



[Zoom Link 4118425407](#)
Village of Cayuga Heights
Board of Trustees Monthly Meeting
April 16, 2025 7:00 p.m.

	EXHIBIT/PAGE
1. Call To Order	
a. Approval of March 19, 2025 Meeting Minutes	2026 - 009 pgs. 2-30
b. Approval of the April 1, 2025 Organizational Meeting Minutes	2026 - 010 pgs. 31-66
2. Report of Fire Superintendent Tamborelle: Submitted Report:	2026 - 011 pgs. 67
3. Privilege of the Floor:	
4. Report of Treasurer Dolch: Submitted Report:	2026 - 012 pgs. 68-69
5. Report of Mayor Woodard:	
a. Public Hearing on Proposed Local Law C of 2025 – Tax Cap	2026 - 013 pg. 70
b. Public Hearing on Proposed Budgets for Sewer and Water Funds	2026 - 014 pg. 71
c. Schedule a Public Hearing on Proposed Local Law D of 2025 – Sewer Rate	2026 - 015 pg. 72
d. Annual Historians Report	2026 - 016 pgs. 73-78
e. Annual Village Justice Report	2026 - 017 pg. 79
f. Arbor Day Proclamation	2026 - 018 pg. 80
g. Updated Job Descriptions	2026 - 019 pgs.81-92
h. Garbage Tag Price Increase	
6. Report of the Trustees:	
7. Report of Superintendent of Public Works Cross:	2026 - 020 pgs. 93
a. MS4 Annual Report	
b. Safe Streets/Roads Tompkins Resolution	2026 - 021 pg. 94
8. Report of Police Chief Wright: Submitted Report:	2026- 022 pgs. 95-96
9. Report of Assistant Superintendent of Public Works Cowder:	2026 - 023 pg. 97
10. Report of Clerk Walker: Submitted Report:	
11. Report of Attorney VanDeMark:	
12. Adjournment	

EXHIBIT 2026 - 009

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

**March 19th 2025
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, 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 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 hold its Annual Slate of Officers election on March 23, 2025.

•Fire Superintendent Tamborelle states that the Annual Installation Dinner is scheduled for April 26, 2025, at the RaNic Golf 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 that 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 for in the upcoming fiscal year.

•Fire Superintendent Tamborelle states that he wasn't sure if the final cost was 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 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 into two or three smaller projects.
- Village Engineer B. Cross states that this report from T. G. Miller helps the Village with future grant applications.
- 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 for different projects 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](#)





FIRE APPARATUS ACCESS ROAD EXTENDS TO WITHIN 150' OF ALL PORTIONS OF EXTERIOR WALLS

BELOW GRADE STORM PRACTICE: +6,000 SF

25 PARKING SPACES (INCLUDES 1 ADA SPACE)

EXISTING SPRUCE

PROPOSED TREES

GARAGE/SHOP SINGLE-FAMILY RESIDENCE

PORCH

PEDESTRIAN PATHS CONNECT TO EXISTING SIDEWALK ON UPLAND RD.

STAIRS 26' GRADE CHANGE 48 STAIRS

1 GARAGE SPACE & 1 DRIVEWAY SPACE FOR EACH RESIDENCE

FIRE TRUCK TURNAROUND

NORTH TOWNHOUSES
18 DWELLING UNITS

NORTH TOWNHOUSES
18 TOTAL UNITS
• 1,936 SF TOTAL UNIT SIZE
• 2-STORY UNITS
• 22'X44' (968 SF) FOOTPRINT
• 3 BEDROOM TOWNHOUSES
PARKING: 25 SPACES
• 1 SPACE FOR EACH TOWNHOUSE + 1 SPACE FOR EVERY 3 DWELLING UNITS + 1 ADA SPACE

SOUTH RESIDENCES
19 DWELLING UNITS

SOUTH RESIDENCES
19 TOTAL UNITS
• 1,872 SF TOTAL UNIT SIZE
• 2-STORY UNITS
• 34'X36' (1,224 SF) FOOTPRINT
• 3 BEDROOM DUPLEXES
7'X20' FRONT PORCH
16'X36' PRIVATE YARD
PARKING: 38 SPACES
• 2 PARKING SPACES PER RESIDENCE
◦ 1-CAR GARAGE + SHARED DRIVEWAY W/1 SPACE IN DRIVE FOR EACH DUPLEX



	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.

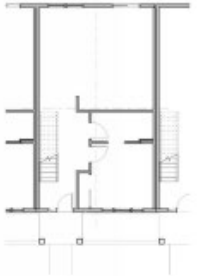
Objective HO1.2: Encourage residential development in the Community Corners area to attract new homeowners and renters.

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.

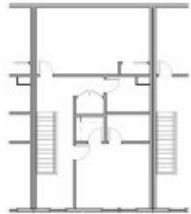
Recommendation 2.2: Review the Commercial District zoning in the Community Corners area to ensure protection for the adjoining residential areas while providing for residential and retail commercial establishments as part of an overall plan for redeveloping the area.



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"



MARK MECENAS ARCHITECTURE

E. UPLAND - TOWNHOUSE
PRELIMINARY - NOT FOR CONSTRUCTION

MARK MECENAS
E. UPLAND - TOWNHOUSE
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STATE OF CALIFORNIA HEIGHTS, INC.

Revision	Number	Date

Townhouse Concepts	
Project No.	180301
Client No.	028225
Drawn by	J.D.
Checked by	J.D.
CS1.02	
Date	10/11/17



- 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 a site plan review and any requests like SEQR from the Board of Trustees, but ultimately it is the Board's 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 issues 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 nor 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 warn camera upgrades & Flock Cameras: funded by donations
4. Police car
5. Salt Barn siding
6. Leaf Vacuum
7. Crosswalk signals (press button)
8. Spend CHIPS money on culvert replacement on Cayuga Heights Rd. \$350,000 for the pipe
9. Possible increase in 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 two properties 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 the 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 has 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 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 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 several water line breaks now that the ground is thawing. The crew has 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 if the box is 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 requests 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 the 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 where 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 when 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 ServePro vacuumed out the standing water and that there were 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 an unforeseen loss of metered water.
- Trustee Salton asks if we have done this for a situation where people have left a garden hose running.
- Trustee Robinson and Mayor Woodard states 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 frost line.

•Clerk Walker states that several years ago Mr. Timmons received a letter from Bolton Point suggesting that 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's 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 several residents received 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.

EXHIBIT 2026-010

**Minutes
2025
Marcham Hall**

**VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING**

**Monday, April ,
7:00p.m**

Present: Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, Robinson, and Salton; Clerk Walker

- 1. Call to Order:** Mayor Woodard calls the meeting to order at 7:02 p.m.
- 2. Oath of Office:** The following officials who were elected on March 18, 2025, affirmed their Oath of Office; Trustees: Kent Hubbell, Rich Robinson, and Peter Salton.
- 3. Employee Statement:** Mayor Woodard requests that the statement submitted by Village Clerk Walker be entered into the official record.

To: Village of Cayuga Heights Board of Trustees and Community members

From: Jeffrey D. Walker
Village Clerk

Date of Incident: 3/18/2025

At approximately 5:12 p.m. I was exiting P&C Fresh Grocery store located at 315 Pine Tree Rd. when I heard my name “Jeff” called out. As I turned around while exiting the building I saw and recognized Peter Salton (who is a Board of Trustees Member for the Village of Cayuga Heights where I am the Village Clerk) . I continued to walk and then stopped for traffic at the pedestrian crossing. Peter Salton caught up with me and we exchanged a few words about what we bought. As we moved across the pedestrian crossing, we stopped between cars within the handicap parking slots. He then stated to me that “we have a tree problem in the Village of Cayuga Heights”. I stated that “I think that there is a tree problem throughout the County, especially with Pines”. This conversation was due to the storm and storm damage we experienced on Sunday March 16th, 2025.

I then stated to Peter Salton that I had just stopped at the First Congregational Church,(the Village polling location for the Village Election as Peter Salton is one of the three Trustees up for re-election).

I informed him that we have had 39 cast ballots so far.

At this point he became very irate and started yelling. His exact words were: “ What you did was dirty and fucking ridiculous. If you ever try to do that again I will fucking kill you. When I began to say, this was a committee decision, he stopped me and stated “I don’t fucking care, do it again and I will fucking kill you. I then put my hand over my forehead because the sun was in my eyes, looked up at him and stated, “ Do you know what you just said to me”? Two times I stated that with no response. After a short pause he responded with “I didn’t say anything to you”. I then told him I am leaving and do not speak to me again. As I walked to my truck I looked back and heard him say “can’t you take sarcasm Jeff” At that point I got into my truck and called the Mayor of the Village of Cayuga Heights to alert her to this situation.

Resolution # 9754

BE IT RESOLVED THAT: The Board of Trustees authorizes and approves accepting Village Clerk Walker's statement of events from March 18, 2025 be entered into the official record.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none


Abstentions: Robinson

Recuse: Trustee Salton

Motion Carried

•Mayor Woodard requests that a letter of apology submitted by Trustee Salton on April 1, 2025 be entered into the official record.

MEMORANDUM

TO: Village of Cayuga Heights Mayor, Board and Clerk
FR: Peter Salton 
RE: Response to Proposed Resolution
DT: April 1, 2025

To begin with, I am very, very, sorry that the words contained in the Clerk's memorandum came out of my mouth. I own them and agree that I should not have spoken in this manner. I especially apologize to Clerk Walker for the upset and turmoil caused by my words. I am hopeful that in time he can forgive me and we can return to our collegial interactions. I ignored Clerk Walker's own lived experiences, although I've known him for over seven years and we've talked informally about hunting and fishing in the past and had some laughs.

I am writing to clarify and express my side of this unfortunate story which I have brought onto myself and the above-captioned recipients of this Memorandum.

To put some of my passion in context: I am a first generation-born American. My father, a Holocaust survivor, came to this country in 1947 with \$300.00 in his pocket and a lot of emotional baggage, some of it which has fallen onto me. There is a term for people like me: Second Generation Holocaust Survivors. I tend towards an emotional response and have a strong sense of justice for issues involving our rights as Americans and World Citizens. Additionally, as many of you know, I am self-employed and in my legal practice represent people in distress and battle to ensure their rights. I say this only to give a brief glimpse of my lived experience. This is stated not as an excuse, but to reflect on my sometimes overzealous expression of my passion for equity.

I also want to note that I have been told that due to my deep and booming voice when I speak from emotion, people think I am yelling at them when I am not. While I see now that the words were inappropriate, in my mind I was saying them in a sarcastic manner. I do understand that the words were heard and interpreted in a way not how they were intended, and again, I deeply apologize for this.

It is against this backdrop I found myself in the parking lot of a local grocery store in conversation with Clerk Walker. I was deeply concerned at the decision to not have the polling site at Kendal open for the March 18, 2025 election in which I was on the ballot. The fact that a decision was made to not open the Kendal polling place is omitted in Clerk Walker's statement. This fact is central to understanding the situation.

Having only one voting location, and not including the Kendal site severely limits voter access to the polls. Many residents at Kendal have limited mobility. The decision to not open this site is one of equity. In this day and age, with all we see in the national news, we need to guarantee and

protect voting for all our citizens, particularly our most vulnerable such as the Seniors at Kendal. As has been documented, the Kendal residents, by history are very involved in the democratic process when they have access to a polling location at Kendal. Having grown up in Ithaca, I know many Kendal residents, either as former teachers, professors and current friends of my parents, so for me it is especially personal.

I do want to reiterate to the Board and the Mayor the concern about this election not being accessible to Kendal residents and the lack of open dialogue leading to the decision to use the less-frequented polling place to hold the 2025 Cayuga Heights Election. As a candidate who ran this time, I had no say and no prior notice.

It is well-documented that in past elections, one-half to two thirds of the vote are the Seniors who live at Kendal and are unable to conveniently leave the facility to vote elsewhere. Having two sites open – or at least the most visited site open – for the 2025 election is essential. I am hopeful this polling location will be open in future elections ensuring all are able to exercise their right to vote.

Again, I am sorry for the disruption this event has caused to the democratic process and business of serving the needs of our constituents. I am only asking for your understanding.

Resolution # 9755

BE IT RESOLVED THAT: The Board of Trustees authorizes and approves accepting Trustee Salton’s letter of response to proposed resolution of censure into the official record.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: Robinson

•Trustee Robinson states that he abstained from voting on these resolutions because he felt they should not be part of the public record.

