



[Zoom Link 4118425407](#)
Village of Cayuga Heights
Board of Trustees Monthly Meeting
August 20, 2025 7:00 p.m.

	EXHIBIT/PAGE
1. Call To Order	
a. Approval of July 16, 2025, Meeting Minutes	2026 - 049 pgs. 2-8
2. Report of Fire Superintendent Tamborelle: Submitted Report:	2026 - 050 pg. 9-10
3. Privilege of the Floor:	
4. Report of Treasurer Dolch: Submitted Report:	2026 - 051 pgs. 11-13
5. Report of Mayor Woodard	
a. Property Maintenance Law	
b. Upland Heights Update	
c. Gang of Six Update & NYSDEC Letter with Support Resolution	2026 – 052,53 pgs. 14-18
d. FYE 2024-25 Budget	
6. Report of the Trustees:	
7. Report of Superintendent of Public Works Cross:	
8. Report of Police Chief Wright: Submitted Report:	2026 - 054 pgs. 19-20
9. Report of Assistant Superintendent of Public Works Cowder:	2026 - 055 pg. 21
10. Report of Clerk Walker: Submitted Report:	2026 - 056 pgs. 22-37
11. Report of Attorney Shah:	
12. Adjournment	

EXHIBIT 2026-049

Zoom ID # 4118425407

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

**July 16th 2025
7:00 p.m.**

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

Absent: Trustee Salton, Superintendent of Public Works Cross

1. Call to Order: Mayor Woodard calls the meeting to order at 6:58 p.m.

2a. Approval of the June 18, 2025 Board Meeting Minutes (Exhibit 2026-043)

Resolution: 9871

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the June 18, 2025, Board Meeting Minutes as presented.

Motion: Trustee Biloski

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2026-044)

•Fire Superintendent Tamborelle states that Clerk Walker and I received only one bid for the bunker kitchen project on July 1, 2025. That bid was from Marchuska Brothers in the amount of \$265,785.00, which is over budget.

•Fire Superintendent Tamborelle states that he reached out to them to see where they came up with that number. Today, he received a modified bid, but that was still way over budget. The next step is to re-release a new RFP and see if there are more contractors interested.

•Fire Superintendent Tamborelle states that summer movie night is going well.

•Trustee Conway states that he understands the same company is putting in a different bid cost, but what has Fire Superintendent Tamborelle changed about the RFP to change the costs?

•Fire Superintendent Tamborelle states that he has changed the type of cabinet to a less expensive one, which has helped.

•Fire Superintendent Tamborelle states that the timing of when the project needs to be done should open up a few more contractors to submit a bid.

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

5. Report of Treasurer Dolch: Submitted Report (Exhibit 2026-045)

•Treasurer Dolch states that the June month-end reconciliations are not finished yet. She will have them ready for review as soon as possible.

Approval of Abstract 2:

Resolution: 9872

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 2 for FYE 2026, consisting of TA vouchers 4-11 in the amount of \$16,529.31 and Consolidated Fund vouchers 37-113 for \$353,533.26, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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 Update:

•Mayor Woodard states that we have issued thirteen notices of violation this week.

•Mayor Woodard states that we are having a difficult time understanding who owns the property located at 2233 North Triphammer Rd. It was left to an individual who now may not want the property since there is still a mortgage on it.

•Village Attorney Shah states that he cannot comment on this subject due to a conflict of interest.

•Mayor Woodard reads a letter from the attorney of Ray Schlather stating that the estate does not have any responsibility for the property located at 2233 North Triphammer Rd. Any property issues fall on the current owner.

•Trustee Robinson states that he would like to know if someone wills you something, are you obligated to accept it?

•Village Attorney Shah states that in order for a "gift" to take effect, someone has to accept it.

•Trustee Robinson states that he would like to move forward with issuing a fine for this property and seek legal assistance on whom we should go after for these violations.

•Trustee Robinson states that he would like Clerk Walker to reach out to the County to see who is on the deed.

- Clerk Walker states that he knows the Gates Estate is the one whose name is on the tax roll.
- Mayor Woodard states that, in general, the law is working, but we might think about tightening things up later in the fall.

b. RaNic Golf Club Update:

- Mayor Woodard states that they were in violation at one point. The issue was logging activity and the placement of logs too close to the road.
- Clerk Walker states that the owner of the golf club stopped in the building just before the meeting to provide an update. The logs have been moving off the property daily.

c. Meeting with the Town and Village of Lansing:

- Mayor Woodard states that the discussion was about the possibility of helping purchase the vacant land next to the Village WWTP. If we purchase the property, we will have the option to expand the plant. The discussion was geared towards the actual value of the property.
- Trustee Hubbell states that maybe Cornell University and Lake Source Cooling might be interested in purchasing some of the land.
- Mayor Woodard states that both the Town and Village of Lansing are interested in looking into more details about this purchase.

7. Report of the Trustees:

a. Cayuga Lake Watershed Intermunicipal Organization:

- Trustee Hubbell states that Wells College has transferred their drinking water system to the Village of Aurora.

b. Village Public Works Committee:

- Trustee Robinson states that the Cayuga Heights Road Sidewalk Project preliminary design has been submitted to NYSDOT. Hunt Engineers is responding to questions they might have.
- Trustee Robinson states that T.G. Miller has been working on the easement maps for this project. They seem to be behind, which is putting us behind on getting signatures for those easements.
- Trustee Robinson states that 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.
- Assistant Superintendent of Public Works Cowder states that T.G. Miller just sent him three preliminary design options based on the Geotech study.
- Trustee Robinson states that we now have a crosswalk at Texas and Spruce Lane. We have been talking about this in the Public Works Committee for several years. TCAT will move the current bus stop on Spruce Lane to the other side of the road.

