



[Zoom Link 4118425407](#)
Village of Cayuga Heights
Board of Trustees Monthly Meeting
June 18, 2025 7:00 p.m.

	EXHIBIT/PAGE
1. Call To Order	
a. Approval of June 18, 2025, Meeting Minutes	2026 - 043 pgs. 2-8
2. Report of Fire Superintendent Tamborelle: Submitted Report:	2026 - 044 pg. 9
3. Privilege of the Floor:	
4. Report of Treasurer Dolch: Submitted Report:	2026 - 045 pgs. 10
5. Report of Mayor Woodard	
a. Property Maintenance Law Progress	
b. Ranic Golf Club Update	
6. Report of the Trustees:	
7. Report of Superintendent of Public Works Cross:	
8. Report of Police Chief Wright: Submitted Report:	2026 - 046 pgs. 11
9. Report of Assistant Superintendent of Public Works Cowder:	2026 - 047 pgs. 12
10. Report of Clerk Walker: Submitted Report:	2026 - 048 pgs. 13
11. Report of Attorney VanDeMark:	
12. Adjournment	

**EXHIBIT 2026-043
VILLAGE OF CAYUGA HEIGHT
BOARD OF TRUSTEES
MONTHLY MEETING**

**June 18th 2025
7:00 p.m.**

Zoom ID # 4118425407

Present: Mayor Woodard; Trustees: Biloski, Conway, Hubbell, Rennekamp, Salton (arrived at 7:42 p.m.) Robinson; Fire Superintendent Tamborelle, Police Chief Wright; Superintendent of Public Works Cross, Assistant Superintendent of Public Works Cowder; Village Attorney Shah; Village Clerk Walker.

Absent: Treasurer Dolch

1. Call to Order: Mayor Woodard calls the meeting to order at 7:01 p.m.

2a. Approval of the May 21, 2025 Board Meeting Minutes (Exhibit 2026-036)

Resolution: 9866

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the May 21, 2025 Board Meeting Minutes as presented.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

2b. Approval of the June 5, 2025, Special Meeting Minutes (Exhibit 2026-037)

Resolution: 9867

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves June 5, 2025, Special Board Meeting Minutes as presented.

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: Robinson

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2026-038)

•Fire Superintendent Tamborelle states that the bunker kitchen project is moving forward. The bid opening is on Tuesday, July 1st, 2025.

•Fire Superintendent Tamborelle states that movie night will start on June 26th and run through the last weekend in July. The Luna food truck will be available again this year.

4. Privilege of the Floor: No members of the Public wish to speak.

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

•Treasurer Dolch was absent from tonight's meeting.

Approval of Abstract 13:

Resolution: 9868

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 13 for FYE 2025, consisting of TA vouchers 97-101 in the amount of \$4786.49 and Consolidated Fund vouchers 930-987 in the amount of \$196,295.76, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

Approval of Abstract 1:

Resolution: 9869

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 1 for FYE 2026, consisting of TA vouchers 1-3 in the amount of \$21,613.37 and Consolidated Fund vouchers 1-33 in the amount of \$362,284.89, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that we will also need a resolution authorizing Treasurer Dolch to make any budget modifications from this last fiscal year.
- Trustee Robinson inquires whether or not we will be able to see the negative accounts once Treasurer Dolch makes these modifications.
- Mayor Woodard states we will preserve those numbers for more discussions at the Village Finance Committee Meeting later next month.
- Trustee Conway would like to know if we know what funds were over-budget.
- Mayor Woodard states that she asked the same question, and Treasurer Dolch informed her of the following:

A Fund - more than expected in sales tax, utility tax, fines from court, sale of equipment, Chips. Higher expenses in electricity, some personnel lines, gas, infotech, insurance, streets, refuse, retirement, health insurance, BRI.

F Fund - more than expected in water rent and penalties. Higher expenses in water purchases from Ithaca, and lead testing.