Motion Carried

2. Resolution of Censure: Mayor Woodard reads a drafted resolution of censure.

Resolution # 9756

WHEREAS, the Village of Cayuga Heights Board of Trustees holds itself and its members to the highest standards of ethical and professional conduct, and affirms the importance of maintaining a safe, respectful, and inclusive environment for all staff and officials serving the Village; and

WHEREAS, it has come to the attention of the Village of Cayuga Heights Board of Trustees that Trustee Peter Salton has engaged in conduct that constitutes verbal harassment which included a threat of violence directed at a Village staff member, in violation of the standards of civility and mutual respect expected of all public officials; and

WHEREAS, such conduct is unacceptable, inappropriate, and inconsistent with the duties of a Trustee and the values of The Village of Cayuga Heights Board, and community; and

WHEREAS, the Village of Cayuga Heights Board of Trustees finds it necessary to formally condemn this behavior in order to preserve the integrity of the Cayuga Heights Village government and to reaffirm its commitment to a workplace free of violence, intimidation, and harassment.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Cayuga Heights Board of Trustees hereby formally censures Trustee Peter Salton for conduct inappropriate of an elected official, specifically for engaging in the threat of physical violence classified as verbal harassment of a Village staff member; and

BE IT FURTHER RESOLVED, that the Village of Cayuga Heights Board of Trustees directs Trustee Peter Salton to cease all harassing behavior immediately and to conduct himself in a professional and respectful manner in all future dealings with Village staff and fellow officials; and

BE IT FURTHER RESOLVED, that the Board of Trustees requires that Trustee Peter Salton participate in appropriate training on professional conduct, workplace civility, workplace violence, including harassment prevention within the next ninety days.

BE IT FINALLY RESOLVED, that this censure shall be entered into the official minutes of the Board of Trustees and made part of the public record.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

4. Proposed Annual Budget FYE 2025-2026:

- Mayor Woodard states that there has been some discussion about changes to the proposed budget.
- Trustee Conway states that he has voiced his concerns about the long term, going forward we should be careful about spending increases in the future years.
- Mayor Woodard states another area of concern that Fire Superintendent Tamborelle brought to her attention was the rent increase for the Village house located at 825 Hanshaw Rd.
- Trustee Robinson states that the Village subsidizes the utilities and raising the rent to \$950 is reasonable.
- Trustee Rennekamp states that at the next Village Finance Committee Meeting we should debrief the budget process and reevaluate how we do things going forward.
- Trustee Rennekamp states that it was bothersome to find out that Fire Superintendent Tamborelle did not attend any of his committee meetings to discuss his budget proposals. She assumed that there was communication on the kitchen renovations within the committee and there was not.

- Trustee Rennekamp states that she wants to make sure we contain the costs and be sensitive to the community survey responses that how expensive it is to live in this Village.
- Mayor Woodard states that we are the best fire department with the best bunker program available.
- Mayor Woodard states that with all the tariffs it might be more expensive to wait, we could see ten to twenty-five percent increases in costs.
- Mayor Woodard states that Fire superintendent Tamborelle really doesn't ask for much.
- Trustee Conway states that he supports the point Trustee Rennekamp is making.
- Both Trustee Rennekamp and Conway state that they are very supportive of the fire department but want to make sure there is checks and balances in place for expenditure.
- Mayor Woodard states that when you ask residents what services they are willing to pay for, the number one answer is police and fire protection with a response time of less than three minutes.
- Trustee Robinson states that he would like to see budget projections going forward. The department heads would like to know at the end of the fiscal year just how close they were to meeting the budget.
- Mayor Woodard states that she will speak to Treasurer Dolch about this idea.
- Trustee Rennekamp states that part of the conversation we will be having at the next finance meeting will be about taking the historical budget data and freezing that information, so we have it going forward.
- Mayor Woodard opens the Public Hearing at 7:28 p.m.
- Mayor Woodard closes the Public Hearing at 7:28 p.m.

Resolution # 9757

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the adoption of Proposed FYE 2025-2026 Annual "A" fund Budget and directs Village Treasurer Dolch to certify this budget with the New York State Comptroller's Office.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

5. Appointments and Approvals

Mayor Woodard appoints Trustee Richard Robinson as Deputy Mayor for the 2025-2026 Official Year.

Mayor Woodard makes the following appointments with a motion of approval by the Board of Trustees:

Mayor Woodard appoints Jeffrey D. Walker as Clerk for one official year. (4/2026)

Resolution # 9758

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jeffrey D. Walker as Clerk for one official year. (4/2026)

Motion: Trustee Conway

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Kiersten Perkins as Deputy Clerk for one official year. (4/2026)

Resolution # 9759

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Kiersten Perkins as a Deputy Clerk for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Laura Dolch as Treasurer for one official year. (4/2026)

Resolution # 9760

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Laura Dolch, Treasurer, for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions:

Motion Carried

Mayor Woodard appoints Kristi Rennekamp as Deputy Treasurer for one official year. (4/2026)

Resolution # 9761

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Kristi Rennekamp as Deputy Treasurer for one official year. (4/2026)

Motion: Trustee Conway

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Rennekamp

Motion Carried

Mayor Woodard appoints Jeffrey D. Walker as Records Management Officer for one official year. (4/2026)

Resolution # 9762

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Jeffrey D. Walker as Records Management Officer for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Brent Cross as Building Commissioner for one official year. (4/2026)

Resolution # 9763

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Building Commissioner for one official year. (4/2026)

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 appoints Brent Cross as Stormwater Management Officer for one official year. (4/2026)

Resolution # 9764

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Stormwater Management Officer for one official year. (4/2026)

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 appoints Brent Cross as Engineer for one official year. (4/2026)

Resolution # 9765

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Engineer for one official year. (4/2026)

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 appoints Brent Cross as Zoning Officer and Code Enforcement Officer for one official year. (4/2026)

Resolution # 9766

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as Zoning Officer for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Allan VanDeMark of Williamson, Clune and Stevens as the Village Municipal Law Attorney for one official year. (4/2026)

Resolution # 9767

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Allan VanDeMark of Williamson, Clune and Stevens as the Village Municipal Law Attorney for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Attorney Thomas Kramer as the Village Prosecutor for one official year. (4/2026)

Resolution # 9768

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Attorney Thomas Kramer as the Village Prosecutor for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Beatrice Szekely as Village Historian for one official year. (4/2026)

Resolution # 9769

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Beatrice Szekely as Village Historian for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Fred Cowett as Village Forester for one official year. (4/2026)

Resolution # 9770

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Fred Cowett as Village Forester for one official year. (4/2026)

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 appoints George Tamborelle as the Village of Cayuga Heights Fire Superintendent for one official year. (4/2026)

Resolution # 9771

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of George Tamborelle as the Village of Cayuga Heights Fire Superintendent for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Roy Staley to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2026)

Resolution # 9772

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Roy Staley to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints herself to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2026)

Resolution # 9773

BE IT RESOLVED THAT: The Board of Trustees approves the appointment Mayor Linda Woodard to the Board of Directors of the Bolton Point Water Commission for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints herself to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for one official year. (4/2026)

Resolution # 9774

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Board of Directors of Tompkins County Council of Governments (TCCOG) for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Richard Robinson as an Alternate to the Board of Directors of the Tompkins County Council of Governments (TCCOG) for one official year. (4/2026)

Resolution # 9775

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Rich Robinson as Alternate to the Board of Directors of Tompkins County Council of Governments (TCCOG) for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Rennekamp

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

Nays: none

Abstentions: Trustee Robinson

Motion Carried

Mayor Woodard appoints Alice Wagenknecht-Wiesner to the Tompkins County Council of Governments (TCCOG) Community Choice Aggregation Subcommittee for one official year. (4/2026)

Resolution # 9776

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Alice Wagenknecht-Wiesner to the Tompkins County Council of Governments (TCCOG) Community Choice aggregation Subcommittee for one official year. (2026)

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 appoints Clerk Jeffrey Walker to the Greater Tompkins County Municipal Health Insurance Consortium Design Committee for one official year. (4/2026)

Resolution # 9777

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Clerk Jeffrey D. Walker to the Greater Tompkins County Municipal Health Insurance Consortium Design Committee for one official year. (4/2026)

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 appoints Trustee Salton to the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2026)

Resolution # 9778

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Salton to the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Salton

Motion Carried

Mayor Woodard appoints herself as an Alternate on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2026)

Resolution # 9779

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard as Alternate on the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Kristi Rennekamp to the Administration Committee for one official year. (4/2026)

Resolution # 9780

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kristi Rennekamp to the Administration Committee for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Rennekamp

Motion Carried

Mayor Woodard appoints Trustee Jennifer Biloski as Chair of the Administration Committee for one official year.(4/2026)

Resolution # 9781

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski as Chair to the Administration Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Biloski

Motion Carried

Mayor Woodard appoints herself to the Administration Committee for one official year. (4/2026)

Resolution # 9782

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Administration Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Sam Conway to the Public Safety Committee for one official year. (4/2026)

Resolution # 9783

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Sam Conway to the Public Safety Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Conway

Motion Carried

Mayor Woodard appoints Trustee Jennifer Biloski as chair to the Public Safety Committee for one official year. (4/2026)

Resolution # 9784

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski as chair of the Public Safety Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Biloski

Motion Carried

Mayor Woodard appoints Trustee Kent Hubbell to the Public Works Committee for one official year. (4/2026)

Resolution # 9785

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kent Hubbell to the Public Works Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Hubbell

Motion Carried

Mayor Woodard appoints Trustee Richard Robinson as Chair to the Public Works Committee for one official year. (4/2026)

Resolution # 9786

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Richard Robinson as Chair to the Public Works Committee for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Robinson

Motion Carried

Mayor Woodard appoints herself to the Public Works Committee for one official year. (4/2026)

Resolution # 9787

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Public Works Committee for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Kent Hubbell to the Wastewater Committee for one official year. (4/2026)

Resolution # 9788

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kent Hubbell to the Wastewater Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: Trustee

Motion Carried

Mayor Woodard appoints Trustee Richard Robinson as Chair to the Wastewater Committee for one official year. (4/2026)

Resolution # 9789

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Richard Robinson as Chair to the Wastewater Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: Trustee Robinson

Motion Carried

Mayor Woodard appoints herself to the Wastewater Committee for one official year. (4/2026)

Resolution # 9790

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Wastewater Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Kristi Rennekamp as Chair to the Finance Committee for one official year.(4/2026)

Resolution # 9791

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kristi Rennekamp as Chair to the Finance Committee for one official year. (4/2026)

Motion: Trustee Conway

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Rennekamp

Motion Carried

Mayor Woodard appoints Trustee Sam Conway to the Finance Committee for one official year. (4/2026)

Resolution # 9792

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Sam Conway to the Finance Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Conway

Motion Carried

Mayor Woodard appoints herself to the Finance Committee for one official year. (4/2026)

Resolution # 9793

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Finance Committee for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Richard Robinson as Chair to the Information Technology Committee for one official year. (4/2026)

Resolution # 9794

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Richard Robinson as Chair to the Information Technology Committee for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: Trustee Robinson

Motion Carried

Mayor Woodard appoints Trustee Conway to the Information Technology Committee for one official year. (4/2026)

Resolution # 9795

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Conway to the Information Technology Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: Trustee Conway

Motion Carried

Mayor Woodard appoints Trustee Richard Robinson to the Human Resource Committee for one official year. (4/2026)

Resolution # 9796

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Richard Robinson to the Human Resource Committee for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Conway

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

Nays: none

Abstentions: Trustee Robinson

Motion Carried

Mayor Woodard appoints Trustee Jennifer Biloski as Chair of the Human Resource Committee for one official year. (4/2026)

Resolution # 9797

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Human Resource Committee for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Conway

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

Nays: none

Abstentions: Trustee Biloski

Motion Carried

Mayor Woodard appoints herself to the Human Resource Committee for one official year. (4/2026)

Resolution # 9798

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Human Resource Committee for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Trustee Kent Hubbell to the Climate Smart Taskforce Committee for one official year. (4/2026)

Resolution # 9799

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kent Hubbell to the Climate Smart Taskforce Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: Trustee Hubbell