- Trustee Robinson states that the next step discussed is to put in flashing light signs at this and possibly the Kendal Crossing.

- Mayor Woodard states that she needs to reach out to Kendal and let them know about our plans. There might be a possibility of some financial contributions from Kendal if we enhance that crosswalk.

- Trustee Robinson states that there is a third crosswalk and TCAT bus stop between Kendal Barn and Texas Lane, which TCAT has agreed to eliminate.

- Trustee Hubbell states that he has talked with two residents who would like to see the Village put in a crosswalk at the intersection of Triphammer and East Upland so those walking up to do food scraps have a safe place to cross.

c. Village Wastewater Committee:

- Trustee Robinson states that the rooftop solar installation project is complete. We are waiting for NYSEG to connect us to the grid.

- Trustee Robinson states that the rail system is scheduled to be completed in the third week of August.

c. Village HR Committee:

- Trustee Biloski states that they have worked on language changes to employee job descriptions as well as standardizing hiring procedures.

- Trustee Biloski states that she has reached out to the County for more advice.

- Trustee Biloski states that the committee discussed changes to the Employee Handbook for sections that define part-time and full-time positions.

d. Village Public Safety Committee:

- Trustee Biloski states that the police department has long gun training this month.

- Trustee Biloski states that the new patrol car will be picked up on Monday.

- Trustee Biloski states that the meeting date for this committee was moved to the second Thursday of each month to accommodate Fire Superintendent Tamborelle, which is working well.

d. Village Finance Committee Updates:

- Trustee Rennekamp states that we did not have a meeting this month since Treasurer Dolch is busy working on closing the year and the Village's AUD.

8. Report of Superintendent of Public Works Cross:

- B. Cross was absent from tonight's meeting.

9. Report of Police Chief Wright: Submitted Report (Exhibit 2026-046)

- Chief Wright states that the new patrol vehicle is scheduled to be picked up on Monday, July 21, 2025.
- Chief Wright states that the department conducted two commercial motor vehicle traffic details this week, which were grant-funded. One detail was in the evening, which surprised some commercial drivers.
- Trustee Biloski asks Chief Wright why there was a firetruck and Cornell Police set up on Jessup Drive the other day.
- Chief Wright states that there was a call over near East Hill that prompted that field to be used as a helicopter landing zone.

10. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2026-047)

- Assistant Superintendent of Public Works Cowder states that he was the number one on the civil service exam, thus creating his permanent placement as Assistant Superintendent of Public Works.
- Assistant Superintendent of Public Works Cowder summarizes his submitted report as presented in Exhibit 2026-047.
- Mayor Woodard updates the Board that the lead replacement percentage has changed from three percent to seven percent.
- Assistant Superintendent of Public Works Cowder states that paving preparation is underway.

11. Report of Clerk Walker:

- Clerk Walker states that to date, we have collected over \$3,498,300.52, with around \$130,000 outstanding.
- Clerk Walker states that the design committee met for the Greater Tompkins County Municipal Health Insurance Consortium last week. They are rebranding the name and have put out a new website.
- Clerk Walker states that the Village Healthcare premium will likely be a double-digit (12%) increase in January 2026. Key factors are the large claims over one million dollars. There are 8300 covered lives, and one percent of those claims account for thirty percent of the total budget.
- Clerk Walker states that the final stage of our conversion to .gov has been completed.
- Mayor Woodard states that we will need an executive session, but before that, we need to have a resolution to declare the 2020 Dodge Durango as surplus and send it to auction.

Resolution: 9873

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves declaring the 2020 Dodge Durango VIN # 1C4SDJFT2LC368395 as surplus and further authorizes the sale of this vehicle at auction as the next available event through Teitsworth Auctions.

Motion: Trustee Robinson

Second: Trustee Hubbell

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: 9874

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 of 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 Conway

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9875

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

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9876

BE IT RESOLVED THAT: The Board of Trustees authorizes and approves appropriation of two thousand five hundred dollars (\$2500) to the NYMIR Insurance Company in connection with some pending litigation to be paid from the A1910.410 fund.

Motion: Trustee Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 9:02 p.m.

EXHIBIT 2026-050

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2025

The pace increased again in July with 57 requests for service. We had 37 calls in the Village of Cayuga Heights, 16 calls in the Town of Ithaca and 4 mutual aid requests. There were 37 EMS calls and 20 fire responses. We did have three motor vehicle crashes in June which is unusual for us. While we had a very large number of calls for the month, they were all routine. It is good to note that we ran all these calls with summer staffing. The bunkers and resident members really stepped up to keep our trucks on the road for every request for service.

July saw several great training courses. The crew took all the heavy trucks down to the inlet late in the month and did training on drafting for an entire evening. Drafting from a standing water source and flowing water to multiple pieces of apparatus which have handlines wide open is a skill that needs to be practiced. One of the major obstacles during drafting operations is ensuring that the water being pulled from the source keeps flowing and that if there is any interruption in supply the operator transitions to on board water and informs the attack crews, so they can start moving to safety before they run out of water in the lines. We did a Vent/Enter/Search training early in the month. VES teaches the art of opening the up the building to allow firefighters to quickly enter the environment and perform searches for victims. VES is dangerous in the sense that when we open the structure, we are allowing fresh air to enter behind the search and could lead to fire spread behind the team. We teach members to be aware of this danger and to always be ready to evacuate if needed. These were great trainings, and they were well attended. We did set the dates for the fall recruit class and are looking forward to a new group of members starting in October.

All our heavy trucks went out for their annual maintenance and testing in July. These trucks go up to Syracuse for the service. We have been using Premier Fire because they are the sales vendors for E-One. They have a great service shop and are very responsive to getting work done on our schedule.