G Fund - more than expected in sewer rent (both internal and external), interest, higher expenses in some personal, WWTP equipment and contractual, gas and electric, Phase 1 interest.

Resolution: 9870

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes Village Treasurer Dolch to make FYE 2025 Final Budget Modifications as necessary to bring any overdrawn expenditure accounts to zero in the General, Water, and Sewer Funds.

Motion: Trustee Biloski

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

6. Report of Mayor Woodard:

a. Property Maintenance Enforcement:

- Mayor Woodard states that she has met with B. Cross and both acknowledge that several properties in the Village have potential violations. The Summer Engineering Intern has been canvassing the Village and taking pictures for B. Cross to review.

- Mayor Woodard states that she will be putting together a Microsoft Access database for B. Cross to use and track the violations from start to finish. She will also develop the letters that will be sent out to residents.
- B. Cross states that pre-COVID, he would maybe see fewer than ten violations throughout the year. For now and for the record the one fine we issued this year was a holdover from last year that we are just catching up on.
- Trustee Robinson states that he hopes that enforcement will continue throughout the year, not just for grass violations.
- Trustee Conway states that he hopes the Village will approach residents with discretion and not just a heavy hand since we all agreed this would be a learning experience for all.
- Trustee Robinson states that the first letter that B. Cross sends out is just to bring awareness to the situation and give them an opportunity to explain or fix the potential violation.
- Mayor Woodard states that she has received several calls this year from concerned residents asking why the Village was not doing anything about some of these lawns or other property maintenance issues. So, we need to acknowledge this and move forward.

b. Cayuga Heights Road Sidewalk Project Update:

- B. Cross states that Hunt Engineers has provided a full design report to the NYSDOT. The next step is for them to review this form and respond to us with any changes.
- B. Cross states that T. G Miller has completed the maps for easements that we will have to obtain to move the project forward.
- B. Cross states that the Tompkins County Transportation **Council** will be receiving federal money, and we are not sure if it will come in this fiscal year or next. The good news is that either way, it can be moved to the new fiscal year.

c. Plant-Plant Agreement Affecting the Kline Road By-Pass:

- Mayor Woodard states that she met with the Town of Ithaca about the Kline Road By-Pass and the Village's financial obligation to the IAWWTF. Mayor Woodard would like to renegotiate the costs associated with using the by-pass.
- Mayor Woodard states that progress has been made with determining that the sewage that we send to the Ithaca plant is actually Town of Ithaca sewage and therefore should not have to pay three times the rate to the IAWWTF since the Town of Ithaca is part-owner of the plant.

7. Report of the Trustees:

a. Village Public Safety Committee:

- Trustee Biloski states that we have switched our meeting to accommodate Fire Superintendent Tamborelle so he can attend.

- Trustee Biloski states that she will let Chief Wright cover the rest of the topics.

b. Cayuga Lake Watershed Intermunicipal Organization:

- Trustee Hubbell states that the meeting at Wells College concentrated on Stormwater Management.

b. Village Public Works Committee Updates:

- Trustee Robinson states that we are moving forward with the Renwick Brook Culvert Pipe Project. We are waiting for the results from the boring. If there is enough bedrock, then we can just let the water flow onto the bedrock.

- Trustee Robinson states that the other emergency culvert repair on North Sunset Drive will be reported by Assistant Superintendent of Public Works A. Cowder in his report.

- Trustee Robinson states that there will be some paving this year but most of the money from CHIPS will be used for the Renwick Brook Culvert Pipe Project.

c. Village Wastewater Committee Updates:

- Trustee Robinson states that the rooftop solar installation project is complete.

- B. Cross states that he had to hire a different contractor to reinforce the roof for the solar panels. This turned out to be a cost savings of up to \$30,000.

- B. Cross states that the general contractor for our WWTP will also be doing work on the dumpster rail system, and that should be completed this week.

-Trustee Salton arrives at 7:42 p.m.

- Trustee Robinson states that we have completed all the lead pipe replacements for this year unless some road work coincides with a lead line going to a resident.