Motion Carried

Mayor Woodard appoints Village resident Alice Wagenknecht-Wiesner as chair to the Climate Smart Taskforce Committee for one official year. (4/2026)

Resolution # 9800

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Alice Wagenknecht-Wiesner to the Climate Smart Taskforce Committee for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Bilsoki

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Village Clerk Jeffrey D. Walker to the Climate Smart Community Task Force for one official year. (4/2026)

Resolution # 9801

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village Clerk Jeffrey D. Walker to the Climate Smart Community Task Force for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Brent Cross to the Ithaca Tompkins County Transportation Counsel and the Planning Committee of the Ithaca Tompkins County Transportation Counsel or one official year. (4/2026)

Resolution # 9802

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross to the Ithaca Tompkins County Transportation Counsel and Planning Committee of the Ithaca Tompkins County Transportation Counsel for one official year. (4/2026)

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 appoints Trustee Jennifer Biloski to the Ithaca Tompkins County Transportation Counsel and the Policy Committee for the Ithaca Tompkins County Transportation Counsel for one official year. (4/2026)

Resolution # 9803

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Jennifer Biloski to the Ithaca Tompkins County Transportation Counsel and the Policy Committee for the Ithaca Tompkins County Transportation Counsel for one official year. (4/2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: Trustee Biloski

Motion Carried

Mayor Woodard appoints Brent Cross as an alternate to the Policy Committee of the Ithaca Tompkins County Transportation Counsel for one official year. (4/2026)

Resolution # 9804

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Brent Cross as an alternate to the Policy Committee of the Ithaca Tompkins County Transportation Counsel for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Village resident Fred Cowett as Chair to the Village Planning Board for a five-year term. (4/2030)

Resolution # 9805

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village resident Fred Cowett as Chair of the Village Planning Board for a five-year term. (4/2030)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Village resident Matt Johnston to the Village Planning Board for a five-year term. (4/2030)

Resolution # 9806

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village resident Matt Johnston to the Village Planning Board for a five-year term. (4/2030)

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Village resident Elaine Quaroni as an alternate to the Village Planning Board for a five-year term. (4/2030)

Resolution # 9807

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village resident Elaine Quaroni as an alternate to the Village Planning Board for a five-year term. (4/2030)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints herself as the liaison to the Village Planning Board for a one-year term. (4/2026)

Resolution # 9808

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard as the liaison to the Village Planning Board for a one-year term. (4/2026)

Motion: Trustee Biloski

Second: Trustee Conway

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

Nays: none

Abstentions: Mayor Woodard

Motion Carried

Mayor Woodard appoints Lucy Staley as Chair of the Village Zoning Board of Appeals for a five-year term. (4/2030)

Resolution # 9809

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Lucy Staley as chair of the Village Zoning Board of Appeals for a five-year term. (4/2030)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Danny Szpiro as a member of the Village Zoning Board of Appeals for a five-year term. (4/2030)

Resolution # 9810

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Danny Szpiro as a member of the Village Zoning Board of Appeals for a five year term. (4/2030)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Susan Barnett as a member of the Village Zoning Board of Appeals for a five-year term. (4/2030)

Resolution # 9811

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Susan Barnett as a member of the Village Zoning Board of Appeals for a five year term. (4/2030)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Maryann Friend as an alternate member of the Village Zoning Board of Appeals for a five-year term. (4/2030)

Resolution # 9812

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Maryann Friend as an alternate member of the Village Zoning Board of Appeals for a five year term. (4/2030)

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints herself as the Village Zoning Board of Appeals liaison for one official year. (2026)

Resolution # 9813

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linds Woodard as the liaison to the Village Zoning Board of Appeals for one official year. (4/2026)

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Bea Szekely to the Village Historical Preservation Committee for one official year. (2026)

Resolution # 9814

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Bea Szekely to the Village Historical Preservations Committee for one official year. (2026)

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints Kent Hubbell to the Shade Tree Advisory Committee for one official year. (4/2026)

Resolution # 9815

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Trustee Kent Hubbell to the Shade Tree Advisory Committee for one official year. (4/2026)

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: Trustee Hubbell

Motion Carried

Mayor Woodard appoints Fred Cowett to the Shade Tree Advisory Committee for one official year. (4/2026)

Resolution # 9816

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Fred Cowett as chair to the Shade Tree Advisory Committee for one official year. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Mayor Woodard appoints herself to the Shade Tree Advisory Committee for one official year. (4/2026)

Resolution # 9817

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Mayor Linda Woodard to the Shade Tree Advisory Committee for one official year. (4/2026)

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

Motion Carried

Mayor Woodard appoints Scott Howard to the Shade Tree Advisory Committee for one official year. (4/2026)

Resolution # 9818

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Scott Howard to the Shade Tree Advisory Committee for one official year. (4/2026)

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

Motion Carried

Mayor Woodard appoints Village resident Hazel Gunn to the Shade Tree Advisory Committee for one official year. (4/2026)

Resolution # 9819

BE IT RESOLVED THAT: The Board of Trustees approves the appointment of Village resident Hazel Gunn to the Shade Tree Advisory Committee for one official year. (4/2026)

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

Motion Carried

6. Annual Resolutions:

Resolution # 9820

A. DESIGNATION OF THE VILLAGE’S OFFICIAL NEWSPAPER

WHEREAS: The Ithaca Journal has general circulation within the Village; and

WHEREAS: The Ithaca Journal is not published in the village, but the Board of Trustees determines that it is broadly distributed within the Village; and

WHEREAS: Designation of an official newspaper is generally effective for one year.

THEREFORE, BE IT RESOLVED THAT: the Ithaca Journal is designated the official newspaper of record for the Village of Cayuga Heights Official Year.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution # 9821

B. RULES OF PROCEDURE:

WHEREAS: New York State law does not establish meeting procedures for village boards of trustees; and

WHEREAS: Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure.

THEREFORE, BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees establishes the following Meeting Rules of Procedure:

- I. **REGULAR MEETINGS:** The date, location, and time for regular meetings of the Board of Trustees is established as the 3rd Wednesday of each month at Marcham Hall starting at 7:00 p.m. as follows: : Apr. 16th , May 21st , June 18th , July 16th , Aug.20th, Sept. 17th, Oct. 15th, Nov. 19th, Dec. 17th, Jan. 21st 2026 , Feb. 18th , March 18th
- II. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24 hours' notice.
- III. **QUORUM:** A quorum of the Board of Trustees must be physically present to conduct business. A quorum is a majority of the total legally authorized membership of the body, regardless of vacancies or absences. Although a quorum is required to conduct a meeting, a majority vote of the total legally authorized membership of the body is still required to pass most measures.
- IV. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered by a motion made from a properly noticed and conducted open meeting.
- V. **AGENDAS:** The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 48 hours before the meeting's start time. The agenda must be prepared by noon on the day of the meeting.

However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

- VI. VOTING: Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present, and their votes must be entered in the minutes.
- VII. GENERAL RULES:
 - a. The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move, and take any action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
 - b. Every motion must be seconded before being put to a vote: all motions must be recorded in their entirety in the Board's minutes.
 - c. Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-third vote to pass.
 - d. Videoconferencing:

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Board of Trustees/Planning Board/Zoning Board of Appeals (the "Board"), following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Board members shall be physically present at any meeting of the Board unless such a member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Mayor/Chairperson of the Planning Board/Chairperson of the Zoning Board of Appeals no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Board may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the Board shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This requirement shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Board shall provide that each open portion of any meeting conducted using extraordinary circumstances, videoconferencing shall be recorded and such recordings posted or linked on the Board's website (<https://cayugaheights.gov>) within five business days following the meeting and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the Board are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Board shall provide the opportunity for members of the public to view such meetings by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Board conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall be broadcast pursuant to the requirements of POL § 103(f) and shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 if the Board determines that the

circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the Board’s website (cayugaheights.gov).

VIII GUIDELINES FOR PUBLIC COMMENT: Privilege of the Floor guidelines are as established January 9, 2012 Board of Trustee meeting as follows.

Meetings of the Board of Trustees of the Village of Cayuga Heights take place in accordance with New York State law, for the purpose of Village governance. Meetings are convened by the Mayor or by an appointed deputy.

Discussion takes place among the members of the Board with the Village professional staff. Minutes are recorded by the Clerk. As provided in the New York State Open Meetings Law, all Board meetings are open to the public, and members of the public are welcome to attend.

Although not required by law, the Mayor and the Trustees of Cayuga Heights offer Privilege of the Floor in order to provide individuals in the audience with the opportunity to voice their opinion on Village affairs.

In the interest of expediting the flow of Village business during its lengthy meetings, Privilege of the Floor is open for 30 minutes only, ordinarily following any scheduled Public Hearings.

Fifteen (15) minutes prior to the commencement of any regularly scheduled Board of Trustee’s meeting, a sign-in sheet will be placed on a table inside the meeting room. Upon arrival, all attendees are requested to sign in, indicating if they wish to speak. The speakers may give their name and address if they choose. If a speaker does not want to provide their name, they must sign in as “Anonymous Speaker” and then they are responsible for remembering the number associated with their place on the list.

Attendees will be called to speak in the order shown on the sign-in sheet on a first come, first-to-speak basis.

Speakers are asked to stand unless prevented by a disability, to give their name and address if they so choose and must limit their remarks to two minutes of time. Please note that a speaker’s time may not be yielded to other speakers.

Speakers are requested to observe standards of courtesy and good taste and may be asked to terminate remarks at any time by the Mayor or another presiding officer. Audience members are asked not to engage with the speaker, or with each other.

The Village Clerk keeps time and gives notice when 30 seconds are remaining. Occasionally, Board members may ask a speaker for clarification.

Speakers are very welcome to submit their comments to the Board in writing for consideration and attachment to the meeting minutes. The minutes will include all the speakers’ names, if provided by the speaker, with a brief statement of their positions.

Although the public is only invited to speak during Privilege of the Floor, the Board may, at its discretion, allow the public to speak at other times. Speakers must be recognized by the Mayor or by another presiding officer.

Anyone with an interest in any facet of Village government is encouraged to contact the Mayor, the Board of Trustees and the Village staff through email addresses found on the Village of Cayuga Heights web site (www.CayugaHeights.gov).

Adopted by the Board of Trustees, Village of Cayuga Heights, December 12th, 2011

IX MINUTES:

- a. The Clerk is responsible for taking the minutes of the board. Minutes must consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes must be taken for an executive session of any action that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b. Minutes must also include the following:
 - i. Name of the Board.
 - ii. Date, place, and time of the meeting.
 - iii. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
 - iv. Name and title of other village officials and employees present and the approximate number of attendees.
 - v. Record of communications presented to the Board.
 - vi. Record of reports made by Board or other village personnel; and
 - vii. Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c. Minutes may contain a summary of the discussion leading to action taken but should not include verbatim comments unless a majority of the Board resolves to have the Clerk do so.
- d. The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustees by a majority vote.

X ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a. Call to order.
- b. Approval of minutes of previous meeting(s).
- c. Public comment period.
- d. Report on officers and committees (Fire, Treasurer, Mayor, Engineer, Trustees, Police, Public Works, Clerk);
- e. Report of the Attorney.
- f. Adjournment

XI GUIDELINES FOR THE USE OF RECORDING EQUIPMENT: All members of the public and all public officials are allowed to tape or record video public meetings. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner, taking into consideration, but not limited to, the brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.

XII ADJORNMENT: Meeting may be adjourned by motion.

XIII AMENDMENTS TO THE RULES OF PROCEDURE: The forgoing procedure may be amended from time to time by a majority vote of the Board.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none
Abstentions: none

Motion Carried

Resolution # 9822

C. DESIGNATING DEPOSITORY:

WHEREAS: the Board of Trustees has determined that Village Law § 4-412 (3)(2) requires the designation of banks or trust companies for the deposit of all village monies,

THEREFORE, BE IT RESOLVED THAT:

Section 1. That the Board of Trustees designates the Tompkins Community Bank, Ithaca, NY & Community Bank, Ithaca, NY as official depositories for all Village funds received by the Village Clerk, receiver of taxes for the Fiscal Year June 1, 2025 – May 31, 2026.

Sections 2. That the Clerk is authorized to notify Tompkins Community Bank and Community Bank of Ithaca of the following names to be honored on checks for the Fiscal Year June 1, 2025 – May 31, 2026 with two signatures required for each check.