We released the RFP for the kitchen project in July with an opening date of August 19th. We did make it clear the project does not have to start when the contractor signs the documents. It was unclear in the original RFP that the contractor could sign and start the work over the winter months if needed. We also pulled back the specification on a specific cabinet manufacturer and just specified that the material meets our request. We have gotten more requests for the RFP since we released it with the changes.

Movies at the Station went very well through the summer. We did end up cancelling one night when our staffing was low and the food truck was unavailable. Everyone seemed to have a great time all summer long. It has really become a Thursday evening gathering place in July. While the movie is the focus the social aspect is important for many who attend. The younger kids seem to enjoy the movie every week while the older kids seem to enjoy the basketball hoop or the never ending wiffle ball game that seem to pop up each week.

Staffing will start to improve in August as our members come back into town after break. We are looking forward to the load easing on those who kept us running through the summer. We scheduled the annual Open House for September 13th this year. Historically this has been an October event, but we decided with the recruitment process that too many weekend events in one month are too much.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2026-051
VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
August 2025

Revenues and Expenses:

Both June and July bank to book reconciliations are complete and reviewed by Trustee Rennekamp. The reports are attached here.

Annual Update Report:

The Annual Update Report for the State is underway.

Audit:

Our annual audit is scheduled for the week of October 20th.

Approval of Abstract 3:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #3 for FYE2026, consisting of:

- TA vouchers 12-20 in the amount of \$ 58,647.59
- Consolidated Fund vouchers 114-197 in the amount of \$766,776.92

and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

Laura W. Dolch

#1 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 June, 2025:

DATED: August 14, 2025

TREASURER

	Balance 05/31/2025	Increases	Decreases	Balance 06/30/2025
A GENERAL FUND - VILLAGE				
CASH - CHECKING	2,001,457.11	3,236,934.01	1,190,798.33	4,047,592.79
CASH - SAVING	0.93	10,000.04	5.93	9,995.04
CERTIFICATE OF DEPOSIT	446,827.90	1,491.83	0.00	448,319.73
NYCLASS GENERAL	909,149.15	648,685.07	10,000.00	1,547,834.22
PETTY CASH	450.00	0.00	0.00	450.00
TOTAL	3,357,885.09	3,897,110.95	1,200,804.26	6,054,191.78
CD SPECIAL GRANT FUND				
CASH	4,471.89	56,006.70	56,006.70	4,471.89
CASH - POLICE COMP TIME RESERV	28,316.92	0.00	0.00	28,316.92
Fire Truck Reserve 2025	70,155.39	0.00	0.00	70,155.39
Solar Panels 2025	-10,211.36	0.00	48,000.00	-58,211.36
CASH - POL TRIAD GRANTS	11,672.01	0.00	8,006.70	3,665.31
CASH - BEAUTIFICATION SPECIAL	3,644.84	0.00	0.00	3,644.84
CASH - FIRE DEPT DONATIONS	48,155.84	0.00	0.00	48,155.84
RESERVE FOR BANK INTEREST	0.00	776.13	0.00	776.13
CASH - GENERAL POLICE DONATION	69,774.50	0.00	0.00	69,774.50
Water Main Reserve	32,471.44	0.00	0.00	32,471.44
TOTAL	258,451.47	56,782.83	112,013.40	203,220.90
F WATER FUND				
CASH - CHECKING	329,423.92	27,485.82	27,792.82	329,116.92
NYClass - Water	63,153.76	215.11	0.00	63,368.87
TOTAL	392,577.68	27,700.93	27,792.82	392,485.79
G SEWER FUND				
CASH - CHECKING	-177,730.56	117,489.25	115,328.00	-175,569.31
NYCLASS SEWER	88,238.53	300.58	0.00	88,539.11
TOTAL	-89,492.03	117,789.83	115,328.00	-87,030.20
H CAPITAL FUND				
CASH - CHECKING	-2,075,374.59	0.00	3,152.40	-2,078,526.99
NY CLASS	37,409.57	127.44	0.00	37,537.01
TOTAL	-2,037,965.02	127.44	3,152.40	-2,040,989.98
HA RAIL PROJECT				
	0.00	0.00	0.00	0.00
NY CLASS ACCOUNT	1,026,187.13	3,495.39	0.00	1,029,682.52
TOTAL	1,026,187.13	3,495.39	0.00	1,029,682.52
TA TRUST & AGENCY				
CASH - CHECKING	34,705.40	184,412.49	196,741.55	22,376.34
TOTAL	34,705.40	184,412.49	196,741.55	22,376.34
TOTAL ALL FUNDS	2,942,349.72	4,287,419.86	1,655,832.43	5,573,937.15

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 July, 2025:

DATED: August 13, 2025

TREASURER

	Balance 06/30/2025	Increases	Decreases	Balance 07/31/2025
A GENERAL FUND - VILLAGE				
CASH - CHECKING	4,047,592.79	905,254.93	2,806,392.94	2,146,454.78
CASH - SAVING	9,995.04	400,000.91	375,000.00	34,995.95
CERTIFICATE OF DEPOSIT	448,319.73	1,546.78	0.00	449,866.51
NYCLASS GENERAL	1,547,834.22	1,861,042.49	100,000.00	3,308,876.71
PETTY CASH	450.00	0.00	0.00	450.00
TOTAL	6,054,191.78	3,167,845.11	3,281,392.94	5,940,643.95
CD SPECIAL GRANT FUND				
CASH	4,471.89	375,000.00	375,000.00	4,471.89
CASH - POLICE COMP TIME RESERV	28,316.92	0.00	0.00	28,316.92
Fire Truck Reserve 2025	70,155.39	60,000.00	0.00	130,155.39
WWS-Cap Improvement-Reserve	-0.00	-150,000.00	-150,000.00	-0.00
Solar Panels 2025	-58,211.36	0.00	0.00	-58,211.36
CASH - POL TRIAD GRANTS	3,665.31	0.00	0.00	3,665.31
Waster Water System Reserve	0.00	150,000.00	0.00	150,000.00
CASH - BEAUTIFICATION SPECIAL	3,644.84	0.00	0.00	3,644.84
CASH - FIRE DEPT DONATIONS	48,155.84	2,686.85	0.00	50,842.69
RESERVE FOR BANK INTEREST	776.13	1,678.18	5.00	2,449.31
CASH - GENERAL POLICE DONATION	69,774.50	0.00	0.00	69,774.50
Garbage Truck Reserve	0.00	20,000.00	0.00	20,000.00
Water Main Reserve	32,471.44	145,000.00	0.00	177,471.44
TOTAL	203,220.90	904,365.03	525,005.00	582,580.93
F WATER FUND				
CASH - CHECKING	329,116.92	75,411.02	168,529.93	235,998.01
NYClass - Water	63,366.87	223.04	0.00	63,591.91
TOTAL	392,483.79	75,634.06	168,529.93	299,589.92
G SEWER FUND				
CASH - CHECKING	-175,569.31	232,000.48	270,673.65	-214,242.48
NYCLASS SEWER	88,539.11	311.60	0.00	88,850.71
TOTAL	-87,030.20	232,312.08	270,673.65	-125,391.77
H CAPITAL FUND				
CASH - CHECKING	-2,078,526.99	0.00	1,569.02	-2,080,096.01
NY CLASS	37,537.01	132.10	0.00	37,669.11
TOTAL	-2,040,989.98	132.10	1,569.02	-2,042,426.90
HA RAIL PROJECT				
CASH - CHECKING	0.00	0.00	25,925.00	-25,925.00
NY CLASS ACCOUNT	1,029,682.52	3,623.85	0.00	1,033,306.37
TOTAL	1,029,682.52	3,623.85	25,925.00	1,007,381.37
TA TRUST & AGENCY				
CASH - CHECKING	22,376.34	193,618.39	189,120.32	26,874.41
TOTAL	22,376.34	193,618.39	189,120.32	26,874.41
TOTAL ALL FUNDS	5,573,937.15	4,577,530.62	4,462,215.86	5,689,251.91

EXHIBIT 2026-052

**Intermunicipal Wastewater Agreement Partners
c/o Rod Howe, Supervisor
Town of Ithaca
215 North Tioga Street
Ithaca, NY 14850**

August 20, 2025

Via US Mail, and Email as available

Carol Lamb-Lafay
Acting Deputy Commissioner
Water Resources
NYSDEC
625 Broadway, 4th Floor
Albany, NY 12233

Dear Acting Deputy Commissioner Lamb-Lafay,

We write collectively as the elected leadership of the six municipal signatories to the 2003 Intermunicipal Wastewater Agreement, who are either owners of, or wastewater contributors to, the Ithaca Area Wastewater Treatment Facility (IAWWTF). Having been authorized by our respective legislative bodies to do so, we hereunder state our strong opposition to the SPDES permit modifications proposed by NYSDEC on the grounds that the assumed violations they are designed to mitigate have not been proven to exist, as required by the TMDL process outlined in NYSDEC technical guidance, and that the unprecedented costs associated with compliance would be financially burdensome to our ratepayers while yielding little to no environmental benefit. We encourage the Department to focus the State's limited resources on mitigating the proven phosphorus and sediment-related impairments that it has known about for decades but that, nevertheless, continue to persist.

Background

The Ithaca Area Wastewater Treatment Facility (IAWWTF) located at the south end of Cayuga Lake is a 13.1 million gallons-per-day (MGD) capacity treatment plant owned and operated by the City of Ithaca, the Town of Ithaca and the Town of Dryden. The facility also receives sewer flow indirectly from the Village of Cayuga Heights, the Village of Lansing, and the Town of Lansing.

IAWWTF owners are currently developing a long-term capital improvement project (CIP). As originally envisioned, owners expected to retain conventional biological treatment, while focusing on modernization and replacement of aged and failing infrastructure. The preliminary estimate of costs related to capital improvements ranged from 60 and 100 million dollars, depending on the chosen design. Costs will be divided among owners, based on predetermined share, with a portion offset by anticipated water quality improvement grants. Some of the costs will eventually be proportionally passed through to non-owner users via independently negotiated agreements.

Proposed Permit Modifications and Costs

Without any corroborative ambient water quality sampling, biological sampling, evaluation of point and non-point sources, or scientific analysis of the assimilative capacity of the receiving water, NYSDEC is now proposing to add SPDES permit limitations for ammonia and nitrite, based on limited effluent data and devised using numerical standards that are designed to ensure the "protection of aquatic life." However, the membrane bioreactor technology required to meet the proposed permit limits would add 100 million dollars to the project cost, which would have an enormous, unsustainable, and unjustifiable impact on ratepayers in the stakeholder municipalities for decades to come.

NYSDEC Technical Guidance Requires a Wholistic Pollution Control Approach

The technical guidance document cited by permit writers to underpin the Water Quality Based Effluent Limitations (WQBEL) for nitrite and ammonia (“TOGS 1.3.1”) specifies that WQBEL permit limits must be devised in conjunction with a TMDL process similar to the one that was recently completed for phosphorous. By any plain reading, that process must quantify the sources of ammonia and nitrite in the south segment of the lake (an approximately 1.4 square-mile area south of McKinney’s Point) and determine the segment’s ability to assimilate the substances proposed for limitation. Only then could an alleged violation be confirmed or disproven, sources identified, and mitigation strategies appropriately weighted. Pointing the finger at wastewater treatment plants, because it’s easier than quantifying and mitigating diffuse sources, is not a regulatorily-compliant, effective, nor equitable environmental management strategy.