- Trustee Robinson states that we have one resident demanding that we replace our side of the lead line, but she will not coordinate with her contractor to replace hers at the same time. This has been going on for over a year.

- Mayor Woodard states that she has emailed the resident explaining that the Village is more than willing to replace our line when she is ready.

- Trustee Rennekamp asks if we are done because of capacity or if we have used up all the budget money. What is the plan going forward?

- Assistant Superintendent of Public Works A. Cowder states that the remaining repairs are highly impacted by road crossings, where we would have to open the road. We are going to wait on those replacements until we need to make improvements to those roads or water lines.

d. Village Finance Committee Updates:

- Trustee Rennekamp states that we did not have a meeting this month since FYE numbers were not ready yet. We anticipate an extensive meeting in July.

8. Report of Superintendent of Public Works Cross:

- B. Cross states that NYSDEC informed the Village that our permit for the WWTP was up for renewal. GHD will be assisting us with this application. The deadline was June 15, 2025. Our application was submitted, and now it is a waiting game to see what new requirements will be required.

- B. Cross states that they would be able to finally solve the sewer line issue that affected a home on The Parkway. We discovered a broken joint that caused this backup.

- B. Cross states that we have received all the costs associated with the damage from the sewage backup. Clerk Walker has submitted this paperwork to our insurance company. The homeowners are content with the speed we are working to come to a final resolution to fix this problem.

9. Report of Police Chief Wright: Submitted Report (Exhibit 2026-040)

- Chief Wright states that the main topic he would like to cover tonight is new police equipment. We took possession of the new chief's car on June 5, 2025, and quickly got it up to the new outfitters. Then they decommissioned the current chief's vehicle, which can now be set to auction.

- Chief Wright states that he and Sergeant Manning attended a three-hour Zoom training meeting with AXON. One of the new AI features is report narration. This will allow an officer to state what he/she is doing and then later transcribe that into a report. The system is loaded with many different aspects to learn.

- Chief Wright states that the Flock cameras are up and running. We had our first use of the system, which helped manage an MVA where one of the vehicles involved needed to be contacted after the fact.

10. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2026-041)

- Assistant Superintendent of Public Works Cowder states that he is now performing code enforcement-related duties under the direction of Brent. We will be working on plan reviews and getting the fire inspections up to date for the year.

- Assistant Superintendent of Public Works Cowder states that we are working on a sidewalk summer rehabilitation list and have begun doing some repairs for projects this year.

- Assistant Superintendent of Public Works Cowder states that we replaced a few of the Village's identified lead lines and will continue coordinating with any other residents who are replacing their lead lines. We have exceeded the planned number of services but will continue to get the ones on the streets that NYSEG is doing gas line updates.

- Assistant Superintendent of Public Works Cowder states that the 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. The devices will be periodically moved within the system to identify and pinpoint problem areas.

- Assistant Superintendent of Public Works Cowder states that on June 9, 2025, Timothy Emmick started at the DPW and was hired as a Laborer w/CDL.

- Assistant Superintendent of Public Works Cowder states that the North Sunset Drive repair has been started and materials have been ordered for the repair. NYSEG is moving the gas and power poles, and the DPW will be taking care of the water and sewer. Bellisario was the contractor selected due to being local and better suited to handle the project.

11. Report of Clerk Walker:

- Clerk Walker states that he does not have a report this month. The office is busy collecting tax payments in between working on the two abstracts for this month.

- Trustee Conway inquired about the DPW summer hours and schedule.

- Mayor Woodard states that they started summer hours (4-10 hours Monday through Friday) this week.