Mayor Linda Woodard, Deputy Treasurer Rennekamp, Clerk Jeffrey D. Walker, Treasurer Laura Dolch
Section 3. That this resolution is effective immediately.

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

Motion Carried

D. DESIGNATING MEETING DATES:

Resolution # 9823

BE IT RESOLVED THAT: The date, location, and time for next regular Board of Trustees meeting is April 16th 2025 at Marcham Hall, 7:00 p.m.

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

Motion Carried

Resolution # 9824

BE IT RESOLVED THAT: The date, location, and time for regular meetings of the Planning Board is established as the 4th Monday of the month at Marcham Hall starting at 7:00 p.m.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution # 9825

BE IT RESOLVED THAT: The date and time for regular meetings of the Zoning Board of Appeals is scheduled on an as needed basis (historically held the 1st Monday of the month at 7:00 p.m.).

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

F. ADVANCE APPROVAL OF CLAIMS:

Resolution # 9826

WHEREAS: The Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS: all such claims must be presented at the next regular meeting for audit; and

WHEREAS: this resolution is consistent with the Village of Cayuga Heights Procurement Policy; and

WHEREAS: the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount of Board of Trustees disallows.

THEREFORE, BE IT RESOLVED THAT:

Section 1. That the Board of Trustees authorized payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount of Board of Trustees disallows.

Section 2. That this resolution is effective immediately.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

7. VCHFD Slate of Officers:

Resolution # 9827

BE IT RESOLVED THAT: The Village of Cayuga Heights Fire Department held their elections on March 23, 2025 and The Village Board of Trustees approves the Slate of Officers.

Asst. Chief Joe Price

Asst. Chief Mikael Garrett

Asst. Chief Sophie Janowsky

Lt. Macey Chasman

Lt. Titus Pierce

Lt. Gaelan Walsh

Lt. Jane Reagan

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

8. Refuse Capital Improvements Reserve Fund.

Resolution # 9828

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 “Refuse Capital Improvements 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.

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

9. Schedule a Public Hearing for Proposed Local Law C of the year 2025- Tax Cap

- Mayor Woodard states that the next item on the agenda is to set a Public Hearing for Proposed Local Law C of the year 2025- to override the tax levy limit established in general municipal law.
- Trustee Rennekamp states that she did not meet with Treasurer Dolch to go over these numbers, but it directed from New York State.
- Mayor Woodard states that it is also a matter of home rule. We have passed this local law every year.
- Clerk Walker states that we will need to pass this local law this year since we do exceed the allowed increase in the growth factor.
- Mayor Woodard states that despite the reduction in our tax rate, it will still be over because of the huge increase in the assessments.

Resolution # 9829

BE IT RESOLVED THAT: The Village of Cayuga Heights Board of Trustees does hereby schedule a Public Hearing on Proposed Local Law C of the year 2025- to override the tax levy limit for fiscal year 2025-2026.

PROPOSED LOCAL LAW C OF 2025

DRAFT

A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C

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

Section 1 Legislative Intent: It is the intent of this local law to allow the Village of Cayuga Heights to adopt a budget for the fiscal year commencing in 2025 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

Section 2 Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c which expressly authorizes a local governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3 Tax Levy Limit Override: The Board of Trustees of the Village of Cayuga Heights, County of Tompkins, is hereby authorized to adopt a budget for the fiscal year commencing in 2025 that requires a real property tax levy over the amount otherwise prescribed in General Municipal Law §3-c.

Section 4 Severability: If a court determines that any clause sentence paragraph subdivision or part of this local law or the application thereof to any person firm or corporation or circumstance is invalid or unconstitutional the court order or judgment shall not affect impair or invalidate the remainder of this local law but shall be confined in its operation to the clause sentence paragraph subdivision or part of this Local Law or in its application to the person individual firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Section 5 Effective Date: This Local Law shall take effect immediately upon filing with the Secretary of State.

Motion: Trustee Hubbard

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

10. Adjournment: Mayor Woodard adjourns the meeting at 8:05 p.m.

EXHIBIT 2026-011

April 15, 2025

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report March 2025

March was the busiest month that I can remember for the department with 77 runs for the month. We had 50 calls in the Village of Cayuga Heights, 23 calls in the Town of Ithaca and 4 mutual aid requests. There were 43 EMS calls and 34 fire responses. On March 16th we had a storm roll over the village. We had 17 requests for service for trees and wires down in 2 hours. There was a widespread power outage during the storm. Many of the wires remained live after they came down, creating a very dangerous situation. There were several times when our crews had to get on the vehicle public address system and notify people approaching the lines to move back. We quickly called in crews from the DPW who responded quickly to assist with clearing the trees as NYSEG deenergized the lines. With the help of the DPW we were able to quickly get power back on to the village. There were no injuries from any of these calls. We were able to close roads with barricades and assistance from the police department. This was another example of the seamless interaction between village departments. We were requested to assist Lansing late in the month for a working structure fire with entrapment. We responded to the scene and assisted with fire suppression and search. A few days later we were again requested to assist Lansing for another reported structure fire at the medical office complex in the 2300 block of N. Triphammer Road. Cayuga Heights was the first arriving fire units. On arrival we found that there was a person with a mental health crisis in police custody. This person had broken into a medical office and started a fire in the building. The police agencies were able to deploy multiple fire extinguishers and put the fire out. We assisted with ventilating the building.

We continued the brisk pace of training in March. This was another month that we held training that tied into each other. We have many of our newer members getting their state classes and moving toward interior firefighter status, so we had another month of size up, roll in and initial attack. We are drilling very hard to get all of the people who want to move up comfortable and competent with the skills they need for promotion. Late in the month we did an EMS training covering allergies for ALS and BLS providers. All of our basic EMTs are training to use EpiPens, and our ALS providers are able to administer all medications for these calls. In early April several of us are traveling to the Fire Department Instructors Conference in Indianapolis for 4 days of training. In April we are using Meridian Training Solutions to teach Fire Ground Boss training. This class is being taught by Tom Basher who owns Meridian. Tom is a retired Ithaca Fire Department Assistant Fire Chief. Tom teaches nationally on fire and EMS and is a great resource for our department.

We ordered the appliances for the kitchen project because of the upcoming tariffs. We did go and talk to B&W Supply after the budget was approved and they said that they had the appliances we are planning to use for the project in stock but anything that is ordered in the coming weeks could be much more expensive with the possibility of prices increasing due to tariffs. This seemed like a prudent thing to do to keep the project in budget.

We are looking forward to celebrating our members at our Installation Dinner on April 26th at RaNic. We look forward to seeing all of our members and those we work closely with for a wonderful night.

It would be nice if the weather turned a bit warmer. Motivation is high at the station, and we are getting requests from members to stay at the station for the summer, which is always great for our staffing.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2026-011
VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
April 2025

Revenues and Expenses:

March 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.

Approval of Abstract 11:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract 11 for FYE2025 consisting of:

- TA vouchers 82-89 in the amount of \$17,004.09 and
 - Consolidated Fund vouchers 782-851 in the amount of \$390,285.34
- 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 March, 2025:

DATED: April 10, 2025

TREASURER

	Balance 02/28/2025	Increases	Decreases	Balance 03/31/2025
A GENERAL FUND - VILLAGE				
CASH - CHECKING	1,998,332.83	353,308.73	366,779.92	1,984,861.64
CASH - SAVING	23,506.97	1.00	0.00	23,507.97
CERTIFICATE OF DEPOSIT	442,283.84	1,525.96	0.00	443,809.80
NYCLASS GENERAL	1,028,721.32	73,771.14	0.00	1,102,492.46
PETTY CASH	450.00	0.00	0.00	450.00
TOTAL	3,493,294.96	428,606.83	366,779.92	3,555,121.87
CD SPECIAL GRANT FUND				
CASH	4,471.89	4,891.47	4,891.47	4,471.89
CASH - POLICE COMP TIME RESERV	28,029.61	0.00	0.00	28,029.61
Fire Truck Reserve 2025	62,275.56	7,168.00	0.00	69,443.56
825 Hanshaw Reserve 2025	7,168.00	0.00	7,168.00	0.00
CASH - JCAP COURTROOM SEATING	0.00	1,600.00	0.00	1,600.00
Police LETECH Grant	23,414.43	0.00	4,716.47	18,697.96
Solar Panels 2025	-10,211.36	0.00	0.00	-10,211.36
CASH - POL TRIAD GRANTS	1,553.58	0.00	0.00	1,553.58
CASH - BEAUTIFICATION SPECIAL	3,607.86	0.00	0.00	3,607.86
CASH - FIRE DEPT DONATIONS	45,138.04	0.00	0.00	45,138.04
CASH - DONATIONS FOR BODY CAME	0.00	175.00	175.00	0.00
RESERVE FOR BANK INTEREST	0.00	944.68	0.00	944.68
CASH - GENERAL POLICE DONATION	74,397.05	0.00	175.00	74,222.05
Water Main Reserve	32,141.98	0.00	0.00	32,141.98
TOTAL	271,986.64	14,779.15	17,125.94	269,639.85
F WATER FUND				
CASH - CHECKING	334,578.93	13,885.50	20,756.26	327,708.17
NYClass - Water	62,462.16	222.65	0.00	62,684.81
TOTAL	397,041.09	14,108.15	20,756.26	390,392.98
G SEWER FUND				
CASH - CHECKING	-128,671.70	92,249.06	111,373.79	-147,796.43
NYCLASS SEWER	87,316.65	311.25	0.00	87,627.90
Rail Loan - NYClass	1,015,465.89	3,619.64	0.00	1,019,085.53
TOTAL	974,110.84	96,179.95	111,373.79	958,917.00
H CAPITAL FUND				
CASH - CHECKING	-2,065,255.79	0.00	4,811.44	-2,070,067.23
NY CLASS	37,018.78	131.93	0.00	37,150.71
TOTAL	-2,028,237.01	131.93	4,811.44	-2,032,916.52
TA TRUST & AGENCY				
CASH - CHECKING	16,090.37	176,516.82	177,353.82	15,253.37
TOTAL	16,090.37	176,516.82	177,353.82	15,253.37
TOTAL ALL FUNDS	3,124,286.89	730,322.83	698,201.17	3,156,408.55

EXHIBIT 2026-013

PROPOSED LOCAL LAW C OF 2025

DRAFT

A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C

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

Section 1 Legislative Intent: It is the intent of this local law to allow the Village of Cayuga Heights to adopt a budget for the fiscal year commencing in 2025 that requires a real property tax levy in excess of the tax levy limit as defined by General Municipal Law §3-c.

Section 2 Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c which expressly authorizes a local governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3 Tax Levy Limit Override: The Board of Trustees of the Village of Cayuga Heights, County of Tompkins, is hereby authorized to adopt a budget for the fiscal year commencing in 2025 that requires a real property tax levy over the amount otherwise prescribed in General Municipal Law §3-c.

Section 4 Severability: If a court determines that any clause sentence paragraph subdivision or part of this local law or the application thereof to any person firm or corporation or circumstance is invalid or unconstitutional the court order or judgment shall not affect impair or invalidate the remainder of this local law but shall be confined in its operation to the clause sentence paragraph subdivision or part of this Local Law or in its application to the person individual firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Section 5 Effective Date: This Local Law shall take effect immediately upon filing with the Secretary of State.

