning language for this PDZ.
- B. Cross states that the final task will be for the Board to vote on a new zoning law for the Upland Estates

Planned Development Zone.

- Mayor Woodard states that she would like the ability to walk the property and get a ground perspective of what the proposed project might look like.
- Mayor Woodard states that she would expect a traffic study to be conducted.
- Trustee Salton states that he is sensitive to the water runoff and drainage issue the neighbors have had. He wonders if the infrastructure is sufficient to support this new project and the new run-off from this new project.
- Property Owner M. Mecenias states that all water collected on the property will stay on the property. Stormwater management systems will be in place to create a net zero condition.
- B. Cross states that he needs to remind the Board that part of the problem with water drainage on E. Upland Road is neither caused by the Mecenias property or the Village infrastructure, but by the property owner on the west side of the road that many years ago installed a smaller pipe than what goes under the road.
- B. Cross suggests that M. Mecenias as part of the scope of work, possibly replace that pipe with the correct size.

f: Budget Discussion: The Annual Village Budget Workshop will be held on March 22, 2025 from 9-noon.

- Mayor Woodard states that she would like to point out a few of the highlighted budget items that will need more discussion at the budget workshop.

1. Village reserves
2. CHFD Kitchen
3. Body worn camera upgrades & Flock Cameras: funded by donations
4. Police car
5. Salt Barn siding
6. Leaf Vacuum
7. Cross walk signals (press button)
8. Spend CHIPS money on culvert replacement on Cayuga Heights Rd. \$350,000 for the pipe
9. Possible increase the fees for building permits and refuse tags.

- Trustee Conway states that he is a little surprised we are funding reserves in the sewer fund when it was discussed in the Village Finance Committee to put that off until another year.
- Trustee Robinson states that the committee looked at the current expenses and it seems like \$250,000 would be a good number and sent that to the finance committee to see if that amount could be supported.
- Mayor Woodard states that we will also need to discuss raising the sewer rates this year.
- Mayor Woodard states that another topic of discussion is the fact that the two Lansing's have several proposed housing projects that at some point will need sewer permits.
- Trustee Robinson states that the Village is making up for lost time when it comes to updating the WWTP and now we are faced with spending millions.

g. Property Maintenance Violations:

- B. Cross states that there were two properties that received fines for violating the Village Property Maintenance Law. One property on Brook Lane was sent a letter of violation with a fine of \$150. Shortly after receiving this letter he corrected the issue and was and still is compliant.
- B. Cross states that the Village resident has requested the fine of \$150 be waived by the Board of Trustees. B. Cross supports the waiver of this fee.
- Trustee Conway states that he feels it is always the goal to have compliance.

Resolution: 9746

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes waiving the Village Property Maintenance Fine of \$150. For Lee Adler located at 212 Kelvin Place. Ithaca, NY 14850.

Motion: Trustee Robinson

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

- B. Cross states that there is another property that has received two fines for property maintenance violations. The property owner has been informed that if they would like to request a waiver of the 2nd fine they must request that from the Village Board.
- Trustee Robinson asks B. Cross if that property owner is still in violation. B. Cross stated that she still is in violation and will be fined again.
- Mayor Woodard states that we should start looking at possible violations starting in May.

7. Report of the Trustees:

a. Village WWTP Committee Updates:

- Trustee Robinson states that there are not many updates, the rail system replacement is scheduled for late spring into early summer.
- Trustee Robinson states that the solar panel project will be completed as well this summer.
- Trustee Robinson states that NYS State Pollutant Discharge Elimination System (SPDES) permit is due for renewal.

- B. Cross states that this permit is issued every five years. Since the EPA changes with phosphorus and maximum daily load testing, NYS had decided to test for everything. Our management company YAWS is in the process of starting this process and we will know more in a few months.

b. Village Public Works Committee Updates:

- Trustee Robinson states that the DPW will start out this spring with two lead pipe replacement jobs. This will give us a good base for costs and time for future projects.
- Assistant Superintendent of Public Works Cowder states that he has found two services that Bolton Point stated were lead lines and after further investigation it turns out they are not.
- Trustee Conway asks if we have an idea of how much the new solar panels at WWTP will reduce the overall energy cost there.
- Trustee Robinson states that at this time we do not know but it is safe to say not enough.
- B. Cross states that it is unlikely at any moment in time that we could produce enough to run the entire plant, but if that were the case then any overage would feed back into the system.
- In closing Trustee Robinson states that there is a streetlight down on N. Triphammer Road that will need to be repaired.

c. Cayuga Lake Watershed Intermunicipal Organization Update:

- Trustee Hubbell states that at the last meeting there was a presentation on water quality improvement projects that might be funded in our area. [Link](#)

d. Village Finance Committee:

- Trustee Rennekamp states that at the Village Organizational Meeting we will be proposing having a second bank (Community Bank) of record for our deposits.

8. Report of Superintendent of Public Works Cross:

- B. Cross states that he does not have any action items tonight.

9. Report of Police Chief Wright: Submitted Report (Exhibit 2025-104)

- Chief Wright states that the department was able to utilize the Flock Camera System that is outside the Village to investigate a fraudulent check case from the bank across the street. The cameras were able to locate the individual as they traveled through the County. The end result was an arrest without incident.
- Chief Wright states that at one point we will have our four cameras up and running too. We can thank Mrs. Barr for the financial support (like the flock cameras) for the various items that help make our job and the community safer.