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

13. Adjournment: Mayor Woodard adjourns the meeting at 8:17 p.m.

EXHIBIT 2026-044

July 15, 2025

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report June 2025

June saw us handling 40 calls. We had 21 calls in the Village of Cayuga Heights, 15 calls in the Town of Ithaca and 4 mutual aid requests. There were 26 EMS calls and 14 fire responses. We did have three motor vehicle crashes in June which is unusual for us. One of the calls was for a vehicle vs. scooter. This incident resulted in one person being flown to a local trauma center for a possible head injury. It appears that the adult riding the electric scooter entered a roadway in front of a moving vehicle. The rider was not wearing a helmet at the time. We did have two very serious pediatric calls in June. Our EMS providers provided life saving care to a 5-year-old with a breathing problem. The dedication to training and response saved this young lady's life on that night.

June training was challenging. It seems that every time we had an outdoor training planned it would get very hot, and we would have to push the training back due to concerns for overheating our members. We did have a fun water rescue training planned that had to get moved because after the heat we got rain, and the water was moving too fast to train safely. We did manage to get all the training into the month with our members being flexible on the nights.

We are looking forward to the bid opening on July 1st for the station renovation project. We have had several contractors come to the station to look over the scope of the project. We hope to have several bids at opening. We did have our annual ladder inspection in June. All our ground ladders and the aerial passed with no deficiencies. Our members are very good about ensuring that our equipment is cleaned and stored properly after use and this prolongs the life of the ladders.

We had our first movie of the summer on June 26th. This was the last day of school for most of the kids, and it was well attended. We did show The Sandlot which is a summer classic. Many of the kids attending the movie about baseball were kids who play locally all spring and summer. We sent the notice out to the teams prior to the showing.

We are still working with limited summer staffing, but everyone is chipping in when they can to ensure that we are covering the requests for service. We look forward to full staffing in August.

Sincerely,
George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2026-045
VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
July 2025

Revenues and Expenses:

June month end bank to book reconciliations are not yet complete. I will have this ready for review as soon as possible.

Annual Update Report:

I have started the Annual Update Report for the State. I should have done this and submitted before September , 2025.

Approval of Abstract 2:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #2 for FYE2025 (the final abstract of FY2025) consisting of:

- TA vouchers 4-11 in the amount of \$16,529.31
- Consolidated Fund vouchers 37-113 in the amount of \$327,608.26

and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

Laura W. Dolch

#1 Treasurer



EXHIBIT 2026-046
Village of Cayuga Heights
Police Department

Jerry L. Wright
Chief of Police

In the month of June, the police department received 411 calls for service. In addition to these calls, 58 uniform traffic tickets were issued and five parking violations were cited. The breakdown of calls is as follows: Officers handled a felony burglary complaint. Information was received that an unknown person was in the residence. An investigation was conducted, and it was determined that no burglary had occurred. No one was located in the residence by responding officers.

Two misdemeanor incidents were reported. In one instance, officers responded to a report of child abuse. Upon the officers arrival, they checked the welfare of all children involved. No arrests have been made. The case is ongoing, and the appropriate agencies have been notified. In the second complaint, officers conducted a traffic stop and found the driver to be in possession of a fraudulent driver's license. A misdemeanor arrest was made for Possession of a forged instrument, 3rd.

Officers conducted eight traffic stops resulting in misdemeanor vehicle and traffic arrests; two for AUO2nd, three for AUO3rd, and three for Suspended Registration.

One violation incident of Harassment was reported, which involved a dispute between family members looking to retrieve property from the other's residence. The on-duty officer was able to make contact with both parties, and an agreement for property retrieval was made.

Five incidents of village local law violations were handled. Three of these incidents involved officers observing people in Sunset Park after hours. No criminal activity was taking place, and the individuals were given verbal warnings of the park hours and village ordinance. No citations were issued. Another observed local law violation included one of soliciting without a permit. The individual matching the complainant's description was located and they were advised to obtain a permit with the police department before continuing to canvass the village. The individual arrived at CHPD a short time later and was issued a permit without further incident. The final local law complaint was for Noise coming from a loud party. Upon arrival at the said location, the officer found a graduation party taking place. Contact was made with the residents, who stated that the party was coming to an end and they would be turning the music down. The residents had previously given notice of the party to the police department, and no citations were issued.

No warrant arrests were made.

Three motor vehicle accidents were handled: two on Pleasant Grove Road and one on Warwick Place at the intersection with Randolph Road.

One incident involving deer was reported. Officers responded to a report of an injured deer on State Route 13. The deer was located and dispatched due to the severity of its injuries.

CHPD officers responded to four calls for service, assisting other agencies.

Over the course of the month, officers took part in the following training and/or events: On the 2nd and 3rd officers completed Spring Range Qualifications. On the 3rd and 28th officers conducted Police Traffic Safety details. On the 7th CHPD officers assisted Northeast Elementary school with traffic control during a 5K run. On the 9th a Commercial Vehicle Safety Inspection detail was held. On the 15th CHPD officers attended the annual IC3 Trunk Show. The full-time officers worked a total of 60 hours of overtime and the part-time officers worked a total of 202 hours.

EXHIBIT 2026-047
Village of Cayuga Heights
Board of Trustees Report
Department of Public Works - Aaron Cowder
July 16, 2025

Code Enforcement

I am now performing code enforcement-related duties under direction and along with Brent. I did receive the results and ranking of my Civil Service Exam. I passed and ranked 1st.

Street & Sidewalks

We are working on a sidewalk summer rehabilitation list and have begun doing some repairs. Some removal and replacement and some leveling have been completed. Some on the following: N Triphammer leveling, Hanshaw level & replacement, & Triphammer replacement

Water System

Same as last month: We replaced a few of the Village-identified lead lines and will continue coordinating with any other residents who are replacing their lead lines. We have exceeded the planned number of services this year but will continue to replace ones on the streets where NYSEG is doing gas line service.

Sanitation Sewer System

Metering devices that have been installed in 5 various manholes in the Village to measure system flows to help locate I&I are being monitored by TG Miller in their continued efforts for I&I tracing. The devices have been periodically moved within the system to identify and pinpoint problem areas. Some have been moved back to previously checked manholes to see if the rehab work on lines and connections completed by the Town of Ithaca have reduced the amount of inflow.

This is just the beginning of fixing a few manholes to be lined this summer to reduce infiltration and infiltration (I&I).

Beautification

Mowing is in full swing, along with roadside trimming and repairing and replacing worn and damaged street signs. Trimming in the ROW is an ongoing process.

Culvert Repair

The culvert on North Sunset Drive was repaired and backfilled. NYSEG is reconnecting gas and electrical power. DPW did take care of the water reconnection and sewer was completed at the time of backfill. Guardrail will need to be reinstalled by the contractor. (Bellisario was selected as the contractor as they were local and better suited to handle the project. They have done a very good job).

EXHIBIT 2026-048

Clerk’s Report:

Property Tax Update:

Property Taxes are now in the penalty phase. To date, we have collected \$3,411,164.87 with \$216,715.65 outstanding.

**Village of Cayuga Heights - 2025 - 2026 - Village Tax Collection
Trial Balance - All Swis Codes
07-15-25**

Original Warrant	3,627,880.52
Adjustments	0.00
	=====
Adjusted Warrant	3,627,880.52
Full Payments	3,455,029.45
Penalties	0.00
	=====
Total Collections	3,455,029.45
Taxes Outstanding	172,851.07

GTCMHIC Update:

The Greater Tompkins County Municipal Health Insurance Consortium has been going through a rebranding process.

The new name is Health Consortium www.healthconsortium.net

We will be discussing the benefit and deductible change for the Gold Plan in August. We will most likely raise the deductible and RX cost to keep the Gold Plan within the Actuarial value of the Affordable Care Act. The Premium rate for 2026 is expected to be 12 %, but yet to be determined.

Key factors are the number of covered lives (8300), where 1% is costing 30% of the budget, with claims over \$1,000,000.

.GOV Update:

The email rollout conversion started on July 11, 2025. We will now begin changing all that information for

contacts on our website.

The Village Refuse Schedule Magnets will be in sometime next week.