EXHIBIT 2026-014

Sewer Fund:

SEWER FUND	Actual	Actual	Actual	Actual	Budget	YTD (March 1)	Budget
	FY 2021	FY 2022	FY 2023	FY2024	FY2025	FY2025	FY2026
TOTAL REVENUES	\$ 1,456,739	\$ 1,480,471	\$ 1,569,751	\$ 1,792,720	\$ 2,003,241	1,443,162	2,938,590
TOTAL EXPENDITURES	\$ 1,243,080	\$ 1,300,475	\$ 1,584,190	\$ 2,219,088	\$ 2,196,084	1,713,427	2,805,624
DIFFERENCE	\$ 213,659	\$ 179,996	\$ (14,439)	\$ (426,368)	\$ (192,842)	\$ (270,265)	132,965
FUND BALANCE (start of the year)				\$ 633,951	\$ 207,583		110,658
Fund Balance after balancing the budget or at end of year	288518			\$ 207,583	\$ 110,658		243,624

Water Fund

WATER FUND	Actual	Actual	Actual	Actual	budget	Budget
	FY 2021	FY 2022	FY 2023	FY2024	FY2025	FY2026
TOTAL REVENUES	\$ 782,522.23	\$ 648,577.00	\$ 788,272.66	\$ 786,652.38	\$ 814,500.00	\$ 811,500.00
TOTAL EXPENDITURES	\$ 653,452.00	\$ 633,408.00	\$ 711,834.42	\$ 756,281.01	\$ 887,238.19	\$ 1,019,657.73
DIFFERENCE	\$ 129,070.23	\$ 15,169.00	\$ 76,438.24	\$ 30,371.37	\$ (72,738.19)	\$ (208,157.73)
FUND BALANCE - at start			\$ 398,493.00		\$ 424,296.19	\$ 391,754.00
Fund balance after balancing the budget					\$ 391,754.00	\$ 183,596.27

:

EXHIBIT 2026-015
VILLAGE OF CAYUGA HEIGHTS
DRAFT

LOCAL LAW D OF THE YEAR 2025

**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 \$6.32/1000 gallons consumed for inside users and a rate of \$9.48/1000 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 June 1, 2025, annual sewer rates shall be established at a rate of \$6.32/1000 gallons used for treatment of wastewater originating from properties located within the Village and a rate of \$9.48/1000 gallons used for treatment of waste water originating from properties located outside of the Village.

Section IV. SUPERSEDING EFFECT

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

Section V. VALIDITY

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

Section VI. EFFECTIVE DATE

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

EXHIBIT 2026-016

Cayuga Heights Village Historian's Annual Report, 2024

Beatrice Szekely, Village of Cayuga Heights, January 2025

For the first time, I received a form from the New York State Museum, where the State Historian's office is located, to fill out about my work in 2024 as historian of Cayuga Heights. So what follows, unlike the prior reports I have completed annually since 2014, are my responses to sections in the new form.

Exhibits

The History Center in Tompkins County is preparing an exhibit on transportation at its exhibition space downtown in Ithaca for which I have offered an iron railroad spike (ca. 1918) and photos documenting a branch of the Ithaca Street Railroad (or trolley) that ran through Cayuga Heights early in the twentieth century.

School Classroom Lectures/Presentations

At their request, I have recently shared with the principal of the Cayuga Heights Elementary School and a spokesperson for the parent community an article I wrote last year on the anniversaries of the opening of the first school in the village around 1823 and the opening in 1923 of the original building where the school stands today.

Public Lectures/Presentations

August 24, 2024, participation with Patricia Longoria, member of the Tompkins County Historical Commission and former village deputy historian, in leading a Walk and Talk for Historic Ithaca in Pleasant Grove Cemetery.

Historical Research

Responded to queries about the history of properties in the village at 102 Sunset Drive and 329 Highland Road, shared a topographical map of the property at 615 Highland Road with current owners, and compiled a history of the house and lot at 312 Cayuga Heights Road for new owners.

Publications

June: wrote an article for the village eNewsBlast on a garden that has been maintained by three generations of residents and, with the mayor and the current gardener, was interviewed for a segment of WENY television news.

<https://cayuga-heights.ny.us/an-intergenerational-garden/> and
<https://us13.campaign-archive.com/?u=8405a44b1bdcee498a984e527&id=5427eae0ca>

September: wrote another article for the biweekly eNewsBlast, about tree planting in the village referencing the history of the landscape at Kendal in Ithaca.

<https://us13.campaign-archive.com/?u=8405a44b1bdcee498a984e527&id=ff58fbb0b3>

October: wrote an article on the village mayoralty and board of trustees for the annual Village Voices newsletter.

<https://cayuga-heights.ny.us/wp-content/uploads/2024/11/Village-Voices-2024.pdf>

December: self-published a book titled, *University Suburb, Founding the Village of Cayuga Heights in Ithaca, New York*; available from the museum store of The History Center in Tompkins County:

<https://thehistorycenter.net/Store>.

Historical Events/Celebrations

In August, attended the unveiling of statues of two women downtown in Ithaca: activist Lucy Brown and Frances Perkins, the first female US cabinet member.

In November, attended the unveiling of a roadside marker (given by the Pomeroy Foundation) in the hamlet of Forest Home that adjoins Cayuga Heights, commemorating residence there in the 1920s by the author Pearl Buck.

Historic Preservation Projects

In February, I met with Tamara Pilson, a first-year graduate student in the two-year historic preservation program of the College of Art, Architecture and Planning at Cornell, who was undertaking research for a historic structure report on Marcham Hall, the early 19th century building that houses the village offices. In April, I joined Pilson on-site for a discussion of the results of her report with her instructor at Cornell, the village clerk, and the superintendent of public works.

Heritage Tourism Projects

See the Walk and Talk program for Historic Ithaca at Pleasant Grove Cemetery referenced above.

Conference/Workshops Attended

Participation in monthly meetings of the Tompkins County municipal historians chaired by County Historian Laura Johnson-Kelly and meetings of an informal local history group led by former County Historian Carol Kammen.

Other

In the spring I was part of a task force appointed by Mayor Linda Woodard to draft a property maintenance law that was adopted by the Village of Cayuga Heights Board of Trustees in May. <https://cayuga-heights.ny.us/wp-content/uploads/2024/05/Property-Maintenance-Summary-Revised-1.pdf>

University Suburb, Founding the Village of Cayuga Heights in Ithaca, New York

A book talk at Marcham Hall, 836 Hanshaw Road, March 16, 2025

Beatrice B. Szekely, Village Historian

Good afternoon. Thank you very much for coming today to help me launch my book, *University Suburb, Founding the Village of Cayuga Heights in Ithaca, New York*. How fitting it is that we are gathering here in Marcham Hall, the village municipal building. Built a hundred years ago as a private home by Dorothy Cornell, granddaughter of Cornell University founder Ezra Cornell, Marcham Hall is emblematic of a close relationship between Cayuga Heights and the eponymous university. Called Stonecroft by its first owner, it was renamed Marcham Hall in honor of former mayor of the village and Cornell professor of history Frederick G. Marcham. My thanks to current Mayor Linda Woodard, the village trustees, and clerk Jeff Walker for making the building available to us; the village courtroom we are sitting in was once Dorothy Cornell's art studio. That's the door to what was her powder room; public restrooms, should you be looking, are reached through what was her sitting room behind the front hall.

The relationship between Cayuga Heights and Cornell is why the short title of the book you have come to hear about is *University Suburb*. I began to realize there was a story to tell about how the village came to be when I was a village trustee. What I propose to do today is show you some of the resources I used researching this origin story and tell you about them, leaving plenty of time—as any show-and-tell exercise must—for your comments and questions. Many of you live, or have lived here, or nearby; many of you know a great deal about the village and may have much to share. If you can't hear me at any time, please do raise your hand.

In sum, as those of you who have had a chance to read it know already, the opening chapters of the book narrate the development of Cayuga Heights by Jared Newman and Charles Blood, two Ithaca law partners, Cornell alumni and trustees who went into local politics. The concluding chapters narrate the municipal incorporation of the village by Cornell faculty members and the coalescence of community life around the Cayuga Heights School in the early twentieth century. Land purchases, road construction, and landscape design take place against a backdrop of town-gown relations and politics in the City of Ithaca and Tompkins County. Every place on the planet has its own story to tell; the rich resources for the history of this one—the only village in New York State founded in would otherwise have been just another faculty enclave in an upstate college town—compelled me to write about it.

Two secondary sources appear frequently in the chapter endnotes of the text: *A History of Cornell* by Cornell University humanities professor Morris Bishop, and *Crabgrass Frontier*, a history of American suburbia by Columbia University professor Kenneth T. Jackson. I've brought along my copy of the book written by Professor Jackson on Morningside Heights in New York City. You'll find a copy of the one by Professor Bishop in the collection of books written by residents of Cayuga Heights in Ithaca, New York, on the bookshelves here beside the fireplace. Morris Bishop and his wife, artist Alison Mason Kingsbury, lived in the chateau style house at the south end of Sunset Park in the village overlooking Cayuga Lake. A monograph about her by Jillian Piccirilli, with a forward by historian of Tompkins County Carol Kammen, has paintings by Kingsbury of seasonal views from the house on the front and back covers. When my husband and I arrived in Ithaca, the house at 903 Wyckoff Road was on sale for \$90,000; when Carol Kammen wrote the forward for *The Life and Art of Alison Mason Kingsbury* thirty years later, it was on the market for over a million. <https://rnc.library.cornell.edu/alisonmasonkingsbury/index.html> Alison Mason Kingsbury Bishop]

Maps drawn by three civil engineers in Ithaca named Crandall yield much of the information in *University Suburb*. Kirk Crandall drew a map of Cornell Heights overlooking Fall Creek between Cayuga Heights

and the Cornell campus in 1898. His brother Charles Crandall, a member of the first graduating class of the university, who stayed on to teach, mapped the extension of Cayuga Heights Road north of Cornell Heights in 1902. And their nephew Carl, who stayed on to teach, too, after graduating from Cornell in 1912, mapped land in Cayuga Heights for close to fifty years. Carl Crandall began producing graphic images of what the village looked like shortly after it was incorporated as a municipality on half a square mile of land in 1915. I chose the compass rose, which he drew for this wall map when the village grew to almost two square miles by annexation in 1953, for the cover. You won't find many adjectives and adverbs in *University Suburb*, though I've chosen the word "university" to modify "suburb." I leave it to you to decide what you think about what took place in this place. But I do find the hand-drawn Crandall maps wonderful and am deeply grateful whenever one of them explains the boundaries of properties described in deeds.

The voluminous records held in the Cornell University Library documenting the professional lives of developers Jared Newman and Charles Blood all but demanded a book. Newman, who was very much the senior partner, thought their joint real estate venture was important and wanted, very much, to be remembered for it. At one point, he even offered the editor of the *Ithaca Journal* the chance to publish a book based on ads he was placing in the paper under the heading "Cayuga Heights Notes." His son, Ithaca lawyer Charles Hardy Newman, pulled together 41 boxes of correspondence, legal documents, accounting records, blueprints, maps, clippings, and more when his father died. Blood left fewer records than Newman, but they contain innumerable letters the partners sent each other, spelling out in detail what they were doing and, sometimes, what they thought they would do but didn't. Many are upbeat; others less so, reflecting, for example, Blood's qualms about mortgages they took to invest in land together when they were young, or arguments over gas line rebates from NYSEG when each was in financial straits not long before he died.

To understand the real estate transactions Newman and Blood made in Cayuga Heights meant parsing many documents: most importantly, deeds found in abstracts of title summarizing the history of land ownership on Lots 88 and 90, two of the 600-acre plots of land in the vast Military Tract of Central New York given to veterans of the Revolutionary War. Newman and Blood created a title abstract listing land sales in Military Lot 88, known as the Renwick Tract on the west side of Cayuga Heights, in 1909. This contemporary copy is kept in the village safe. Newman made one for land east of Highland Road in Lot 90 in 1921, for which I used a copy from the library of The History Center in Tompkins County. It chronicles the early subdivision of farmland for suburban development in Cayuga Heights. If you live in a house built on or near The Parkway or nearby neighborhoods, your property may well be listed. Thanks to the Hubbell family, here's a piece of an oak tree that once stood on the boundary line between Military Lots 88 and 90; you may well remember seeing the old tree on East Upland Road across the street from Cayuga Heights Elementary School before it blew down only a few years ago. It figures prominently in a wonderful painting of the house at 109 East Upland by architect Arthur Gibb which the Hubbells kindly allowed me to include in the book.

Along with maps, the primary source for road making in Cayuga Heights is a set of legal papers given to the village by local attorney George Russell. Russell clerked for Jared Newman and practiced law downtown in Ithaca for sixty years. He lived on Klinewoods Road near Community Corners, so when he dropped the papers off with the village clerk here at Marcham Hall shortly before he died in the early 1980s, he didn't have far to come. These documents tell the story of Cayuga Heights Road, Wyckoff, Hanshaw, Highland, Klinewoods, Iroquois, Northway, Remington, and Triphammer Roads, as well as The Parkway—how their routes evolved and where they would go. They are road applications that when approved resulted in layout orders issued by the Town of Ithaca Board of Supervisors. The Town Board was pleased to approve the applications because the cost of maintaining a suburban landscape was more than the rural town's shrinking tax base could afford.

