

Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT  
BOARD OF TRUSTEES  
MONTHLY MEETING

May 21st 2025  
7:00 p.m.

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

**Absent:** Trustee Salton

**1. Call to Order:** Mayor Woodard calls the meeting to order at 7:00 p.m.

**2a.** Approval of the April 16, 2025 Board Meeting Minutes (Exhibit 2026-025)

**Resolution: 9844**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the April 16, 2025 Board Meeting Minutes as presented.

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: Robinson

**Motion Carried**

**2b.** Approval of the April 23, 2025, Special Meeting Minutes (Exhibit 2026-026)

**Resolution: 9845**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees approves the April 23, 2025, Special Board Meeting Minutes as presented.

Motion: Trustee Conway

Second: Trustee Rennekamp

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

Nays: none

Abstentions: Robinson

**Motion Carried**

**3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2026-027)**

•Fire Superintendent Tamborelle states that the department is graduating three seniors from Cornell University and

will be hosting a family dinner on Sunday.

- Fire Superintendent Tamborelle states that the bunker kitchen project is moving forward. The RFP will be sent to Clerk Walker for advertising. He hopes to have a bid opening on Tuesday, July 1<sup>st</sup>, 2025.
- Fire Superintendent Tamborelle states that he would like to ask for Board approval to waive the Parade and Special Events Permit fee of \$25 for the movie night at the station.
- Fire Superintendent Tamborelle states that movie night will start on June 26<sup>th</sup> and run through the last weekend in July. There will be a food truck available this year.

**Resolution: 9846**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves waiving the Village Parade and Special Events Permit Fee of \$25 for the Cayuga Heights Fire Department movie.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

**Motion Carried**

**4. Privilege of the Floor:**

- Village resident T. Bubo is present to speak to the Board.
- Village resident T. Bubo states that she would like to bring to the Board and Village Residents' attention the harmful effects of using pesticides, herbicides, and insecticides.
- Village resident T. Bubo states that these products are non-selective, meaning that they can harm any type of insect, wildlife, pets, and humans.
- Village resident T. Bubo states that we also now know that these chemicals contain PFAS.
- Village resident T. Bubo states that she is willing to put together some simple fact articles about this subject for our Village Enewsblast.
- Village resident T. Bubo states that in the future she would like to see pesticide warning signage left on lawns for longer periods since there is no scientific data that can prove that the lawn is safe after twenty-four hours.
- Mayor Woodard states that she would like Village resident T. Bubo to come visit Deputy Clerk Perkins to talk about adding this type of information to the Enewsblast.

**5. Report of Treasurer Dolch: Submitted Report (Exhibit 2026-028)**

- Treasurer Dolch states that the April bank-to-book reconciliations are complete.
- Treasurer Dolch states that the only other action item she has tonight is Abstract 12.

**Approval of Abstract 12:**

**Resolution: 9847**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 11 for FYE 2025, consisting of TA vouchers 90-96 in the amount of \$6125.71 and Consolidated Fund vouchers 852-929 in the amount of \$326,701.12, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Robinson

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

Nays: none

Abstentions: none

**Motion Carried**

- Trustee Conway states that he noticed in the Treasurer's Report that numbers are different than previously reported.
- Treasurer Dolch states that the Office of the State Comptrollers related to the Annual Update Document had requested we show the money from NYCLASS in a different manner. For our internal budgeting purposes, we can move it back into the accounts as cash but for the AUD report it needs to be in the securities account.

**6. Report of Mayor Woodard:**

**a. Access Oversight Committee (AOC) Budget:**

- Village resident and appointed representative W. Van Leuken states that every year the Village reviews the AOC Annual Budget and as a member approves the recommendations.
- W. Van Leuken states that this year the budget is \$14,000 which will be used to purchase equipment needed for the functions of the PEG Access Studio.