- Chief Wright states that he is on target to complete the internal quality assessments and career development reviews with his staff.

- Chief Wright states that we have started our fifth year of the TST Boces internship with criminal justice students.

10. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2025-105)

- Assistant Superintendent of Public Works Cowder states that we have experienced a number of water line breaks now that the ground is thawing. The crew have responded well and worked with Bolton Point and the Town of Ithaca on several repairs.

- Assistant Superintendent of Public Works Cowder states that tracking devices have been installed in 5 various manholes in the village. These devices will be monitored and data analyzed by TG Miller in their continued efforts for I&I tracing. The devices will be periodically moved within the system to identify and pinpoint problem areas.

- Assistant Superintendent of Public Works Cowder states that one of our newer laborers is resigning to take up other employment. We will need to advertise for a replacement soon, as we are going to be starting into the busy time of year.

- Trustee Conway states that it looks like we need to have resolutions for the Packer Box as well.

- Clerk Walker asks is the box not sold on the truck?

- Assistant Superintendent of Public Works Cowder states that it will be sold separately.

Resolution: 9747

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees declares (1) 2017 Ford F 650 Dump Truck Vin #1FDWF6DX4HDB11766 as surplus.

Motion: Trustee Conway

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9748

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees declares (1) Packer Dump Box as surplus.

Motion: Trustee Conway

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9749

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the sale of one (1) 2017 Ford F 650 Dump Truck Vin #1FDWF6DX4HDB11766 at auction.

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9750

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the sale of one (1) Packer Dump Box at auction.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that B. Cross, A. Cowder and herself walked into Palmer Woods where we had the water main break on Christmas Eve. It looks like there are about ten large cottonwood trees
- Mayor Woodard states that she will be sending a letter to Cornell University explaining that we need to remove trees on their property. We are proposing \$15,000 for tree removal for this project.
- Trustee Salton asks if we have money set aside for tree removal throughout the Village.
- Mayor Woodard states that we budget \$20,000 annually for tree removal.

11. Report of Clerk Walker: Submitted Report (Exhibit 2025-106)

- Clerk Walker states that our domain name to cayugaheights.gov is complete and working. HPM Tech services will assist in the email conversion process next.
- Clerk Walker states that he has two request for a waiver of the Village Special Events and Parade Permit fee of \$25.00. One from the Cayuga Heights Elementary School (CHES 5k Fun Run) and one from Sigma Chi 5k Run.
- Clerk Walker states that the application has been approved, and permit has been issued for the CHES 5k Fun Run.

Resolution: 9751

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves waiving the \$25 permit fee for the Cayuga Heights Elementary School 5 K Fun Run permit fee for the May 4, 2025 event.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: *Conway

*Trustee Conway sits on the CHES 5k Committee

Motion Carried

- Clerk Walker states that he does not have a completed application from Sigma Chi and inquires with Chief Wright if they will be permitted.
- Chief Wright states that once we have everything, we should be clear to approve. This event is also on May 4th, 2025.
- B. Cross states that in a situation that there is a food truck at either of these events, remind them that they will need a permit.
- Mayor Woodard states that we can wait until the April Board meeting to approve their request for a waiver.
- Clerk Walker states that the next action item is a continuation from last month where Trustee Robinson wanted clarification on where the water went that leaked out of the hot water tank.
- Village resident Anil Lakkam stated to Clerk Walker in an email that ServPro vacuumed out the standing water and that there is not any drains connected to the sewer line.
- Trustee Conway states that he would like clarification on how this differs from watering a garden or lawn where this water is metered but does not enter into the sanitary sewer lines.
- Mayor Woodard states that the board has only granted relief of sewer charges when there is an out of the ordinary

“event” that has caused a unforeseen loss or metered water.

- Trustee Salton asks if we have done this for situation where people have left a garden hose running.
- Trustee Robinson and Mayor Woodard state that there was an event that the Board granted some relief of sewer charges when that occurred.

Resolution: 9752

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves waiving \$179.66 from the quarterly sewer charges from the February billing cycle for account J3802.

Motion: Trustee Robinson

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

- Clerk Walker states that the second request for relief is from Village resident M. Timmons. His request stems from the fact that he runs his water during the cold months because his water line from the main to the house is not buried below the frostline.
- Clerk Walker states that several years ago Mr. Timmons received a letter from Bolton Point suggesting that in an effort to prevent his water line from freezing he could just let the water trickle through. Mr. Timmons is now asking for credit on his water bills for having to do this.
- Trustee Robinson asks since Bolton Point supplies the water and this line is on Mr. Timmons property, he couldn't have corrected this issue by lowering the pipes deeper into the ground.
- B. Cross states that it is possible, and it is also possible that Mr. Timmons has a water line that is too close to the exterior wall and isn't properly insulated. This is not the responsibility of the Village.
- B. Cross states that he knows there are several residents that receive this letter. He is not aware of any situation where the Village Board has heard this request before.
- Mayor Woodard states that she thinks he just left the water running too high, past billing cycles do not show much of an increase like this last billing cycle.
- Mayor Woodard states that she suggests the Board take no action on this request. The Board agreed to take no action.

12. Report of Attorney A. VanDeMark: No report at this time.

13. Executive Session

Resolution: 9753

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

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 9:26 p.m.