The road making story needed to be teased out of these documents because it created the bone structure of Cayuga Heights extant today. Newman thought the legacy of roads he and Blood were leaving us, which would be extended north to the Village of Lansing and east of North Triphammer Road when the village grew after World War II, would last a thousand years. I have Sol Gruner to thank for confirming the route of the trolley line the partners ran through Cayuga Heights. Richard Kerr, a member of the Cornell class of 1972, produced this richly illustrated history *The Ithaca Street Railway* in his senior year. A rusted iron spike that was driven into the ground to secure a railroad tie, only to be dug up by village forester Fred Cowett while planting a tree on Highland Road in 2023, is currently on display in an exhibit about transportation in Tompkins County downtown at The History Center. (Sorry, I can't show it to you today, but don't miss the exhibit: it's great. What I can show you is the first bond issued by the village: for the first \$500 of the \$2,500 cost of paving and rerouting the trolley line on Highland when the railroad spike was new in 1918.)

Mayors and clerks of the village have always taken great care of its municipal records, perhaps because Cayuga Heights is an academic community. Cornell law professor and first mayor of the village C. Tracey Stagg decided to save all the papers relating to the municipal incorporation in 1915 because he thought that someday they might have "historical value."

Among the records Stagg and his contemporaries put aside are those of the Cayuga Heights Association, formed a few years before the municipal incorporation took place. One is a handwritten note on the personal stationery of Daisy Sandidge, a schoolteacher from Texas who built the Sigma Chi fraternity house on Cayuga Heights Road in 1913; she enclosed a contribution of two dollars to efforts the Cayuga Heights Association was making to deal with tent caterpillars and snow removal. Another is a typewritten letter on the official stationery of the United States Military Prison at Fort Leavenworth, Kansas, from the prison executive officer, US Cavalry Captain Frank S. Barton. An alumnus, he had previously headed up the military cadet corps at Cornell and would soon be reassigned as commandant of the military training program at the university in World War I. He and his wife, though they would never build on it, purchased a double lot from Newman and Bood in Cayuga Heights that one day would be known as 507 Highland Road. Captain Barton enclosed a check for a dollar in his letter, sent wishes for good luck "in your war on the tent-caterpillar," and said he would reimburse the association for any expenses "to spray fruit trees on my lots."

The most interesting document relating to the founding of the village is, I think, this twenty-eight-page report on legal-size paper titled *In the Matter of the Proposed Incorporation of the Village of Cayuga Heights*. Addressed to members of the Cayuga Heights Association and circulated in six copies among twenty-five eligible voters, it was written by law professor and soon-to-be mayor Stagg. Stagg argued the case for incorporation so well in the report that when the vote was taken June 1, 1915, the proposal passed with 21 ballots marked in favor and one left blank. Among the points Stagg made persuasively were what he perceived to be the benefit of local home rule, convinced, as he was, that Cayuga Heights should have its own government rather than become part of the City of Ithaca.

What happened next during the founding years of the village is recorded in these two cardboard binders containing early board of trustees meeting minutes. Paper records since then, including village laws and ordinances, have been digitized by the Tompkins County clerk and made accessible from the public portal on the village website: <https://cayuga-heights.ny.us/for-residents/village-of-cayuga-heights-public-portal/>. Mayor Stagg, though village mayors in New York State were then called presidents, would be more than pleased. He and the two village trustees who served with him approved spending \$3.50 to purchase this embossing stamp in 1916; it still works perfectly, affixing the village seal on all official paper records. Along with information available due to the diligence of mayors and clerks, researching early village history is greatly facilitated by articles and editorials in local newspapers. Newspapers supported political parties with candor back in the day, and the Republican *Ithaca Journal* (*Ithaca Daily Journal* until 1913)

supported Republican Party stalwarts Newman and Blood throughout both their careers. Opposing viewpoints, which were responsible for the failure of Newman to be reelected mayor of the City of Ithaca in 1908 and Blood as judge and surrogate of Tompkins County a year later, appeared in the Democratic *Ithaca Daily News* and the short-lived, socialist *Ithaca Independent*. The *Cornell Daily Sun*, in which, to my knowledge, an unnamed reporter referred to Cayuga Heights for the first time as a “university suburb,” was another resource for local news. So, too, was the *Cornell Alumni News* under the editorship of alumnus Robert W. Sailor, who lived in Cayuga Heights on White Park Road and produced the first village directory in 1925.

In addition to proximity to Cornell, what distinguishes Cayuga Heights is the natural setting it shares with the university “far above Cayuga’s waters.” Fortunately, the network of village roads took shape at just the right time to take advantage of this picturesque location. While the roads and lots were surveyed and mapped by civil engineers, their placement was largely determined by the designs of two landscape architects whom developers Newman and Blood dealt with, Harold A. Caparn and Warren H. Manning. Both these men, Caparn from New York City and Manning from Boston, were important figures in the American school of landscape design pioneered by Frederick Law Olmsted in the second half of the 19th century. We owe the curving network of roads in Cayuga Heights, confusing though it may be, to their vision. It wasn’t easy to determine what each of these two men did because, as emeritus professor of landscape architecture at Cornell Daniel Krall explained to me was frequently the case with early practitioners, many of the plans each made were thrown out when he died. Records that have survived, however, make it clear that Caparn, whose papers, like those of Newman and Blood, have been deposited in the Cornell library archives, was primarily responsible for design of the roads and the streetcar route in Cayuga Heights. Proposals put forward by Manning, whose papers are held in the Iowa State University archives, were influential, particularly in the subdivision Newman named White Park, but they simply proved too expensive for execution.

So, there you have it: highlights of the material that made writing *University Suburb* unavoidable. I’ve not made time to talk about such resources as Cornell University faculty memorial statements, New York State Laws, Tompkins County public records, and much more accessed online and cited in endnotes. It was a gift to have so much available and the help of archivists, librarians, local history colleagues, friends and neighbors who guided my research, as well as the professional book design, editing, mapping and indexing services credited inside the front cover. A major regret is not being able to find the names and stories of the people who did the work building the physical infrastructure and houses in the village. Who, for example, was the unknown workman that drove that railroad spike into the ground for the Highland Road trolley?

Thank you again for coming. Feel free to take a closer look at anything I’ve brought today of interest (but, please don’t touch the documents). If you would like to know more about Marcham Hall, there are copies of a history of the house I wrote for the 2015 centennial on the table in the front hall, alongside copies of a history of place names in the village by Pat Longoria. For information about village houses, their architects, and much more do access the Cayuga Heights History Project website, which Pat, Carole Schiffmann and Randi Kepecs produced. It’s Carole and Randi we must thank for the book collection in Dorothy Cornell’s bookcase.

And please don’t forget the sign-in sheet on the table along with the biscotti I hope you will enjoy.

EXHIBIT 2026- 017

**Cayuga Heights Village Court
Summary Report of Cases Started
Judge Kathleen A. Bergin**

01/01/2024 to 12/31/2024

All Judges

Report date: 03/03/2025

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	35	17	110.00	250.00	0.00
VTL	900	707	43966.00	40010.00	0.00
CIV	2	2	0.00	0.00	40.00
TL	72	54	17575.00	93.00	0.00
LL	29	29	655.00	0.00	0.00
TAX	4	4	500.00	93.00	0.00
TOTALS	1042	813	62806.00	40446.00	40.00

ADDITIONAL INFORMATION

Number of DWIs - 1192:	4	Closed: 1	Fines/Fees: \$878.00
Number of AUOs - 511:	44	Closed: 23	Fines/Fees: \$2309.00
Number of Speeds - 1180:	308	Closed: 260	Fines/Fees: \$54842.00
Number of Defendants:	747		
Total Number Charges:	1042		
Average Charges/Defendant:	1.39		
Number of Small Claims:	1		

NOTE: Dollars are calculated for fines assessed, not amount collected.

EXHIBIT 2026- 018

VILLAGE OF CAYUGA HEIGHTS 2025 ARBOR DAY PROCLAMATION

WHEREAS, Arbor Day was created in 1872 in Nebraska as a special day for planting and celebrating trees and is now celebrated throughout the United States; and

WHEREAS, trees provide important benefits in urban communities such as shade and cooler temperatures, cleaner air and water, increased property values, and habitat for wildlife; and

WHEREAS, the Village of Cayuga Heights has been certified as a Tree City USA by the Arbor Day Foundation in recognition of its commitment to protecting its trees and woodlands; now

THEREFORE, I, Linda Woodard, Mayor of the Village of Cayuga Heights, on behalf of Village residents and the Board of Trustees, do hereby proclaim Saturday April 26, 2025 as Arbor Day in the Village of Cayuga Heights and urge all residents to protect and improve our environment and create a greener, healthier community by planting and caring for trees.

EXHIBIT 2026- 019

SUPERINTENDENT OF PUBLIC WORKS VILLAGE OF CAYUGA HEIGHTS

Department Village of Cayuga Heights
Classification Competitive
Labor Grade _____
Approved Village Res 3858 10/5/87
Revised 6/4/93 updated May 2023 & April 2025
By AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in engineering or an engineering related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the construction and/or maintenance of roads and streets, or the operation of public utilities; **OR**

Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in engineering or an engineering related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the construction and/or maintenance of roads and streets, or the operation of public utilities

SPECIAL REQUIREMENT:

The candidate must have NYS Code Enforcement Certification or obtain one with 24 months of employment and complete annual trainings to maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12-month probationary period.

DISTINGUISHING FEATURES OF THE CLASS:

The Superintendent of Public Works is responsible for all the public works activities of the Village of Cayuga Heights. This position includes Engineering and Zoning Officer duties and is responsible for the inspection of all new construction and reconstruction for compliance with all applicable building codes. The Superintendent has overall responsibility for the preparation of specifications for contracted services, purchase of equipment, construction materials, and supplies. The duties of this position are performed under the general supervision of the Village Board, or a committee thereof. The exercise of considerable independent judgement is required in planning the work activities of the Department of Public Works and in obtaining the cooperation of other agencies so as to maximize efficiency and productivity. The position supervises and directs the Assistant Superintendent of Public Works. Performs other related duties as required.

The position is a full-time 40-hour a week salaried position, exempt from the Fair Labor Standards Act.

TYPICAL WORK ACTIVITIES:

- Oversees the construction, maintenance, and repair of Village sewer and water lines, as well as oversight of

- operation of the sewage treatment plant;
- Evaluates the technical operation of the sewage treatment plant;
- Oversees elevations and survey lines as needed for basis of issuing sewer connection and zoning and/or building permits;
- Oversees the construction, maintenance, and repair of Village roads, streets, and sidewalks, including snow and ice removal when needed;
- Oversees the collection and disposal of trash and other wastes;
- Oversees the activities and performance of all public works employees;
- Responsible for planning for proposed construction and reconstruction;
- Prepares plans and specifications for various Village projects, and evaluates the quality of completed work;
- Prepares bid documents for water, sewer, storm water, road projects and other projects as assigned;
- Completes State Environmental Quality Reviews for water, sewer, storm water and road projects;
- Oversees Village Stormwater Management Program, including participation in negotiating and drafting contracts for services related to stormwater management;
- Develop and manage inspection, review and implementation procedures related to stormwater ordinances;
- Enforces zoning ordinances in cooperation with the Village Board and the Police Department;
- Issues building permits for applications which meet zoning regulations;
- Monitors construction to assure compliance with New York Uniform Fire Prevention and Building Code, Village regulations/ ordinances, and upon satisfactory completion, issues a Certificate of Occupancy;
- Monitors multiple residences and businesses to assure compliance with the law;
- Cites violations and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;
- Prepares reports as requested or required by the Village Board and various State Agencies, such as DEC, Department of Health, and Highway Department;
- Ex officio Public Works and Wastewater Treatment Plant Committees;
- Prepares and presents activity reports at Board of Trustee monthly meetings;
- Prepares annual budget for all areas of responsibility listed above.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of civil and environmental engineering principles and practices;
- Solid knowledge of the Department of Environmental Conservation Laws, rules and regulations governing the management of stormwater runoff;
- Thorough knowledge of local zoning ordinances and local laws;
- Solid understanding of the Multiple Residence Law and the State Uniform Fire Prevention and Building Code;
- Solid knowledge of the principles, practices and equipment used in construction and maintenance of all public works facilities and activities;
- Working knowledge of the preparations of specifications for contracted services and purchases of equipment;
- Ability to supervise employees and deal with the public on issues relating to Village laws and ordinances;
- Tact, courtesy, dependability, honesty and integrity required;
- Physical condition commensurate with the demands of the position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

8/25/87

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ASSISTANT SUPERINTENDENT OF PUBLIC WORKS

Department Village of Cayuga Heights

Classification Competitive

Labor Grade _____

Approved July 2017

Revised 5/13 , 6/15, 7/16 Updated 8/23 & 4/25

Department: Village of Cayuga Heights

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Engineering, Construction Technology or a related field **AND** two years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, one year of which must have been in an administrative or supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction Technology or a related field **AND** four years of experience in the construction and operation of public works, such as streets, water/sewer mains, or similar projects, two years of which must have been in an administrative or supervisory capacity; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid NYS Class D Driver's license at the time of application and maintain such license for the duration of employment. A commercial NYS Class B Driver's license is preferred.