**Resolution: 9848**

**WHEREAS,** Section 15.12 of the Franchise Agreement of January 2003 between the City of Ithaca and the franchisee Time Warner Entertainment-Advance/Newhouse Partnership (TWC) (“Franchise Agreement”), subsequently assigned to Charter Communications, Inc. d/b/a Spectrum Networks (Charter) after Charter's 2016 acquisition of TWC, requires the participating municipalities (City of Ithaca, Town of Ithaca, Village of Cayuga Heights) to provide the franchisee with an annual written budget for Public, Educational and Governmental access

operations (PEG) by June 30 of each calendar year; and

**WHEREAS**, Section 15.12 of the Franchise Agreement requires that Charter directs PEG Access Staff to provide the Access Oversight Committee (AOC) with budget recommendations for the following year by April 30; and

**WHEREAS**, the City of Ithaca's Ordinance #2003-17, Par 18-4-G, requires the Access Oversight Committee (AOC) to provide the Participating Municipalities with a recommended budget for the following year by May 31; and

**WHEREAS**, the Franchise Agreement authorizes Charter to collect \$0.15 per subscriber per month to be used for the purchase of PEG equipment and facilities; and

**WHEREAS**, the AOC has reviewed PEG's current equipment and facilities and anticipates that new or replacement equipment and facilities will likely be needed; now therefore be it

**RESOLVED**, that the AOC recommends a \$14,000.00 contingency to purchase equipment as needed for the functioning of PEG operations, pending receipt and AOC approval of line-item estimates, and be it further

**RESOLVED**, that the AOC forwards its recommendations for approval by the Common Council of the City of Ithaca, the Town of Ithaca Board, and the Village of Cayuga Heights Board of Trustees, so that they may meet their obligation to provide Charter Communications with an annual written budget for Public, Educational and Governmental access operations no later than June 30, 2025.

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

### **Motion Carried**

•W. Van Leuken states that after many years, Spectrum is now back on the Application side since more and more customers are streaming television. This has resulted in an increase in viewership.

### **b. Public Hearing on Proposed Local Law D of 2025: Village Annual Sewer Rate**

•Mayor Woodard opens the Public Hearing at 7:13 p.m.

•No members of the Public wish to speak.

•Mayor Woodard closes the Public Hearing at 7:14 p.m.

**Resolution: 9849**

**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 Article 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 wastewater originating from properties located outside of the Village.

**Section IV. SUPERSEDING EFFECT**

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

**Section V. VALIDITY**

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

**Section VI. EFFECTIVE DATE**

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

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves the adoption of Proposed Local Law D of the year 2025 as Local Law 4 of the year 2025.

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: none

**Motion Carried**

**c. Sewer and Water Annual Budget:** The village committees have worked through several months of meetings to generate accurate figures for the water and sewer funds.

- Trustee Conway states that the Village Finance Committee determined that we needed to use fund balance for both funds. A little more from water than sewer.
- Trustee Conway states that we project to use about \$69,000 leaving \$42,000 in the water fund, and we are using \$208,000 leaving \$122,000 in the sewer fund even with funding a \$150,000 reserve.
- Mayor Woodard states that one of the things budgeted for this and next year is the lead pipe replacements. To date, we have completed seven of the twenty-eight.

**Resolution: 9850**

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

Motion: Trustee Hubbell

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

**Motion Carried**

**Resolution: 9851**

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

Motion: Trustee Conway

Second: Trustee Hubbell

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

Nays: none  
Abstentions: none

## **Motion Carried**

### **d. Vision Zero Resolution:**

•Clerk Walker states that at last month's Board Meeting, we tabled this resolution until we could determine if the language within the resolution could be modified. We received communication back that the Board could modify the language.

•Clerk Walker states that this resolution focuses on the purpose which is to reduce accidents and serious injuries to pedestrians and bicyclists on Village streets.

### **Resolution: 9852**

**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 engineers, and policymakers are expected to improve the roadway environment, policies, and other related systems to lessen the severity of crashes;

**WHEREAS**, Zero people in the Village of Cayuga Heights lost their lives to traffic deaths from 2020-2024, and traffic crashes are among the leading causes of deaths in the United States;<sup>6</sup>

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

**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**, the Village of Cayuga Heights has already adopted other pedestrian safety–related policies;

**NOW, THEREFORE, BE IT RESOLVED**, that a successful Vision Zero program is the result of all

stakeholders, including government at all levels, industry, non-profit/advocacy, researchers, and the general public, collaborating to prevent fatalities and serious injuries on our roadways.

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

## **Motion Carried**

### **g. Updated on the Teamsters Contract:**

- Mayor Woodard states that the Village is committed to reaching an agreement and we plan on meeting on June 4<sup>th</sup>, 2025

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

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

- Trustee Rennekamp states that we reviewed the sewer and water budgets, and as we discussed earlier. We also talked about changes to the budget process moving forward,
- Trustee Robinson states that he hopes that next year we can incorporate beginning and ending fund balances so we can see each fund ending balance.
- Mayor Woodard states that she would like to recommend that we start looking at water and sewer rates starting now for the next calendar year.

### **b. Village Public Works Committee Updates:**

- Trustee Robinson states that we are looking to move the easement deadline for the Cayuga Heights Sidewalk Project to less than six months. Hunt Engineers originally projected a year to complete.
- Trustee Robinson states that this will give us a better opportunity for bids so we do not miss the construction season.
- B. Cross states that T.G. Miller is working on the mapping and construction of the easements. Once that is in place we can start getting signatures.
- Mayor Woodard suggests that we get a copy to the Village Attorney for review.
- Trustee Robinson states that we talked about sending letters of property maintenance violations to several residents who are in violation this spring.
- B. Cross states that he has drafted several letters, but nothing has been mailed yet.

- Trustee Robinson states that we are doing some boring and Geotech studies for the Renwick Brook Culvert pipe.
- Mayor Woodard states that will be able to use some CHIPS money to cover this expense.
- Trustee Robinson states that the committee is looking into crosswalk signage on North Triphammer. It is not as easy as we thought to determine what is the correct way to address mid-block crossings.
- Trustee Robinson states that a few E-bikes have been showing up in the Village.

**c. Village Wastewater Committee Updates:**

- Trustee Robinson states that there will be some summer work on the rail system.
- Trustee Robinson states that the rooftop solar project is moving forward. Installation should take place this June.
- Trustee Robinson states that we have been discussing plant expansion and capacity ideas and to date, we have three options: One; Purchase the vacant land and build; two a Town of Ithaca By-pass to the Ithaca Plant and three; a Remington Road By-pass to the Ithaca Plant.
- Trustee Robinson states that the Remington Road By-pass makes the most sense for the Village.
- Mayor Woodard states that the Town and Village of Lansing are the two municipalities that are asking for more sewer permits. If this option moves forward, they will have to be the ones to fund this project.
- Trustee Conway asks how our plant did with all the rainfall we have received lately.
- Mayor Woodard states that we had to open the Kline Road By-pass and send sewage to the Ithaca Area Wastewater Treatment Facility.

**d. Village Public Safety Committee Updates:**

- Trustee Biloski states that the new Axon BWC has arrived. The Flock Cameras have been installed, and the new police vehicle should be arriving early next month.

**e. Village Administrative Committee Updates:**

- Trustee Biloski states that Deputy Clerk Perkins attended the Laserfiche conference and is already working on upgrading forms for different Village permits.
- Trustee Biloski states that the Village Tax Bills are ready to be mailed.

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

- B. Cross states that he, along with Assistant Superintendent of Public Works Cowder have discovered a washed-out culvert pipe on North Sunset Drive. This culvert pipe is not going to last so we will need to declare an emergency repair and seek a contractor to fix this as soon as possible.

- Trustee Hubbell asks if our own DPW staff will be able to assist.
- B. Cross states that they would be able to help with the components, including trucking. If everything goes well, we should be able to complete this within two weeks.

**Resolution: 9853**

**BE IT RESOLVED THAT:** the Village of Cayuga Heights Board of Trustees authorizes and approves an emergency repair of the washed-out culvert pipe on North Sunset Drive.

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

**Motion Carried**

- B. Cross states that part of the Vision Zero commitment and resolution will allow us to move forward with potential grants for a project. We may bring back the Bergman and Associates traffic study and discuss this more with the Public Works Department Committee.
- B. Cross states that at the Village Wastewater Treatment Plant, we will need to replace two channels that slide in and out of the sludge dumpsters. Blue Heron will be completing this work under the current contract.
- B. Cross states that there is money set aside for various steel repairs.
- Trustee Robinson asks members of the Village Finance Committee if we could use the money we borrowed for the rail project for this type of project.
- Trustees Conway and Rennekamp agreed that it could be used for that project.
- Mayor Woodard states that one other topic the Board should be aware that the committee agreed to put a crosswalk flashing light system at the corners of Kline Road and Wycoff Road.
- Mayor Woodard states that we still need to examine the North Triphammer Road crossing situation before committing to a flashing light system.
- B. Cross states that the North Triphammer Road crossing is not a normal area to cross the road. Most crosswalks are at intersections; this one is in the middle of traffic. Features to prevent an accident need to be looked into closely.
- Mayor Woodard inquires about how well the crosswalks are obeyed in front of Marcham Hall.

- Trustee Rennekamp states that as someone who walks everywhere, it depends on how assertive the pedestrian is.
- Assistant Superintendent of Public Works Cowder states that he has had this discussion as well. The North Triphammer Road crosswalks are in different places because they were put in at different times and when bus stops were added.
- Mayor Woodard suggests that we contact TCAT and request that bus stops be moved to where there is a crosswalk.

## **9. Report of Police Chief Wright: Submitted Report (Exhibit 2026-033)**

- Chief Wright states that the new AXON body-worn cameras have arrived. There is some training involved, and the plan is to have them in service in a couple of weeks.
- Chief Wright states that the Flock cameras are up and running. The Emergency Response Oversight Committee met and he was informed by Under Sherriff Olin that the County is just about done with setting up their cameras as well.
- Chief Wright states that the commercial traffic enforcement details continue to be a productive use of resources.
- Chief Wright states that a long-time, part-time police officer resigned on April 10, 2025. This results in an open position and we are currently looking at replacing that officer but there really has not been any interest. This will cause some coverage issues down the road.
- Chief Wright states that an email was sent to Mayor Woodard regarding the county memorandum of understanding specifically related to the closest care concept. Every year we agree to allow 911 dispatch to dispatch cars based on who is closest for emergency calls.
- Chief Wright states that this had to be updated since TC3 will be joining the group of law enforcement agencies as part of this need. This will be access to Dryden P.D.
- Trustee Robinson asks if we get a call in Lansing would other agencies get called as well?
- Chief Wright states that we would assist but we do not have any jurisdiction outside of the Village. You rarely see an outside agency assisting the Village because we always have two officers on duty during the day. At some point when we move forward with a seventh officer, we will have even more coverage.

## **10. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2026-034)**

- Assistant Superintendent of Public Works Cowder states that he has completed his New York State Code Enforcement training is permitted to perform all duties associated with this license and has been assisting B. Cross with code enforcement.
- Assistant Superintendent of Public Works Cowder states that sidewalk cleanup and ROW repair are underway. We are working with the Village Forester have been working together on these items. We are working on a sidewalk summer rehabilitation list and have begun planning for projects in the next fiscal year.

- Assistant Superintendent of Public Works Cowder states that we have replaced a few lead Village water service lines identified as having lead/galvanized lines on both the Village and the resident's side of the curb box. We also replaced a few of Village Village-identified lead lines and will continue coordinating with any other residents who are replacing their lead lines in the new fiscal year.

- Assistant Superintendent of Public Works Cowder states that Metering devices that have been installed in 5 various manholes in the Village to measure system flow to help locate I&I are being monitored 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 may be more inflow when we have rain events. The devices will be periodically moved within the system to identify and pinpoint problem areas.

- Assistant Superintendent of Public Works Cowder states that we have placed postings for position openings on the County website for both the regular Laborer and DPW Summer Helper positions. We have received some applications and are in the process of reviewing candidates.

- Assistant Superintendent of Public Works Cowder states that Mowing is in full swing along with roadside trimming and repairing and replacing worn and damaged street signs.

#### **11. Report of Clerk Walker: Submitted Report (Exhibit 2026-035)**

- Clerk Walker states that he will need two new resolutions, correcting the appointment terms for Village Planning Board member Matt Johnston and alternate Elaine Quaroni.

- Clerk Walker states that he overlooked the fact that one resigned and therefore the other member would assume that term for one year.

#### **Resolution: 9854**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of Village resident Matt Johnston to the Village Planning Board to serve the remainder of Elaine Quaroni's term. (4/2026)

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

#### **Motion Carried**

#### **Resolution: 9855**

**BE IT RESOLVED THAT:** The Board of Trustees approves the appointment of a Village resident Elaine Quaroni as an alternate to the Village Planning Board for a one-year term. (4/2026)