The aforementioned TMDL for ammonia and nitrite has not been undertaken, nor contemplated, by NYSDEC, and any attempt to further segment the lake for purposes of circumventing or truncating the TMDL process clearly required by TOGS can only be considered arbitrary and capricious. The Department’s own “Consolidated Assessment and Listing Methodology,” published in 2023, provides guidance on waterbody segmentation for regulatory purposes. It specifically states that “*Some very large lakes, like Lake Champlain and the Finger Lakes are segmented in multiple assessment units based on classification.*”

NYSDEC does not propose a change in “classification” in the waters surrounding the mixing zone, it merely proposes a tiny new gerrymandered waterbody segment around the zone in order to shoehorn its proposed modifications into existence without first conducting the required wholistic analysis, or to create the illusion that the TMDL process was followed. Likewise, the “reasonable potential analysis” referenced by NYSDEC in its SPDES Permit Fact Sheet to indicate that statistical modeling to-date is possibly *predictive* of a violation, is itself part of the TMDL process, not a substitute for one. In fact, TOGS 1.3.1 plainly states that “*The TMDL process... **provides the basis for a "reasonable potential" analysis; that is, does the proposed discharge of a pollutant have the reasonable potential to cause or contribute to an excursion of water quality standards. If the answer is "yes", the TMDL process is then used to determine the WQBELs for all sources of that pollutant to assure compliance with water quality standards.***”

From a more general standpoint, NYSDEC specifically dismissed nitrogen (nitrate, the end-product of nitrification) as a primary cause of impairment in Cayuga Lake as recently as 2024 in its TMDL for phosphorus, and did not make any recommendations regarding ammonia or nitrite. Simply concluding that anything short of complete nitrification at a wastewater treatment plant equals a water quality standards violation does not demonstrate that an applicable narrative standards violation exists.

As mentioned, the proposed permit limits are being devised under the auspices of “the protection of aquatic life.” However, there has been no corroborative biological monitoring nor anecdotal evidence to suggest that organisms are under stress outside the mixing zone (which, itself, has not been scientifically delineated). To the contrary, available data indicates that annual inventories at the Cayuga Inlet fish ladder have not decreased in population or size, and angler surveys show extremely high satisfaction with fishing in the lake.

In addition, synoptic dissolved oxygen sampling at four south-segment locations collected over the past 15 years by Community Science Institute reveals that levels in the south lake are quite high (approaching 9 mg/l)

and consistent throughout the segment, displaying no localized variation or decline at the point-source discharge monitoring locations, generally indicating an overall healthy environment for aquatic life.

The assumptions underpinning the Department's proposed modifications are particularly troubling because they are purely theoretical and based on hypothetical variables such as a dilution ratio that not only cannot be traced to its mathematical origins, but has likely not been revisited since IAWWTF was rerated from 10 MGD to 13.1 MGD. Furthermore, NYSDEC proposes to create a "waterbody segment" immediately surrounding the IAWWTF mixing zone without first delineating the shape or boundaries of the zone through any quantifiable scientific processes.

Past Research Supports Retaining Conventional Treatment Technology

IAWWTF owners commissioned a comprehensive study in the mid-80's to determine whether its then-redesigned discharge would result in harmful levels of ammonia outside the mixing zone. The study, conducted by Environmental Scientist, Liz Moran, concluded that, "*The analysis demonstrates that even under 'worst case' conditions, the concentrations of un-ionized ammonia in the south end of the lake will not create toxic conditions for fish outside of an acceptable mixing zone. Therefore, the new lake outfall of the upgraded and rebuilt Ithaca Area Wastewater Treatment Facility is not creating unacceptable water quality conditions.*"

Subsequent to the study, the plant was rerated from 10 MGD to 13.1 MGD. It is not clear whether the mixing zone being contemplated now was adjusted to account for the increase in maximum allowable flow. However, with the exception of phosphorus which has been greatly reduced, IAWWTF effluent parameters are similar to those that existed during Ms. Moran's study period. Therefore, it is reasonable to conclude that her general findings are worth investigating today.

Conclusion

IAWWTF owners and users wholly support efforts to maintain and improve water quality in Cayuga Lake. To that end, IAWWTF owners voluntarily invested in tertiary phosphorus treatment in 2003, long before the TMDL for phosphorus was developed, and area municipalities continue to collaborate to utilize vital wastewater infrastructure in an efficient, regional approach. We urge the Department to avoid cost-prohibitive and ineffective regulatory practices that would inadvertently disincentivize regional wastewater management and encourage the proliferation of septic systems and sprawl development.

Municipalities and ratepayers encourage the efficient use of resources to advance the goals of the TMDL for Phosphorus in Cayuga Lake, including the establishment of riparian buffers, streambank stabilization, and greater investment in agricultural best management practices. Given the enormous cost and relatively small (if any) benefit of the potential permit modification, stakeholders will continue to advocate for the prioritization of solving the problems that were quantified and published by NYSDEC following decades of research, and oppose the diversion of finite assets to address issues that have either not been identified, not been confirmed, or were dismissed outright as non-problematic during the development of the phosphorus TMDL. Moreover, NYSDEC must be compelled to abide by its own regulatory procedures, which were created to ensure implementation of, and compliance with, state and federal environmental law.

NYSDEC must determine whether the IAWWTF discharge is causing or contributing to water-quality standards violations related to ammonia and nitrite by following its own TMDL process. Handing ratepayers a bill for 100 million dollars based solely on theoretical modeling in the absence of field corroboration, while ignoring the problems NYSDEC took 20 years to quantify, is irresponsible and financially prejudicial, particularly to the many disadvantaged and underserved communities reliant on IAWWTF.

We look forward to collaborating on thorough, sensible solutions that balance evidence-based regulatory practices with real-world financial realities and implementation constraints.

Respectfully,

Date: _____
Robert Cantelmo, Mayor
City of Ithaca

Date: _____
Linda Woodard, Mayor
Village of Cayuga Heights

Date: _____
Rod Howe, Supervisor
Town of Ithaca

Date: _____
Ronny Hardaway, Mayor
Village of Lansing

Date: _____
Jason Leifer, Supervisor
Town of Dryden

Date: _____
Ruth Goff, Supervisor
Town of Lansing

CC:

Amanda Lefton, Commissioner, NYSDEC
Anthony Luisi, Deputy Commissioner and General Counsel, NYSDEC
Dereth Glance, Director, NYSDEC Region 7
Monica Moss, Section Chief, North Section, NYSDEC
Thomas Vigneault, Water Resources Specialist, NYSDEC Region 7
The Honorable Anna Kelles, Assemblymember, 125th Assembly District
The Honorable Lea Web, New York State Senator, 52nd Senate District
The Honorable Kathy Hochul, Governor of New York State

EXHIBIT 2026-053

Resolution Authorizing Mayor Woodard to sign Municipal Coalition Letter in Opposition to NYSDEC-proposed Ithaca Area Wastewater Treatment Facility Permit Modifications, and in Support of State Investment in Water Quality Mitigations Identified in the “Cayuga Lake Total Maximum Daily Load for Phosphorus.”

WHEREAS, the Ithaca Area Wastewater Treatment Facility (IAWWTF), located at the south end of Cayuga Lake, is a 13.1 million gallons-per-day-capacity treatment plant owned and operated by the City of Ithaca, the Town of Ithaca, and the Town of Dryden; and,

WHEREAS, the Village of Cayuga Heights indirectly utilizes treatment at IAWWTF, through an agreement with the City of Ithaca, Town of Dryden, Town of Ithaca, Town of Lansing, and the Village of Lansing.; and,

WHEREAS, IAWWTF owners are currently engaged in the planning phase of a multi-year capital improvement project (CIP), focusing on the modernization and replacement of aged and failing infrastructure, with out-of-pocket costs divided among owners and passed through to non-owner-users, including the Village of Cayuga Heights, via independently negotiated agreements based on usage; and,

WHEREAS, the New York State Department of Environmental Conservation (NYSDEC) is proposing discharge permit modifications to include limits for ammonia and nitrite, which can be harmful to aquatic life in high concentrations; and,

WHEREAS, the aforementioned modifications are being considered solely based on modeling and have not been corroborated by ambient water quality and biological monitoring near the IAWWTF discharge or elsewhere in the southern Cayuga Lake waterbody segment; and,

WHEREAS, the membrane bioreactor technology required to meet the proposed permit limit for nitrite would add 100 million dollars to the cost of the original CIP, which would impose an enormous, unsustainable, and unjustifiable financial burden on ratepayers in the stakeholder municipalities, including the Village of Cayuga heights, for the indefinite future and would achieve limited, if any, environmental benefit; now therefore be it

THEREFORE BE IT RESOLVED, that the Village of Cayuga Heights Board of Trustees of, having reviewed the attached letter authored on behalf of the six municipal signatories to the 2003 Intermunicipal Wastewater Agreement, supports the positions and recommendations articulated therein, and authorizes Mayor Woodard to sign in representation of this body.



EXHIBIT 2026-054
Village of Cayuga Heights
Police Department

Jerry L. Wright
Chief of Police

In the month of July the police department received 380 calls for service. In addition to these calls 86 uniform traffic tickets were issued and 4 parking violations were cited. The breakdowns of calls are as follows:

Officers responded to four felony complaints. In the first complaint a person babysitting said they heard a strange noise on the baby monitor. The responding officer cleared the house upon arrival. There was no evidence of a burglary taking place and the officer suggested it may have been the wind blowing through an open window. A second report of burglary was made by a resident stating that they were missing a key fob and believed someone had entered their home and took it. The on-duty officer did not see any signs of forced entry or indicators of an intruder upon their search of the home; the incident was closed out and labeled suspicious in nature. The final complaint of burglary was reported by a resident who had observed an individual attempting to make entry into their home. Upon officer's arrival the suspect individual turned out to be a prior resident of the home in question and was displaying signs of dementia. There were no charges filed and the individual was given a courtesy transport home and turned over to their spouse. A final felony incident was reported involving computer fraud. A resident reported that they were scammed via email correspondence with an unknown individual and purchased a number of store cards totaling over a dollar amount consistent with a crime of felony grand larceny. A copy of the report was issued to the complainant to provide to their bank for a fraud claim.

Three incidents of misdemeanor calls for service were handled. One call for criminal mischief was received after a dispute occurred between two employees in which one of the employees became physical and caused damage to furniture. After investigation the individual was issued an order of persona non grata, no longer welcome to be on the premises. No arrest was made as the complainant did not wish to file formal charges. A second complaint of criminal mischief involved a resident's mailbox being knocked off of its post and damaged. The responding officer did observe tire marks crossing through the area however there are no suspects and the investigation is ongoing.

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

There were no incidents of penal law violations handled.

Officers responded to three incidents of local law violations. One incident consisted of a potential noise violation. A resident complained of loud music coming from a neighboring house. Contact was made with an individual at the house in question and a verbal warning of a potential citation being issued was given. No further complaints were received regarding this home. The second local law complaint involved dog control. While on patrol officers observed a loose dog. While attempting to obtain control of the dog it ran to a house that turned out to be it's home. The dog owner said that it had slipped its collar. No citation was issued. Lastly, while conducting a property check of Sunset Park, officers found two individuals present after the posted hours. The individuals were advised of the local law and left without further incident.

One bench warrant arrest was made. The on-duty officer responded to a complaint of a person on a transit bus in a hospital gown and seemingly unwell. The individual was turned over to the State Police for follow up care after confirmation of an active warrant out of that agency was confirmed.

Two motor vehicle accidents were handled; one on Pleasant Grove Road and one in the parking lot of 110 E. Upland Road.

There were no incidents involving deer reported.

CHPD officers responded to ten calls for service assisting other agencies and received mutual aid from other agencies during one call for service.

Over the course of the month officers took part in the following training and/or events: On the 10th, 15th, and 16th officers conducted Commercial Vehicle Safety Inspection details in collaboration with a Level I CMV Inspector from NYSDOT. One of these details included Deputies from the Tompkins County Sheriff's Office as part of the weeklong Commercial Vehicle Enforcement Campaign through New York State. On the 11th, 20th, 22nd and 25th traffic safety details were held including two as part of the Governors Traffic Safety Committee Grant. On the 28th and 29th full-time and part-time officers completed range qualifications. The full-time officers worked a total of 67 hours of overtime and the part-time officers worked a total of 251 hours.

EXHIBIT 2026-055
Village of Cayuga Heights
Board of Trustees Report
Department of Public Works - Aaron Cowder
August 20, 2025

Street & Sidewalks

We continue working on sidewalk summer rehabilitation. A number of sidewalks will be replaced due to the new gas line being installed by DDS and NYSEG. Street resurfacing has been completed for this year. The DPW still have some patching and filling to do on a number of streets.

Water System

We have exceeded the planned number of replacements for lead services lines this year but will continue to replace ones on the streets where NYSEG is doing gas line service. We have had a few more water main repairs this past month along with one hydrant replacement.

Sanitation Sewer System

We have, in conjunction with TG Miller, continued to monitor sewage flows in manholes where meters have been installed for I&I tracking. We are focusing on the Northeast areas where the Town of Ithaca has undertaken repairs to their lines to reduce I&I.

In our I&I reduction efforts, we are on schedule to line 9 manholes that are most in need of repair.

Beautification

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

Culvert Repair

The culvert on North Sunset Drive was repaired and backfilled. It is now opened to one lane for travel until the guardrail is reinstalled. Repaving will occur once the subsurface has time to settle.

Action Items

The new leaf vacuum will be delivered soon. We are looking for approval to put the 2 old ones and an old leaf collection box up for surplus auction.

EXHIBIT 2026-056

Clerk’s Report:

Property Tax Update:

Property Taxes are now in the penalty phase. To date, we have collected \$3,627,880.52 with \$59,105.96 outstanding. Deputy Clerk Perkins was able to email residents to let them know they were late, which resulted in a number of payments since last month.

08-15-25
13:59:42

**Village of Cayuga Heights - 2025 - 2026 - Village Tax Collection
Trial Balance - All Swis Codes
08-15-25**

Original Warrant	3,627,880.52
Adjustments	0.00
	=====
Adjusted Warrant	3,627,880.52
Full Payments	3,568,774.56
Penalties	5,333.85
	=====
Total Collections	3,574,108.41
Taxes Outstanding	59,105.96

GTCMHIC Final Update Pending GTCMHIC Board Support:

We discussed the benefit and deductible change for the Gold Plan in August. We will most likely raise the deductible \$200 single and \$400 family, as shown in our proposal to the Board.

Gold HDHP		
Benefit Category (In-Network)	Current	2026 Change
Deductible -Single	\$1,800	\$2,000
Deductible -Family	\$3,600	\$4,000
Maximum Out-of-Pocket - Single	\$3,600	\$4,000
Maximum Out-of-Pocket - Family	\$7,200	\$8,000
Tier 1 Medication Copay (30-day supply)	\$5	\$10

Gold HDHP		
Benefit Category (Out-of-Network)	Current	2026 Change
Deductible - Single	\$2,700	\$4,000
Deductible -Family	\$5,400	\$8,000
Maximum Out-of-Pocket - Single	\$5,400	\$8,000
Maximum Out-of-Pocket - Family	\$10,800	\$16,000

- **Updated Village Job Descriptions & Village Handbook:**

July 2025

Employee Handbook suggested edits are in red:

Under Ch EH-1 General Provisions:

EH-1.2

Village Clerk office hours; scheduling appointments with Mayor.

The office of the Village Clerk and Deputy Clerk in the Village Hall is open Monday through Friday, 8:30 a.m. to 4:30 p.m., except on the named Village holidays identified in § **EH-5.15** of this Handbook. Appointments with the Mayor may be scheduled with the Village Clerk. Additional information is available on the Village website: <http://www.cayugaheights.gov>.

§ EH-5.3 **Work hours; workweek; payday.**

A.

Village employees who are eligible for overtime under the Fair Labor Standards Act ("nonexempt employees") will be informed of their hours of work by their supervisors when hired. Exempt employees are paid a salary and are expected to work the hours required to fulfill their position responsibilities.

A full-time exempt position within the Village is based on a standard 40-hour work week. Village part-time positions are defined as up to 34 hours per week, with hours established by employee supervisor, and can be either salaried exempt or hourly non-exempt.

B.

The workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday. Employees are paid on a bi-weekly basis by checks issued on alternate Thursdays. The Village may offer an option to employees to permit paychecks to be deposited directly into their bank accounts.

VILLAGE TREASURER
VILLAGE OF CAYUGA HEIGHTS

Internal Description, updated by VCH HR Committee August 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

SUPERINTENDENT OF PUBLIC WORKS
VILLAGE OF CAYUGA HEIGHTS

Internal Description, updated by VCH HR Committee May 2023 & August 2025

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 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.

POLICE CHIEF

Internal Description, updated by VCH HR Committee April & August 2025

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate: Graduation from high school or possession of a high school equivalency diploma **AND:**

- (a) One year of full-time (or the equivalent part-time) paid competitive class experience as a Police Lieutenant; **OR**
- (b) Two years of full-time (or equivalent part-time) paid competitive class experience as a Police Sergeant.

SPECIAL REQUIREMENTS:

1. The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.
2. No one shall be appointed as a Police Chief unless he or she has previously been appointed as a Police Officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York and in accordance with Civil Service Law, Section 58 1-b, or who has previously served as a member of the New York State Police.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for all police functions and requiring ability to plan and direct the work of law enforcement officers, first and second line supervisors. In Tompkins County, all police departments meet the criteria for being a "Type A" department. The chief is responsible for seeing that subordinates are thoroughly trained and that high standards of performance are maintained.

The work is performed in accordance with policies and objectives established by the Mayor and Village Board. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Formulates department rules and issues working orders to subordinates and evaluates job performance; subordinates;
- Reviews activities and reports of officers;
- Sees that recruits and other police officers receive adequate training in police methods and procedures;
- Supervises the activities of the police force at serious fires;
- Directs the investigation of offenses;
- Review and monitor video and body worn cameras;
- Recommends the purchase of necessary supplies and equipment;
- Delivers talks on safety and other law enforcement problems;
- Attends police conventions and performs patrol duties;
- Prepares and delivers monthly departmental report at the Board of Trustee meetings;
- Attends appropriate training sessions and courses.
- Develops, prepares and administers the department's annual budget;
- Prepares departmental work schedule and maintains an accounting of all time off;
- Cooperates with other law enforcement agencies and legal advisors;
- Ex officio Public Safety Committee;
- Oversees the department's selection process & makes recommendations for hiring to the Village Board;
- Assigns tasks and reviews activities of non-sworn department personnel;
- Supervises maintenance of all department records, equipment, supplies, property, and evidence

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of police administration and of police methods;
- Thorough knowledge of scientific methods of crime detection and criminal identification;

- Thorough knowledge of controlling laws and ordinances;
- Demonstrated ability to lead and direct the activities of police officers;
- Ability to interpret the work of the police department and to maintain cooperative relationships with other village officials and the general public;
- Resourcefulness;
- Sound judgment in emergencies;
- Integrity and tact are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

ASSISTANT SUPERINTENDENT OF PUBLIC WORKS
DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS (WORKING TITLE)
VILLAGE OF CAYUGA HEIGHTS

Internal Description, updated by VCH HR Committee August 2023 & August 2025

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 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.

FIRE SUPERINTENDENT
FIRE CHIEF (WORKING TITLE)
VILLAGE OF CAYUGA HEIGHTS

Internal Description, updated by VCH HR Committee May 2023 & August 2025

MINIMUM QUALIFICATIONS:

Five years of experience as a paid or volunteer firefighter and has at least 1 year experience as an assistant chief officer.

DISTINGUISHING FEATURES OF THE CLASS: Has responsibility for maintenance and operation of a fire station and assists in the administrative activities of the fire department. This is firemanic work involving responsibility for the efficient and economical maintenance and operation of a fire station and the performance of various administrative duties, which include planning, directing, staffing, and coordinating fire prevention, fire suppression, and EMS activities within the jurisdiction of the fire department. The work is performed under the general direction of the Council of the Fire Department with wide leeway for independent action of questions of procedures and order of tasks. Supervision may be exercised over a small number of maintenance and clerical employees. Does related work as required.

The position is a part-time salaried position, exempt from the Fair Labor Standards Act. The number of hours performed per week are flexible and at the discretion of the Fire Superintendent.

TYPICAL WORK ACTIVITIES:

- Inspects equipment, grounds, and station to ensure proper order and condition;
- Plans and inspects maintenance work being performed;
- Conducts tests of and supervises the maintenance of fire alarm systems;
- Trains and instructs personnel of fire department as to the proper maintenance of station and operation of equipment;
- Supervises and assists in safety inspection;
- Under direction of the Fire Council, purchases equipment and supplies;
- Prepares and delivers monthly departmental report at the Board of Trustees meetings.
- Develops and prepares the annual budget for submission to the Village Board;
- Performs such public relations duties as lecturing on fire prevention and safety;
- Ex officio Public Safety Committee;
- Acts as liaison between volunteers, Fire Council, and Village Board of Trustees;
- Directs the compilation of records and preparation of reports;
- Responds to emergencies as needed.³³

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND
PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles of supervision and management practices and procedures.
- Considerable knowledge of applicable laws, ordinances, codes and regulations.
- Ability to plan and direct the implementation of overall fire department programs and objectives.
- Knowledge of principles of fire prevention and suppression.
- Knowledge of current practices in fire suppression, prevention and training method, technology and equipment.
- Knowledge of district geography, fire hazards, and firefighting resources.
- Knowledge of the use and maintenance of firefighting equipment and apparatus, and the ability to train and certify members on all apparatus.
- Ability to establish and maintain effective working relationships with department members, other agencies, and the general public.

**VILLAGE DEPUTY CLERK
VILLAGE OF CAYUGA HEIGHTS**

**Internal Description, updated by VCH HR Committee August
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 responsibilities 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 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.

VILLAGE CLERK
Village of Cayuga Heights

Internal Description, updated by VCH HR Committee August
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 salaried position, exempt from the Fair Labor Standards Act.

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 REponsibilities:

The Village Clerk supervises the Deputy Clerk.

PHYSICAL ACTIVITIES AND REQUIRMENTS:

Able to communicate effectively with the public, Village staff and Trustees. Manual dexterity required for the completion of office work. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force or constantly to lift, carry push, pull or otherwise move objects.