The candidate must have NYS Code Enforcement Certification or obtain one with 24 months of employment and complete annual trainings to maintain this certification for the duration of employment. Significant progress in the certification process is required during the 12 month probationary period.

The position is a full-time 40-hour a week salaried position, exempt from the Fair Labor Standards Act.

TYPICAL WORK ACTIVITIES:

Director of Public Works

- Reporting to the Superintendent of Public Works, this position supervises the DPW staff;
- Ex officio Public Works and Wastewater Treatment Plant Committees;
- Responsible for the overall scheduling of the staff, and performance evaluation; Develops schedules of activities for optimum use of manpower and equipment;
- Plans, schedules and directs the snow and ice control program;
- Plans, schedules and directs the collection of refuse, garbage, yard waste, and recyclable materials;
- Plans, schedules and directs the installation, repair and maintenance of streets, street lighting,

- curbs, storm sewers, creeks and drains, traffic control signs and markings
- Plans and maintains parks and other grounds, maintenance of municipal buildings and other municipal improvements;
- Administers and enforces compliance with labor contract;
- Prepares annual budget, approves procurement of materials/equipment and payment of vouchers;
- Investigates public complaints;
- Attends various meetings to assist in the formulation of policy relating to public works activities;
- Supervises DPW safety program;
- Plans and estimates costs of construction projects;
- Prepares reports of activities;
- May act for and in place of the Superintendent of Public Works as assigned;
- Manage UDIG utility locating programs;
- Day-to-day coordination with other Village Departments and staff;
- Inspect internal sump pumps in homes to ensure compliance with local law;
- Main contact for management and repair of emergency water distribution mains and sewer mains;
- Assist in oversight of Village Wastewater Treatment Plant;
- Prepares and presents monthly DPW reports at monthly Board of Trustee meetings.
- Plan, schedule and direct the replacement of sewer transmission lines
- Plan, schedule and direct the replacement of water distribution mains
- Assist in managing any grants received from outside agencies
- Monitor annual spending in all accounts
- Monitor and schedule repairs for village owned street lights
- Monitor and maintain Village owned sewer meters.

Geographic Information System Technician

- Acquire or develop, update, and maintain GIS electronic spatial databases
- Data entry of geographic related material and other materials as required
- Performs Quality Assurance/Quality Control procedures for all data within the GIS program
- Perform data analysis in support of professional staff activities
- Communicates with a variety of County departments and outside organizations to coordinate activities, exchange information, and resolve questions and/or concerns in relation to GIS.

NYS Code Enforcement

- Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention, Building code, Energy Code, as well as local laws.
- Inspects construction sites including family dwellings, commercial buildings and industrial complexes for compliance with building codes, submitted plans, and if practicing acceptable work standards;
- Assists in explaining and interpreting the Uniform Fire Prevention, Building Code and local zoning ordinances and laws to contractors, developers and the general public;
- Investigates complaints concerning building code violations;
- Prepares a variety of forms, records and reports relevant to Code Enforcement activities;
- Ability to issue written notices to correct unsafe, illegal, or dangerous conditions in existing structures;
- Ability to issue building permits and certificates of occupancy and violation notices;
- Ability to respond to phone inquiries concerning all services provided by the Code Enforcement office;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of utility and road maintenance and repair; Thorough knowledge of

the practices, tools, equipment and terminology of

refuse collection and disposal, park maintenance, street cleaning, snow removal, ice control, street lighting and relating public works activities;

- Solid knowledge of federal, state and local laws and regulations relating to public works activities;
- Solid knowledge of the principles and practices of public works administration, labor relations and union contracts;
- Ability to understand and carry out complex administrative and technical oral and written instructions including use of appropriate computer software, especially GIS software;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards;
- Ability to train and direct subordinates;
- Demonstrated leadership abilities, including ability to get along well with, and to secure the cooperation of others;
- Sound judgment, initiative, resourcefulness, integrity, dependability, tact and meaningful responses to emergency situations is required;
- The employee's physical and mental condition shall be commensurate with the demands of this position, either with or without reasonable accommodations.

VILLAGE TREASURER - POSITION DESCRIPTION VILLAGE OF CAYUGA HEIGHTS

Classification: Competitive – Appointed by the Village

Mayor Labor Grade: 0

Approved: 1/2021 Updated April 2025

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four-year college or university with Bachelor's degree in Accounting, Finance or a related field AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**

Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Accounting, Finance or a related field AND six years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**

Graduation from high school or possession of a high school equivalency diploma and ten years of full-time paid (or the equivalent part-time and/or volunteer) experience in accounting or senior level accounting position in a local government; **OR**

Any combination of training and experience equal to or greater than that described in the qualifications listed above.

The Village of Cayuga Heights is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Treasurer has responsibility for the fiscal management activities of the Village and carries the authority of Chief Fiscal Officer. The incumbent has all the powers and performs all the duties of treasurer and chief purchasing agent. The incumbent is responsible for directing and maintaining the financial records of the Village in the manner prescribed by the Office of the NY State Comptroller, as well as, ensuring these record keeping activities are carried out ethically and in accordance with all applicable laws, rules, regulations and in accordance with accepted governmental accounting standards. The position also monitors and controls the fiscal operations of Village departments through the analysis of required fiscal reports. The Treasurer is appointed by, works under the direction of, and serves at the pleasure of the Village Mayor. The incumbent will perform all related duties as required. duties as required by section 4-408 (Village Treasurer) of NYS Village Law.

The position is a part-time 20-hour a week salaried position, exempt from the Fair Labor Standards Act.

TYPICAL WORK ACTIVITIES:

- Serves as the Village's Chief Fiscal Officer and shall be responsible for all accounting and bookkeeping functions of the municipality and any interpretation and analysis thereof;
- Represents the Village in interactions with Trustees, Staff, Constituents, Lenders, State

Agencies, Other Municipalities, Vendors, Auditors and Attorneys.

- Serves as administrator on bank and investment accounts with various financial institutions;
- In consultation with the Mayor and Trustees, manages the Village's annual budget development process and shall be designated as Budget Officer; including filings with the State of New York Office of the Comptroller (OSC).
- Formulates policies and procedures for the fiscal administration of the Village under the direction of the Village Board of Trustees
- Shall prepare and file annual financial statements as required by the NYS OSC.
- **Ex Officio – Administrative and Finance Committees;**
- Controls expenditures within amounts appropriated in the budget;
- Performs budget studies, prepares material needed for board resolutions and budget adjustments;
- Attends meetings of the Board of Trustees and makes recommendation as to measures or programs which will improve the efficiency or economy of village government;
- Compiles and reports statistical information;
- Oversees the preparation of monthly cash summaries;
- Prepares monthly investment report;
- Prepares journal entries for submittal to the Deputy Treasurer;
- Responsible for depositing of Village funds, signing of Village Checks, payment of funds as authorized by law;
- Oversees the Village's accounting function, including the maintenance of the automated General Ledger and Accounts Payable system. Oversees the disbursement and receipt functions. Oversees year-end financial closing.
- Prepares Financial Statements and other material for submission, review, and audit by the Village's Independent Auditors.
- Provides oversight of the Village's bank accounts and investments, including selection thereof, with Trustee approval as required.
- Monitors and manages the Village's cash balance including monthly reconciliation of the Bank to Book figures.
- Ensures that the Village's investments are in compliance with Village policy and NYS law.
- Provides oversight over the Village's borrowing, including the recommendation of financing options and borrowing of funds as authorized.
- Ensures that the Village has a purchasing policy consistent with State Law. Reviews bid or other purchase documents as appropriate.
- Directs the Village's risk management and insurance function, including preparation of insurance applications, recommendations to Trustees of risk management strategies, and acquisition of insurance policies.
- Manages the Village's fixed asset inventory, including recording of asset acquisition and disposition, and reconciling fixed asset records to the general ledger. Work with outside providers on periodic asset valuations.
- Provides advice and expertise to the Mayor, Trustees, and Staff on general business matters, and human resources (such as employee benefits, policies, and collective bargaining).
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting, and fiscal management;
- Thorough knowledge of purchasing procedures; working knowledge of state finance laws;

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP);
- Thorough knowledge of Governmental Accounting Standards Board (GASB) Statements.
- Working knowledge of bond markets;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to issue complex oral and written instructions;
- Initiative; integrity; resourcefulness; good judgment;

PHYSICAL ACTIVITIES AND REQUIREMENTS:

The employee must be able to sit for extended periods of time. Other types of physical effort are minimal except for the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds

VILLAGE CLERK-DUTIES STATEMENT VILLAGE OF CAYUGA HEIGHTS

Classifications: Exempt for Cayuga Heights

Approved: NYS CSC

Revised: 01/21 **Updated April 2025**

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from an accredited college with an associate degree in public administration or business administration or related field and at least four (4) years of full-time paid experience in public or business administration, two years of which must have been in a supervisory capacity.

The Village of Cayuga Heights is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES IN CLASS:

The Village Clerk holds a major position of public service to the residents of Cayuga Heights. As a department head within the Village administration, he/she plans, supervises and directs the operation of his/her department under the supervision of the Village Mayor. Work is performed in accordance with the policies of the Village Board of Trustees and requires considerable exercise of independent judgment especially as it relates to the administration of Village Law, General Municipal Law, Public Officers Law and Real Property Tax Law, and the Village local law, and ordinances of Cayuga Heights. The Village Clerk shall also have such powers and perform such additional duties **that may be entrusted to the Deputy Clerk that** assists the Village Clerk in carrying out the administrative duties and responsibilities of the Village. The incumbent is appointed by the Village Mayor and approved by the Village Board who fixes the powers and duties of the position.

The Village Clerk is a Village Officer and is appointed by the Village Board of Trustees for a one (1) year term, commencing the first Monday in April at the Annual Village Organizational Meeting. The **position is a full time 40-hour a week salaried position**, exempt **from** the Fair Labor Standards Act. Regular weekday office hours for the Clerk position are 8:30 a.m. – 4:30 p.m., Monday-Friday.

The Village Clerk provides information and services in several key areas. Working with the Village Mayor, he/she coordinates the information flow among all the departments in the Village government- Public Works, Fire and Police Departments, as well as the Village Treasurer, Village Justice, Board of Trustees, Village Planning Board, Village Zoning Board of Appeals, and various volunteer positions and advisory committees that complete the picture of Village government. Additionally, he/she liaises with professional colleagues in the Town of Ithaca, Tompkins County and New York State.

TYPICAL WORK ACTIVITIES:

- Responsible for maintaining custody of the Village Seal.
- Serves as the record management officer as mandated by the State of New York.
- Serves as the tax collector for the Village.
- Serves as the Freedom of Information Officer.
- Serves as the Village Election Officer.