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

### **Motion Carried**

- Clerk Walker states that the Village property tax preparation is underway, and we will mail them on May 28<sup>th</sup>, 2025.
- Clerk Walker states that the office will be working on two abstracts this month, One for the last payable for the current fiscal year and the other for the first payable for the new fiscal year.
- Clerk Walker states that we will also run on payroll that covers until the end of May. This helps the Village Treasurer close the books with a clean break from the employees' side.
- Clerk Walker states that we will be painting the Village Court Office sometime in the next thirty days. Long overdue but since the court received a JCAP Grant for new furniture, we wanted to complement that with its first new paint in 30 years.
- Clerk Walker states that he was going to present for sewer relief account Y2732 for a water break in the garage. After speaking with the homeowner, we both agreed that there is not enough history (since they just moved in) to collect a quarterly average use to issue a fair average amount of possible credit. We will revisit this later in the year.
- Clerk Walker states that the last action he wants to present tonight is the NYSDOT annual Right-of-Way permit resolution required by New York State. This is an online application with a required resolution for the Mayor to sign.

### **Resolution: 9856**



### **UNDERTAKING**

For the benefit of

### **The New York State Department of Transportation**

In connection with work affecting state highways (For use by New York municipalities and federal agencies

**WHEREAS**, the undersigned Village of Cayuga Heights ( Municipality, County, Town, City or Village, or any agency of the federal government, hereinafter referred to as "Permittee") from time to time receives permits from the New York State Department of Transportation (hereinafter referred to as the "NYSDOT") and otherwise conducts activities and operations upon highways and/or within right-of-way controlled by the State of New York for such purposes as the obstruction, installation, construction, maintenance and/or operation of facilities; and

**WHEREAS**, Permittee’s access and operation upon state right-of-way is conditioned upon compliance with Highway Law Sections 52, 103, 203 and/or 234, including the conditions that Permittee assume all responsibility for (a) the temporary control of all modes of traffic (including motorized and non-motorized travel) affected by Permittee’s operations, (b) complete restoration of state facilities to their condition before permitted use or activity, and (c) all claims, damages, losses and expenses,

**NOW, THEREFORE**, in relation to all operations and/or actions undertaken within state right-of-way, Permittee hereby agrees to the following terms and conditions:

**1. Permit Applications.** Excepting only activities undertaken to protect public safety because of emergency conditions or incidents, the Permittee shall provide timely written notice to NYSDOT of operations or activities affecting state right-of-way. Under normal circumstances, a minimum of five business days' notice shall be provided. Notification of emergency activities shall be provided to NYSDOT as soon as practicable after the activity. The Permittee shall apply for project-specific permits for activities not allowed under any existing annual permit. Such application shall identify proposed project locations, desired dates/hours, proposed work/activities, traffic control, and site restoration.

**2. Applicable Rules, Regulations & Conditions.** The permittee shall comply with all of the laws, rules, and regulations applicable to construction, maintenance activities, and operations and shall further comply with such terms and conditions that may be imposed by NYSDOT in connection with permitted activity or operations. Temporary Traffic Control, highway safety appurtenances, and restoration of state facilities shall be completed by NYSDOT regulations and standards.

**3. Site Restoration.** Permittee shall, at its own expense, promptly complete the work allowed under each permit and, within a reasonable time, restore State property damaged by its work/activities to substantially the same or equivalent condition as existed before such work was begun as determined by the Commissioner or his/her designee. If the Permittee fails to so restore damaged State property within what the Commissioner deems to be a reasonable time, the Commissioner, after giving written notice to the Permittee, may restore the property to substantially the same or equivalent condition as existed before the Permittee’s work/activities, in which case, Permittee agrees to reimburse the reasonable expenses in connection therewith.

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

**Motion Carried**

**12. Report of Attorney O. Shah:** No report at this time.

**13. Executive Session:**

**Resolution: 9857**

**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, Rennekamp, and Robinson

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9858**

**BE IT RESOLVED THAT:** The Board of Trustees authorizes and approves the existing executive session and returns to an open meeting.

*Motion:* Trustee Rennekamp

*Second:* Trustee Conway

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**Resolution: 9859**

**BE IT RESOLVED THAT:** The Board of Trustees authorizes and approves the waiving of the late fees for water account J2424 of \$9.26 that appeared on the account from the February 2025 billing cycle.

*Motion:* Trustee Hubbell

*Second:* Trustee Robinson

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

*Nays:* none

*Abstentions:* none

**Motion Carried**

**13. Adjournment:** Mayor Woodard adjourns the meeting at 9:10 p.m.