- Provides meeting documentation and reports for board members.
- Ex Officio - Administrative, Communication, Finance, IT and Public Safety Committees.
- Attends and transcribes minutes for meetings of the Village Board of Trustees.
- Responsible for attending and transcribing minutes for meetings of the Planning Board and Zoning Board of Appeals. These duties may be handled directly by the Clerk or assigned to the Deputy Clerk, under the Clerk's discretion and supervision.
- Prepares, files and indexes legislation for Board of Trustees, from initial resolutions to laws.
- Supports SEQR process with preparation of forms.
- Administers the oath of office and maintains service records of Village Officers.
- Prepares payroll for Village employees and all report filing relating to payroll.
Manages records as required for the US National Census.
Maintains Village vehicle inventory and assets.
Maintains inventory of the office supplies and forms.
- Maintains benefits records for all departments and administers the Village Healthcare, Workers Compensation, and Disability policies.
- Receives and processes water and sewer payments.
- Prepares bank deposits and manages petty cash.
Receives and answers incoming phone calls. Performs customer relations duties including providing assistance and information to the public.
Passes Notary Examination and notarizes documents for staff and public.
Performs functions to support Mayor and Board of Trustees with various public meetings and hearings including but not limited to: preparation of agendas, minutes, information for Village web page, resolutions, local laws, advertisements for bids and notices of public hearings, arrange for posting and publications of same.
- Performs miscellaneous duties involved with the on-going operations of the Village Clerk's office:
- Attends various seminars, workshops, and meetings through the Office of the State Comptroller's and New York State Conference of Mayors.

SUPERVISORY RESPONSIBILITIES:

The Village Clerk supervises the Deputy Clerk.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Able to communicate effectively with the public, Village staff and Trustees. Manual dexterity required for the completion of office work. An ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force or constantly to lift, carry push, pull or otherwise move objects.

VILLAGE DEPUTY CLERK-DUTIES STATEMENT VILLAGE OF CAYUGA HEIGHTS

Classifications: Exempt for Cayuga Heights

Approved: NYS CSC

Revised: 08/04; 03/16; 01/21 **Updated April 2025**

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma with a concentration in business and two years of office clerical experience, preferably in a municipal office dealing with the public and working with cash transactions.

The Village of Cayuga Heights is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES IN CLASS:

This position assists the Village Clerk in carrying out the administrative duties and responsibilities of the Village. The incumbent is appointed by the Village Mayor and approved by the Village Board who fixes the powers and duties of the position. The Village Deputy Clerk is to act for, and in place of the Village Clerk in his/her absence. Appointment is a one-year term commencing the first Monday of April. The work is performed under the general supervision of the Village Clerk permitting leeway for the exercise of independent judgement in carrying out the details of the work. The incumbent will perform all duties as required. **The position is currently a part-time 30-hour a week hourly position, non-exempt from the Fair Labor Standards Act. The position is Village benefits eligible and has the potential to increase to a full-time 40-hour a week position.**

TYPICAL WORK ACTIVITIES:

- Carry out special projects assigned by Mayor.
- Assist, as directed by the Clerk, in the management of the daily operations of the Village Clerk's Office including but not limited to the following:
 - Maintain and prepare to pay vendor's invoices as follows: Match invoices with receipts, prepare vouchers from vendor's bills, assign correct department fund account number, obtain approval of department heads, enter in accounting program, run edit report and check for accuracy, present entered vouchers to Treasurer for Board's approval, match checks to vouchers after processing and mail checks to vendors.
- Assist the Clerk in preparation of payroll for Village employees on computerized payroll program and all report filing relating to payroll.
- Assist the Clerk in maintaining the Records Management Program as mandated by the State of New York.
- Maintain Village vehicle inventory and assets.
- Sell garbage tags to the public
- Maintain inventory of the office supplies and forms.
- Receive and answer incoming phone calls. Perform customer relations duties including providing assistance and information to the public.
- Perform mail duties for the Clerk's office.
- Assume duties of the Village Clerk in his/her absence.
- Attend and transcribe minutes for meetings of the Planning Board and Zoning Board of Appeals as directed and

supervised by the Village Clerk.

- Ex Officio – Administrative Committee.
- Pass Notary Examination and notarize documents for staff and public.
- Perform functions to support Mayor and Clerk with various public meetings and hearings including but not limited to:
Assisting in preparation of agendas, minutes, information for Village web page, resolutions, local laws, advertisements for bids and notices of public hearings, arrange for posting and publications of same.

EXHIBIT 2026-021

WHEREAS, the life and health of all persons living and traveling within the Village of Cayuga heights are our utmost priority, and no one should die or be seriously injured while traveling on our village streets;

WHEREAS, Vision Zero is the concept that traffic deaths and serious injuries on our roadways are unacceptable;

WHEREAS, Vision Zero is a holistic strategy aimed at eliminating all traffic fatalities and severe injuries suffered by all road users while increasing safe, healthy, and equitable mobility for all;

WHEREAS, streets and transportation systems have traditionally been designed primarily to move cars efficiently, and Vision Zero supports a paradigm shift by designing streets and transportation systems to move all people safely, including people of all ages and abilities, pedestrians, bicyclists, public transit users, scooter riders, and motorcyclists, as well as drivers and passengers of motor vehicles;

WHEREAS, Vision Zero recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure that those inevitable mistakes do not result in severe injuries or fatalities; therefore, transportation planners and engineers and policymakers are expected to improve the roadway environment, policies, and other related systems to lessen the severity of crashes;

WHEREAS, [number] people in the Village of Cayuga Heights lost their lives to traffic deaths in [year/time period], and traffic crashes are among the leading cause of deaths in the United States;⁶

WHEREAS, the Village of Cayuga Heights transportation infrastructure serves an increasing number of vulnerable road users such as pedestrians and bicyclists;

WHEREAS, according to the Village of Cayuga Heights Police Department pedestrians and bicyclists are involved in [percentage] percent of collisions and account for [percentage] percent of traffic deaths in the Village of Cayuga Heights;

WHEREAS, the injury rate for pedestrians involved in collisions is approximately [percentage] percent, and the injury rate for bicyclists involved in collisions is approximately [percentage] percent;

WHEREAS, speed is recognized as a major determining factor of survival in a crash;⁷

WHEREAS, the Village of Cayuga Heights is working toward reducing vehicle speeds because the likelihood of a pedestrian surviving a crash is 10 percent if hit by a vehicle moving 40 mph;⁸

WHEREAS, children, older adults, people of color, people with disabilities, people who are unhoused, and people with low income face a significantly disproportionate risk of traffic injuries and fatalities;⁹

WHEREAS, people of color are disproportionately affected by racial profiling and inequitable enforcement of traffic violations;¹⁰⁻¹²

WHEREAS, making streets safer for all people using all modes of transportation will encourage people to travel

on foot, by bicycle, and by public transit, which supports a healthier, more active lifestyle and reduces environmental pollution;

WHEREAS, successful Vision Zero programs are a result of all stakeholders, including government at all levels, industry, non-profit/advocacy, researchers, and the general public, collaborating to preventing fatalities and serious injuries on our roadways;

WHEREAS, the Village of Cayuga Heights has already adopted other pedestrian safety-related policies;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Cayuga Heights Board of Trustees of the State of New York, as follows:

The Village of Cayuga Heights adopts the goal of eliminating traffic deaths and a 50% reduction in serious injuries by 2040 and endorses Vision Zero as a comprehensive and holistic approach to achieving this goal.

The Village of Cayuga Heights adopts the goal of eliminating racial profiling and inequitable enforcement of traffic violations.

The Village of Cayuga Heights adopts the Joint Safety Action Plan, attached hereto as Exhibit A, as a comprehensive and holistic approach to achieving Vision Zero.

The Village of Cayuga Heights Clerk shall certify the adoption of this Resolution, effective immediately, by the Board of Trustees.



EXHIBIT 2026-022
Village of Cayuga Heights
Police Department

Jerry L. Wright
Chief of Police

In the month of March the police department received 395 calls for service. In addition to these calls 126 uniform traffic tickets were issued and 0 parking violations were cited. The breakdowns of calls are as follows: There was one felony incident of Grand Theft Auto handled. A resident reported that their vehicle had been stolen. On the same day that same vehicle was located on a different property within the Village. This case is still under investigation.

There were three misdemeanor complaints received; One for Possession of a Forged Instrument, and two for Theft. During a traffic stop the operator of the vehicle was arrested after being found in possession of a fake driver's license. One of the theft complaints involved a sorority member reporting that a fraternity member took a framed picture from the residence. In the second theft incident a resident stated that their bicycle had been taken from inside the apartment building in which they live. Neither theft complainant wanted to pursue charges and the cases were closed.

There were fifteen traffic stops resulting in sixteen vehicle and traffic misdemeanor charges; One for Reckless Driving, four for Aggravated Unlicensed Operation of a Motor Vehicle 3rd, one for Aggravated Unlicensed Operation 2nd and ten for Suspended Registration.

There were no violations of the penal law complaints received.

There were four violations of local law handled; Two for in the park after hours and two for dog control. One of the dog control law complaints consisted of a loose dog running down the road. The on-duty officer patrolled the area for a period of time however did not observe a loose dog. The second dog control complaint was of a loose dog running around the elementary school playground. Upon the officer's arrival the dog ran from the area and as the officer followed it, the dog ran to its home. The owner secured the dog which had apparently slipped its collar. The officer advised the owner of the village ordinance, expressing added concern to their close proximity to the school. The violations of In the Park After Hours included an incident where the on duty officer observed four teenagers hanging out in the park while it was closed. The individuals were advised of the local ordinance and were told to leave the premises. Contact was made with a parent due to the officer's suspicion that alcohol may have been involved. No further action took place. The second incident in the park was for a vehicle parked after hours. The two individuals occupying the vehicle were advised of the local law and left without incident.

There were no individuals taken into custody under the mental hygiene law.

There was one warrant arrest made. While on patrol the on duty officer observed an individual walking in the area during the overnight hours. After making contact with the subject it was found that they had an active bench warrant out of the Ithaca Police Department. The subject was transported to IPD and turned over for processing. There were three traffic accidents investigated, none involving deer. The first motor vehicle accident occurred at the intersection of Pleasant Grove Road and Hanshaw Road. No injuries were reported. The second accident was located at 208 North Sunset Drive, also with no injuries reported. The third occurred on Remington Road and an injury was reported.

There were eight calls for service completed under the Tompkins County Mutual Aid Agreement, all for CHPD

officers assisting other agencies.

Over the course of the month, Officers took part in the following training and/or events: From March 11th through April 3rd, CHPD hosted two student interns enrolled in the TST BOCES Public Safety Program. Suzie and Ellie completed 18 hours of one on one interactions with Cayuga Heights Police Officers. Day to day observations included traffic stops, driver restraint compliance, accident scenes and use of CAD and records systems. On the 11th, 15th and 18th officers conducted traffic safety details focusing on aggressive and distracted driving violations. On the 12th and 19th, officers Barr and Langlois operated Commercial Vehicle Safety Inspection Details. The full-time officers worked a total of 27 hours of overtime and the part-time officers worked a total of 178 hours.

EXHIBIT 2026- 023
Village of Cayuga Heights
Department of Public Works
Aaron Cowder – B.O.T Report
April 16, 2025

Code Enforcement

My training in NYS Code Enforcement is now complete. While the certificate will be available in a few weeks, I am permitted to do all code enforcement related duties at this time.

Street & Sidewalks

Spring cleanup of streets and ROW is now underway.

We will be working on some Summer rehabilitation work and have begun planning for projects in the next fiscal year.

Water System

We have experienced a number of water line breaks in addition to some valve work needed, due to the winter weather. The crew will be working with Bolton Point on their working service list of repairs and maintenance needed as the ground thaws.

We have replaced the first lead water service lines for two homes that had been identified as having lead/galvanized lines on their side of the curb box. We coordinated the replacement of their lines with the contractors. We will begin working on replacement of Village identified lines as well as coordinating with any other residents who are replacing their lead lines in the new fiscal year.

Sanitation Sewer System

Metering devices have been installed in 5 various manholes in the Village to measure system flows to help locate I&I. These devices will be monitored and data analyzed by TG Miller in their continued efforts for I&I tracing. Last month they moved 4 of the 5 meters up the lines to better track where there maybe more inflow when we have rain events. The devices will be periodically moved within the system to identify and pinpoint problem areas.

Personnel

We have placed postings for position openings on the County website for both the regular Laborer and DPW Summer Helper positions. We have received applications and are in the process of reviewing candidates.

I have completed the Civil Service Exam as required for my position as Assistant Superintendent of Public Works. I felt ok about the test. Results are estimated in 4-6 months.

Clerk's Report:

- Deputy Clerk Perkins is attending the Laserfiche empowerment conference.
- Marcham Hall spring beautification is almost complete.
- Water and Sewer relevy will be complete for the June tax bills. This includes any fines that are outstanding and property maintenance costs for the vacant houses.
- Garbage Tag Proof:

