



[Zoom Link 4118425407](#)
Village of Cayuga Heights
Board of Trustees Monthly Meeting
September 17, 2025 7:00 p.m.

	EXHIBIT/PAGE
1. Call To Order	
a. Approval of August 20, 2025, Meeting Minutes	2026 - 057 pgs. 2-12
2. Report of Fire Superintendent Tamborelle: Submitted Report:	2026 - 058 pg. 13
a. Bid Tabulation	2026 - 059 pg. 14
3. Privilege of the Floor:	
4. Report of Treasurer Dolch: Submitted Report:	2026 - 060 pgs. 15-16
5. Report of Mayor Woodard	
a. Upland Heights Update	2026 - 061 pgs. 17-19
b. Love Living at Home Marcham Hall Request	2026 - 062 pg. 20
c. Village Employee Job Descriptions	2026 - 063 pgs. 21-31
d. Loss of Former Village Clerk Norma Manning	2026 - 064 pg. 32
e. Loss of Former Board Member James (Jim) Bisogni Jr.	2026 - 065 pg. 32
f. Regular Board Meeting Time Change	
g. 2026 Water Rate	2026 - 066 pg. 33
6. Report of the Trustees:	
7. Report of Superintendent of Public Works Cross:	
8. Report of Police Chief Wright: Submitted Report:	2026 - 067 pg. 34
9. Report of Assistant Superintendent of Public Works Cowder:	2026 - 068 pg. 35
10. Report of Clerk Walker: Submitted Report:	2026 - 069 pgs. 36
11. Report of Attorney Shah:	
12. Adjournment	

EXHIBIT 2026-057

Zoom ID # 4118425407

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

**August 20th 2025
7:00 p.m.**

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

Absent: Trustee Biloski, Superintendent of Public Works Cross; Treasurer Dolch

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

2a. Approval of the July 16, 2025 Board Meeting Minutes (Exhibit 2026-049)

Resolution: 9877

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

Motion: Trustee Robinson

Second: Trustee Conway

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

Nays: none

Abstentions: none

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2026-050)

- Fire Superintendent Tamborelle states that members of the department are returning for the fall semester.
- Fire Superintendent Tamborelle states that the bids for the Cayuga Heights Fire Department bunker kitchen renovations were received and opened yesterday. One bid was received on time and was from Streeter Associates, from Elmira. The bid amount was still over the budget of \$199,000.
- Mayor Woodard states that this is still \$20,000 over budget, but the Town of Ithaca will be covering 40% of the total expenses
- Fire Superintendent Tamborelle states that he could re-bid the project for the third time. We will have to make some adjustments to the bid to make it different from the first two to keep it fair.
- Trustee Robinson states that if we re-release the bids, the other two companies now know what Streeter Associates bid, and that gives them an advantage.

- Mayor Woodard states that she is trying to find a way that the Village can do some of this work to save money.
- Trustee Conway states that we budgeted \$162,000 for this project and to date have spent \$6,000 on appliances.
- Fire Superintendent Tamborelle states he can change the scope of the project to include providing a dumpster for the demolition.
- Clerk Walker states that part of the project cost is the removal of the existing kitchen. Why can't our DPW staff provide that service?
- Fire Superintendent Tamborelle states the contractor may use some of the existing frameworks, and if we take them all out, then we could see an increase in costs.
- Fire Superintendent Tamborelle states he will reach out to the contractors to let them know we will be re-releasing a new RFP with the Village supplying the dumpster and a request for two proposals, one with the contractor doing the demolition, and one with the Village doing the demolition.
- Mayor Woodard states that there was a TCCOG meeting earlier this month that discussed the possibility of Tompkins County supporting its own ambulance service and expanding the Rapid Medical Response EMS rescue.
- Fire Superintendent Tamborelle states that last year, Tompkins County received a grant that supports 3 EMS units, Monday through Friday, 7:00 a.m. to 7:00 p.m., to cover parts of the county that are lacking emergency coverage. There is also talk about staffing two or three ambulance services.
- Fire Superintendent Tamborelle states that what they are proposing now is to budget for 24 hours Monday through Sunday, with an additional paramedic-level fly car.
- Fire Superintendent Tamborelle states that there is already a shortage of paramedics in the county, and the only place they could draw from would be Bangs.
- Fire Superintendent Tamborelle states that the Village would not benefit from this; other municipalities have appropriate coverage.
- Trustee Salton states that we and others pay no taxes for ambulance services that are available for county residents right now.
- Fire Superintendent Tamborelle states that Bangs does not serve the Village residents. He is sure that other municipalities most likely do have some type of ambulance tax on their Town and County bills.
- Fire Superintendent Tamborelle states that what is happening is that call volume has increased so much over the last several years. 911 calls for assistance are overwhelming the system. Most of these calls are non-emergency related.
- Mayor Woodard states that the county did finance a study specifically on this topic; however, the results are not available yet.
- Fire Superintendent Tamborelle states that he had a Tompkins County Fire Chiefs' meeting in which the

consulting group stated they expected to have some results by the middle of September. He suggested they should take as much time as possible to thoroughly examine the entire situation.

- Trustee Salton inquires whether or not there is a shortage of ambulance services in the county.
- Fire Superintendent Tamborelle states that he does not. There are four ambulance services in the county that cover 24 hours a day, 7 days a week. Again, the issue is that people are using the 911 system as a primary care source, and we have to transport them to the hospital.
- Trustee Salton states that under what rule states you cannot triage a call.
- Fire Superintendent Tamborelle states that the guidelines we follow from the Central New York Regional EMS Council state that if you don't have a way to send an ambulance within five minutes of a call, then they will send the next service out.
- Fire Superintendent Tamborelle states that our county 911 dispatch is now asking some discretionary questions to determine the type of emergency.
- Trustee Salton states that we need to figure out how to write policy or implement some changes for central and upstate New York.
- Fire Superintendent Tamborelle states that this is exactly what the regional EMS Council is talking about right now.
- Trustee Robinson states that he would like to know what action the Board can take to assist.
- Fire Superintendent Tamborelle states that he will be glad to get some information for the Village Public Safety Committee to discuss at next month's meeting.
- Fire Superintendent Tamborelle states that to summarize this discussion, there are many variables that come into play to staff another ambulance service that have not been thought through. Call volumes and costs alone are huge and will be a big burden on the taxpayers.

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

5. Report of Treasurer Dolch: Submitted Report (Exhibit 2026-051)

- Treasurer Dolch was absent from tonight's meeting.

Approval of Abstract 3:

Resolution: 9878

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract # 3 for FYE 2026, consisting of TA vouchers 12-20 in the amount of \$58,647.59 and Consolidated Fund vouchers 114-197 in the amount of \$766,776.92, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

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 realizing that we need to update this law, mainly surrounding lawn maintenance.
- Mayor Woodard states that she has scheduled a Property Maintenance Taskforce for August 25, 2025, at 11:00 a.m.
- Mayor Woodard states that the largest number of violations this year was for grass height. Other fines were issued for a wood pile, furniture, construction materials, and a boat in the front yard.
- Mayor Woodard states that a new area that we will be discussing is the “wild” growth in or around a property.
- Trustee Robinson states that the area on the Village Right of Way is the biggest area that residents forget.
- Mayor Woodard states that B. Cross has spent a huge amount of time enforcing this law, and we have been lucky that our summer interns have been doing most of the inspection work over the last few years. Moving forward, hopefully, we will streamline this process.

b. Upland Heights Update:

- Mayor Woodard states that the architects for this project requested a meeting to present a new version of the project.
- Mayor Woodard states that, as a result of NYSDEC reclassifying wetland setback boundaries from 25 to 100 feet, most of this property cannot be developed.
- Mayor Woodard states that the developer is now presenting a scaled-down version of the plan that consists of ten dwelling units.
- Trustee Robinson states that with this change, does this trigger a rezoning of the property?
- Mayor Woodard states that it is a great question. Before this meeting, this property was being allowed to combine the two parcels so he could qualify for the Planned Development Zone (PDZ). At this point, we are not sure if the new version of this project needs to be rezoned.
- Trustee Salton states that we do not have a formal application for a PDZ for this property, and there has been no Board approval as an approved PDZ.
- Trustee Salton states that the next step would be for the Village Zoning Officer to determine how this project

could move forward.

- Trustee Salton states that we need some legal advice to move forward.
- Trustee Robinson states that it seems that the newest version of this project might fall under current zoning and not need a variance to develop this property.
- Trustee Conway states that some of the original density concerns, like traffic, are now gone with this new proposal.
- Mayor Woodard states that we will hear more about this at the September Board Meeting.

c. Gand of Six Update & NYSDEC Letter with Resolution:

- Mayor Woodard states that the main discussion was the Ithaca Area Waste Water Treatment Facility (IAWWTF) and the plant's potential violations with NYSDEC.
- Mayor Woodard states that the IAWWTF is working on convincing NYSDEC that their requirements are not realistic and are baseless without research.
- Mayor Woodard states that our plant is configured completely differently. The IAWWTF is looking at two hundred million dollars in renovations and upgrades.
- Mayor Woodard states that the Town of Ithaca, Rich DePaolo has drafted the letter in Exhibit 2026-052 for the Village to sign in support of their request for clearer regulation.
- Mayor Woodard states that one of the things that NYSDEC is not considering is the amount of agricultural runoff into our lake.
- Mayor Woodard states that to summarize, if NYSDEC can prove that there is an issue with ammonia, then show us the proof.
- Trustee Conway states that this letter is worded in a more hostile way than it needs to be.
- Trustee Salton states that he would like the drafter of this letter to be present before the Village Board and explain where all this information came from. This letter needs to be tabled until we have more information.
- Trustee Hubbell agreed.
- Assistant Superintendent of Public Works A. Cowder states that the Village is also in a review process with NYSDEC for its State Pollutant Discharge Elimination Permit (SPDES).
- Mayor Woodard states that another NYSDEC issue related to Cayuga Lake is that NYSDEC has just announced the Cargill Salt Mine received a fifteen-year mining permit to continue removing salt from under Cayuga Lake. <https://tompkinsweekly.com/articles/cargill-salt-mine-wins-dec-approval-environmentalists-push-back/>
- Mayor Woodard states that she would like to circulate this letter for feedback on any changes.
- Trustee Salton states that he suggests the author present to our Board. We should not be the ones who need to

rewrite this.

- Mayor Woodard states that she will write back requesting revisions.

d. FYE 2024-25 Budget Numbers:

- Mayor Woodard states that the Village Finance Committee met and discussed the final figures from last fiscal year.
- Mayor Woodard states that she could see the Board having a budget workshop for the General Fund and then a workshop for the Water and Sewer Fund.
- Trustee Rennekamp states that the Village Finance Committee is looking for more information from departments on budget items that get split across funds.
- Trustee Salton is concerned that having separate budgets at different times might not follow the Village law.
- Mayor Woodard states that we can discuss our proposed budgets anytime, but we will have to file the adopted budget in April after the public hearing.
- Trustee Rennekamp states that they need to be close together because budgets cross all three funds.
- Mayor Woodard states that across all budget lines, we were very close.
- Trustee Conway states the Sewer Fund had the biggest gap (\$150,000) due to less income received from the other municipalities that use our plant.
- Trustee Salton asks if the money spent on the WWTP upgrades is reflected in these figures.
- Trustee Conway states yes, and the biggest difference was that some budgeted funds did not get expensed in the same fiscal year.
- Mayor Woodard states that we will work on projections moving forward once we have true numbers from four years ago.
- Trustee Rennekamp states that, where we are also looking at items in the budget that were over or under by a certain amount, the department heads could share with us why, so we can get a better understanding moving forward.
- Trustee Robinson states that he just wants to make sure the numbers are accurate.

e. Superintendent of Public Works:

- Mayor Woodard announces that B. Cross has announced that he will be retiring from the Village at the end of this year. We will be talking about this more over the next few months.

7. Report of the Trustees:

a. Village Public Works Committee:

- Trustee Robinson states that the Cayuga Heights Road Sidewalk Project preliminary design has been submitted to NYSDOT.
- 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. We are still working on distinguishing temporary versus permanent easements for this project.
- Trustee Robinson states that there is a possibility we will need an extension of time to complete this project.
- Trustee Robinson states that we are waiting for T.G. Miller to provide the water infrastructure priorities list. The original expense for this exceeded five million dollars.
- Trustee Robinson states that the Renwick Brook Culvert Pipe project is still in flux. We are now looking at lining the culvert, but that is still undetermined.
- Assistant Superintendent of Public Works Cowder states that the main concern is the washout under Remington Rd.
- Trustee Robinson states that we now have a crosswalk at Texas and Spruce Lane. The crosswalk lights have been ordered and should be in this Friday.
- Trustee Robinson states that there was a new request from a Village resident to dim the streetlights even more to allow views of the sky.
- Trustee Salton states that there must be a way to make it less bright.
- Assistant Superintendent of Public Works Cowder states that we have programmed the brightness based on the time of year. It might look the same to the naked eye, but there is a difference.
- Trustee Salton states that this is still one of the best projects we have ever done.
- Assistant Superintendent of Public Works Cowder states that we will also be installing meters on the North Triphammer lights, which should save the Village some money.
- Trustee Robinson states that as NYSEG replaces natural gas lines in the Village, we are evaluating any lead pipe replacements.
- Trustee Salton states that he would like to know why NYSEG is not replacing the sidewalks that they have torn up with ADA-compliant sidewalks. When his sidewalk in front of his house was replaced by Verizon, they put five-foot-wide sidewalks in. Why isn't NYSEG?
- Assistant Superintendent of Public Works Cowder states that NYSEG is replacing what they took out. This is considered a restoration project, not a new project. NYSEG plans on completing the sidewalk replacements where they have torn them up by the end of September. The overall project is slated through 2030.
- Mayor Woodard states that she thinks it is reasonable to reach out to NYSEG and ask them to at least replace the sidewalks that children use to walk to school this fall.

- Trustee Robinson states that the paving at the Village Wastewater Treatment Plant is finally completed.

- Trustee Robinson states that the North Sunset Rd. Culvert repair is done, and the guardrail will be installed next week.

b. Village Wastewater Committee:

- Trustee Robinson states that the Village is still waiting for feedback on our SPDES Permit renewal.

- Trustee Robinson states that the newly installed solar panels are still waiting for NYSEG to connect them to the grid.

- Trustee Robinson states that the rail system should be completed by the end of September or October.

- Trustee Robinson states that YAWS management is looking to replace the control panel for the pumps.

- Trustee Conway asks why it is taking so long to connect the solar panels. He is anxious to see how well this will reduce energy costs at the plant.

- Assistant Superintendent of Public Works Cowder states that vendors are causing the delay.

- Clerk Walker states that he spoke to our NYSERDA representative about upgrading the charging station outside of Marcham Hall, and he informed him that we will be storing electricity "credit" when we give back energy and then draw on that later in the year.

c. Village IT Committee:

- Trustee Robinson states that the committee met briefly to go over Windows 11 updates and the transition to the .gov.

- Trustee Conway states that he is on the committee and was not aware of the committee meeting.

- Clerk Walker and Trustee Robinson apologized for missing that he was appointed at the Village Organizational Meeting this spring.

- Trustee Robinson states that we will have to upgrade the three patrol vehicle computers.

- Police Chief Wright states that he has contracted Parol PC, and we can upgrade and move to a tablet type for a lot less cost.

d. Village Human Resources Committee:

- Trustee Robinson states that they have completed the Village job descriptions for most of the non-bargaining employees and the Village Handbook.

- Trustee Robinson states that the concern in the past was that if we made a change to a job description, it would trigger the county to require a possible exam. Internally, we had this concern when A. Cowder applied to the Assistant Superintendent of Public Works.

- Trustee Robinson states that one of the key changes was the definition of part-time and full-time in each position and in the Village Handbook.
- Trustee Conway wonders why it matters since we offer benefits to part-time employees (30 hours), and why then define full-time and part-time.
- Trustee Conway states that the way this is written is confusing. We should really only care about the fact that at 30 hours, you qualify for benefits.
- Trustee Robinson states that he agrees, but we are trying to be clearer for future needs.
- Trustee Robinson states that we can table this until Trustee Biloski returns and can add to the conversation.
- Trustee Conway states that the section of a job description that describes the qualifications is always confusing. Are we saying this is a general statement of subjectivity to qualify for the particular job, or is there something more specific related to the Civil Service part?
- Trustee Robinson states that this comes from the County, and as he reads it, an applicant's experience can take over for the educational, or degree, or time as required as a minimum.

e. TeraWulf:

- Trustee Hubbell states that he has learned that a company called TeraWulf has signed a five-year lease at the old Millikan Station site. They are a digital asset technology company specializing in digital infrastructure.
- Mayor Woodard questions whether or not the Town of Lansing has provided permits already.

f. Village Public Safety Committee:

- Trustee Conway states that the committee met and discussed the county ambulance topic, as Fire Superintendent Tamboelle spoke earlier.
- Trustee Conway states that the police department recruitment is a priority right now, with one full-time and several part-time officer vacancies.
- Trustee Conway states that the commercial vehicle traffic assignment continues to be productive.

g. Greater Tompkins County Municipal Health Insurance Consortium Update:

- Trustee Salton states that it looks like we will be seeing an eighteen percent premium increase in 2026. We are in a situation where we have used up all our reserves. He has suggested using a larger increase now to put into savings, so down the road, we are not looking at the same results.
- Trustee Salton states that there was no way to predict future costs, a health pandemic, and Big Pharma with so many new, expensive drugs.
- Clerk Walker states that the GTCMHIC Design Committee was faced with some tough decisions. We decided not to cut benefits but increase the single and family deductibles to fall within the Affordable Care Act requirements.

- Trustee Salton states that another interesting point is if a larger municipality were to do what we did and move to a high-deductible plan, this would lower the premium revenues and adversely affect the bottom line of the consortium.
- Trustee Salton states that it only takes a couple of high claims to deplete the fund balance and use up the stop loss coverage.

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 2026-054)

- Chief Wright states that his profession has the same issues as Fire Superintendent Tamborelle has with Bangs and EMS services. Calls for service are up, and the type of calls seems less critical for police involvement.
- Chief Wright states that the factor is just finding people who are interested in this type of career.
- Chief Wright states that the Tompkins County Sheriff's Department recently asked if we would be willing to have a couple of their deputies on commercial motor vehicle traffic violations and procedures.
- Trustee Salton states that the department has also assisted the Village Court when it comes to explaining commercial motor vehicle rules and potential violations.
- Chief Wright states that the former chief's vehicle auction is ongoing now. He hopes it will sell for \$15,000 or more.

10. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2026-055)

- Assistant Superintendent of Public Works Cowder states that the only action items he has for tonight are to declare surplus two leaf vacuums, a leaf box, and a tire mounting machine.

Resolution: 9879

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves declaring surplus a 2002 and 2003 Leaf vacuums, a one-ton leaf box, and a tire mounting machine to be sold at auction.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

11. Report of Clerk Walker:

- Clerk Walker states that to date, we have collected over \$3,627,880.52 with around \$59,105.96 outstanding.
- Clerk Walker states that the design committee met for the Greater Tompkins County Municipal Health Insurance Consortium last week. The committee agreed to pass on to the Board of Directors a deductible increase versus decreasing benefits.
- Clerk Walker states that the Village Healthcare premium will likely be a double-digit 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.
- Trustee Conway inquires about how the change in deductible will affect the Village and or staff with this increase.
- Clerk Walker states that the Village absorbs the increase in deductibles since it is funding them. Staff will see an increase in their costs from the overall premium increase.

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

13. Executive Session:

Resolution: 9880

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 Robinson

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 10:32 p.m.

EXHIBIT 2026-058

Honorable Linda Woodard
Board of Trustees

Monthly Report August 2025

We may have set an all-time record for calls in August with a total of 72. Usually when we have a busy month we can look back and see a large storm event that caused a large number but not this month. We had 47 calls in the Village of Cayuga Heights, 21 calls in the Town of Ithaca and 4 mutual aid requests. There were 44 EMS calls and 28 fire responses. Again, while this past month was very busy the calls were routine. The crews were out there day after day getting the job done. There were a couple of days when we ran 6 calls in a day and many more when we ran 3 or 4. It was good to have most of our members back from break for this busy of a month.

In August we just kept working on basic engine and attack skills. Many of these were done at the training center in Ithaca. Crews roll down either in the evenings or on weekend mornings and spend several hours practicing the skills that are the bread and butter of response. We try to rotate as many members as possible through with senior firefighters for these drills and then on the next training night pair up those working on advancement together to make sure they are picking up what we taught them. We did have several members take the BEFO/IFO classes around the state and one member took the accelerated EMT class offered in the summer at the fire academy in Montour.

We did receive new turnout gear in August. All the gear has been issued to those members who were fitted. All their old gear is checked for serviceability, cleaned and put back into the gear room to issue to new members. We are extremely fortunate to have enough gear in storage to issue a second set of gear to all members if we have an incident that requires us to take gear out of service after a call. Many departments cannot do this. We had our attack and supply hose tested over the summer by First Due Testing. This company comes to the station and tests every foot of hose on the trucks and on the spare hose rack. We have over 8500' for hose in the station and out of that we had one piece of 2" and one piece of 5" fail testing. This is a testament to how conscientious we are about cleaning our hose and inspecting it after every incident and training.

The second time we released the RFP for the kitchen project we received only one on time bid. There were three in total but two of them misread the opening time for the bids, so they were not accepted. The bid that we did receive was over budget. I was asked to look over the RFP and see if there was a major area of change that would allow us to release the bid again. In looking over the RFP and speaking with the company that submitted the accepted bid it was determined that because we were requiring a 5-year warranty on the job they were forced to increase the amount bid. We did move it from a 5 year to the more common industry standard 1 year warranty and released it again. There seemed to be more interest, and we have had several companies come by to look over the project. Bid opening is September 11th and hopefully we will have a bid that we can accept at the September Board Meeting.

Our annual Open House is moving to September 13th this year. We found that hosting the open house in October while also running the recruit program was causing members to feel overwhelmed. We are excited that it is moving forward and hope to have a good turnout from members and the public.

Everyone has come back into town, and we are fully staffed currently. We are looking forward to a busy fall.
Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2026-059

Village of Cayuga Heights Fire Department Bunker Kitchen Project Bid Results

Bid Results:

Quick Construction: \$147,000

Streeter Associates Inc: \$170,000

Green Scene Construction: \$174,500

Marchuska Brothers Construction: \$193,687

Unified Commerical Alliance LLC: \$282,000

EXHIBIT 2026-060
VILLAGE OF CAYUGA HEIGHTS
TREASURER'S REPORT
September 2025

Revenues and Expenses:

The August 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 4:

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

- TA vouchers 24-31 in the amount of \$ 15,527.36
- Consolidated Fund vouchers 198-276 in the amount of \$1,240,899.71

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:

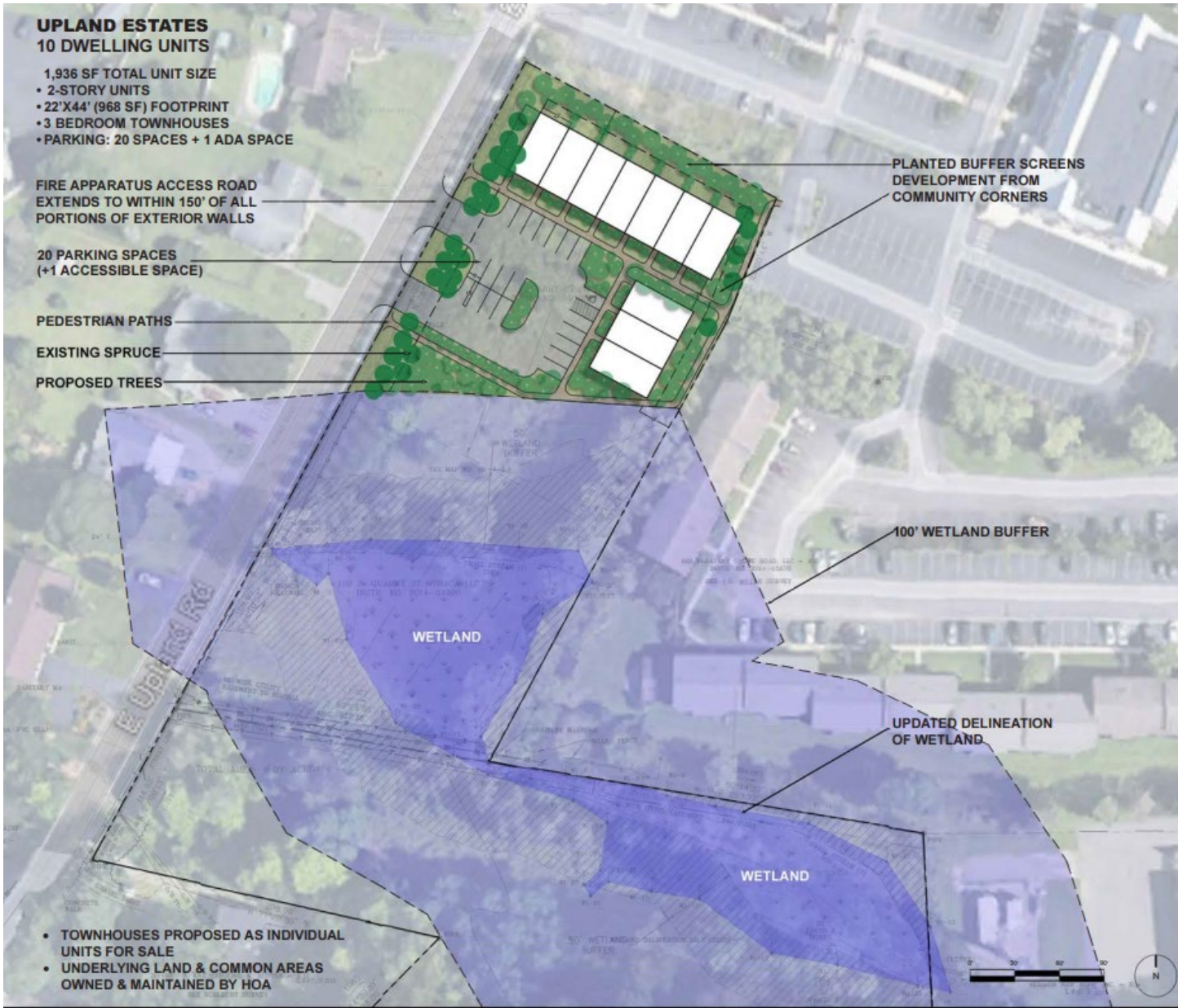
Following is a detailed statement of all moneys received AND disbursed BY me during the month of August, 2025:

DATED: September 12, 2025

TREASURER

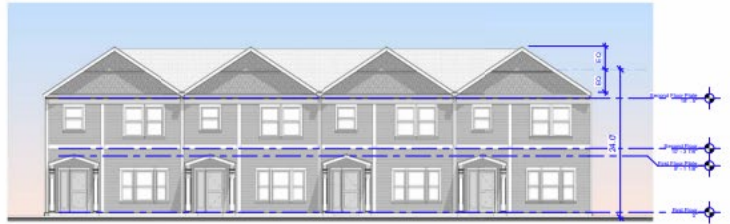
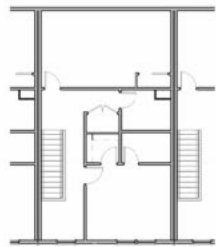
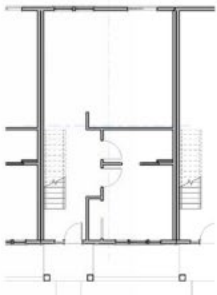
	Balance 07/31/25	Increases	Decreases	Balance 08/31/25
A GENERAL FUND - VILLAGE				
CASH - CHECKING	2,146,454.78	910,227.38	594,437.17	2,462,244.99
CASH - SAVING	34,995.95	0.29	0.00	34,996.24
CERTIFICATE OF DEPOSIT	449,895.51	1,552.13	0.00	451,418.64
NYCLASS GENERAL	3,308,876.71	190,843.16	550,000.00	2,919,719.87
PETTY CASH	450.00	0.00	0.00	450.00
TOTAL	5,940,643.95	1,072,822.98	1,144,437.17	5,868,829.74
CD SPECIAL GRANT FUND				
CASH	4,471.89	19,045.47	19,045.47	4,471.89
CASH - POLICE COMP TIME RESERV	28,316.92	199.09	0.00	28,516.01
Fire Truck Reserve 2025	130,155.39	915.10	0.00	131,070.49
Solar Panels 2025	-58,211.36	0.00	17,417.00	-75,628.36
CASH - POL TRIAD GRANTS	3,885.31	16.61	1,303.47	2,378.45
Water Water System Reserve	150,000.00	1,054.63	0.00	151,054.63
CASH - BEAUTIFICATION SPECIAL	3,644.84	23.34	325.00	3,343.18
CASH - FIRE DEPT DONATIONS	50,842.69	357.47	0.00	51,200.16
RESERVE FOR BANK INTEREST	2,449.31	1,995.90	4,445.21	0.00
CASH - GENERAL POLICE DONATION	69,774.50	490.57	0.00	70,265.07
Garbage Truck Reserve	20,000.00	140.62	0.00	20,140.62
Water Main Reserve	177,471.44	1,247.78	0.00	178,719.22
TOTAL	582,580.93	25,486.58	42,536.15	565,531.36
F WATER FUND				
CASH - CHECKING	235,998.01	190,740.81	40,316.54	386,422.28
NYClass - Water	63,591.91	223.60	0.00	63,815.51
TOTAL	299,589.92	190,964.41	40,316.54	450,237.79
G SEWER FUND				
CASH - CHECKING	-214,242.48	199,509.60	553,538.90	-568,271.78
NYCLASS SEWER	88,850.71	64,169.21	0.00	153,019.92
TOTAL	-125,391.77	263,678.81	553,538.90	-415,251.86
H CAPITAL FUND				
CASH - CHECKING	-2,080,098.01	0.00	6,736.81	-2,086,832.82
NY CLASS	37,889.11	132.46	0.00	37,801.57
TOTAL	-2,042,208.90	132.46	6,736.81	-2,049,031.25
HA RAIL PROJECT				
CASH - CHECKING	-25,925.00	0.00	0.00	-25,925.00
NY CLASS ACCOUNT	1,033,306.37	3,633.49	0.00	1,036,939.86
TOTAL	1,007,381.37	3,633.49	0.00	1,011,014.86
TA TRUST & AGENCY				
CASH - CHECKING	26,874.41	231,485.10	236,727.17	21,632.34
TOTAL	26,874.41	231,485.10	236,727.17	21,632.34
TOTAL ALL FUNDS	5,689,251.91	1,788,003.81	2,024,292.74	5,452,962.98

EXHIBIT 2026-061





④ Concept Perspective



③ South Elevation

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

	Residence Zone	Multiple Housing Zone	Commercial Zone	Proposed
Primary Use	<ul style="list-style-type: none"> - One family residence - One family residence w/ two dwelling units 	<ul style="list-style-type: none"> - All permitted uses in Residence Zones - Buildings containing 3 or more dwelling units - Convent, parish house, religious school building - Public library or public museum, parochial school, nursery school Permitted - 	<p>Any use permitted in the Residence Zone or Multiple Housing Zone</p> <ul style="list-style-type: none"> - Retail uses - Personal service retail uses - Business, professional, administrative, or governmental office - Fire station and emergency medical services 	10 townhouse Units w/ 3 bedrooms each - townhouses not an allowed use
Accessory Use	<ul style="list-style-type: none"> - Off-street garage or parking spaces - Recreational facilities for occupants - Home occupations (see code) - Family/Group Family day-care home - Short term rentals (see code for details) - Solar energy collectors - Portable sheds 	<ul style="list-style-type: none"> - Accessory buildings and uses permitted in the Residence Zone - Automobile parking and garages - Housekeeping activities - Storage buildings - Maintenance buildings and one central office - Community building -Solar energy collectors 	<ul style="list-style-type: none"> - Accessory buildings and uses permitted in a Multiple Housing Zone - Automobile parking - Signs - Solar energy collectors 	Off-street garage or parking spaces
Off Street Parking	<ul style="list-style-type: none"> - May be parked in the driveway on premises improved by one- or two-family dwellings - Two off-street parking spaces for each dwelling unit - May be located within the area of any front yard provided no more than 15% of the yard is occupied - At least one additional space provided for a home occupation 	<p>For more than two dwelling units -</p> <ol style="list-style-type: none"> 1. One space provided for each dwelling unit 2. An additional space for every three dwelling units 3. No parking located farther than 200 feet from the dwelling unit it serves 4. No spaces within the front yard setback 	<ul style="list-style-type: none"> - One parking space for every 100 sq. ft. of floor area 	20 spaces for 10 townhouses + 1 ADA Accessible space
Off Street Loading	N/A	N/A	N/A	N/A

EXHIBIT 2026-062

Request for Approval from Love Living at Home Cayuga Heights Neighborhood Group to use Marcham Hall Board Room

Submitted by: Susan Salton, Deborah Schmidle and Nina Glasgow

Love Living at Home Mission Statement:

Love Living at Home is a member-driven nonprofit organization that enables older adults to live vibrantly while aging in place. Members, volunteers, and staff work together to provide engaging educational and social programs and responsive support services to promote a strong Caring-Connected-Community.

The Love Living at Home Cayuga Heights Neighborhood Group would like to hold a Meet and Greet luncheon gathering on Saturday, October 11, 2025.

Event Details:

Number of attendees: Total 29 at Maximum

Dish to pass, cold beverages and coffee and tea.

Time: 1:00 pm to 3:30 pm

Responsibilities:

Salton, Schmidle and Glasgow will host the meeting and be responsible for setting up the room using the tables in the room.

We will send an e-mail invitation to the Cayuga Heights Neighborhood Group upon approval from the Administrative Committee of our request. The invitation will include an RSVP.

We will:

Set up one long table for food and a second table for beverages.

Supply silverware, plates, napkins, cups, and serving utensils.

Be responsible for cleaning up the room when the event is over and removing the garbage.

Activities will include:

Introductions, discussion with the group on what they want the group to be and how it will function moving forward, and follow-up events.

We do not need projection or a wi-fi connection.

Thank you for your consideration of our request. We look forward to hearing from you.

EXHIBIT 2026-063

- **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 under the Fair Labor Standards Act 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.

§ EH-5.8 **Health insurance.**

A.

NBU employees, CHPBA employees, Teamsters and retirees are covered by the Greater Tompkins County Inter-municipal Health Consortium plan, which is administered through Blue Cross. (Dental at Option 1; Vision, Option 1).

B.

NBU employees make a contribution to their health-care premium as determined by the Board of Trustees during annual Village budget preparation. Teamster and CHPBA employees contribute to their health-care premium per the terms of their respective contracts. The Village pays the remainder of the cost for the health insurance program for full-time employees and eligible family members. Coverage will begin at the beginning of the month following the start of employment.

C.

Permanent, part-time employees may enroll in the Village health plans, upon start of employment or during other such periods as permitted by the insurer. Part-time employees shall pay the full cost of any coverage they elect.

D.

Full and part-time employees are eligible for health insurance at 30 work hours per week or more.

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.

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 – Finance Committee and Administrative Committee as needed**
- 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

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:

Public Works Responsibilities

- 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
- **Communicate with a variety of County departments and outside organizations to coordinate activities, exchange information and resolve questions**
- 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 Applications

- 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

NYS Code Enforcement

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

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

**VILLAGE 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.

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 vender'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 trash 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.
- Must pass Notary Examination within six months of employment. 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.

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 Committee; Human Resources**

Committee as needed.

- 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.
- **Must pass Notary Examination within six months of employment.** 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.

EXHIBIT 2026-064

**RECOGNITION OF THE PAST OUTSTANDING
PUBLIC SERVICE OF THE LATE NORMA MANNING**

WHEREAS, Norma Manning started her public service with the Village of Cayuga Heights on July 7th, 2000; and

WHEREAS, Norma had brought respect, honor, and integrity to her role as the Village Clerk; and

WHEREAS, Norma was part of an important team that managed all Village services.

WHEREAS, Norma has consistently applied her skills until her retirement from the Village in 2010;

NOW, THEREFORE, BE IT RESOLVED, that the Cayuga Heights Board of Trustees does hereby honor the memory of former Village Clerk Norma Manning for her dedication, commitment, and outstanding public service to the Village of Cayuga Heights.

**RECOGNITION OF THE PAST OUTSTANDING
PUBLIC SERVICE OF THE LATE JOHN (JIM) BISOGNI JR.**

WHEREAS, Jim started his public service with the Village of Cayuga Heights in 2005; and

WHEREAS, Jim joined the Village Zoning Board of Appeals, where he exemplified a strong work ethic and a compassionate spirit; and

WHEREAS, Jim continued in his commitment to public service, where he joined the Village Board of Trustees in 2008; and

WHEREAS, Jim had consistently remained a positive influence to those who served with him until he departed from this Board;

NOW, THEREFORE, BE IT RESOLVED, that the Cayuga Heights Board of Trustees does hereby honor the memory of former Village Trustee Jim Bisogni for his dedication, commitment, and outstanding public service to the Village of Cayuga Heights.

EXHIBIT 2026-065

The Commission approved a 6.00% increase to our 2025 water rate. The minimum bill will continue to be based on 5,000 gallons.

Effective 1/1/26 the water rate will be \$7.13/1,000 gallons with a minimum bill amount of \$35.65 for 5,000 gallons.

*Once you have calculated your rate(s), please send them my way.
The first billing at the new rate will be for the Town of Lansing/Village of Cayuga Heights (2/1/2026 bill).*

*Pamela VanGelder
Finance Manager*

WHEREAS, the Village of Cayuga Heights is served by the Southern Cayuga Lake Intermunicipal Water Commission; and

WHEREAS, the Village of Cayuga Heights has entered into an amended, supplemental, restated, and consolidated agreement of municipal cooperation for construction, financing and operation of an intermunicipal water supply and transmission system dated as of June 5, 1979 as the same has been amended from time to time (the "Agreement"); and

WHEREAS, pursuant to the Agreement, the Village of Cayuga Heights agreed to pay to the Southern Cayuga Lake Intermunicipal Water Commission (hereinafter referred to as "Commission"), water revenues based upon, in part, a water rate billing structure based on a quarterly 5,000 gallon minimum; and Bolton Point rate is \$7.13 per 1000 gallons, and the Village of Cayuga Heights surcharge is \$XXX per 1000 gallons.

WHEREAS, in consideration of the premises and the mutual undertakings of the parties pursuant to the Agreement, the parties agreed to amend the Agreement effective January 1, 2026

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Cayuga Heights Board of Trustees authorizes and approves the new Village of Cayuga Heights water rate to \$XXX per 1000 gallons consumed, effective January 1, 2026.

EXHIBIT 2026-066
Village of Cayuga Heights
Police Department



Jerry L. Wright
Chief of Police

In the month of August, the police department received 379 calls for service. In addition to these calls, 58 uniform traffic tickets were issued, and 9 parking violations were cited. The breakdown of calls are as follows: One Felony incident was handled. Officers responded to a report of Theft from a building, that after investigation, was elevated to that of a Burglary. A suspect was identified and charged with Burglary 3rd and Tampering with Physical Evidence, both felonies.

Two complaints of misdemeanor-level incidents were received. A reported Theft, mentioned in the above paragraph, resulted in two misdemeanor charges of Petit Larceny and one of Possession of Burglar Tools. These charges were filed in conjunction with the two felony charges. One report of a Fraudulent phone scam was received where the victim did in fact provide personal information to the caller. There has been no loss of property and the report remains on file.

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

There were no incidents of penal law violations handled.

Officers responded to four incidents of local law violations. One report of an aggressive loose dog was received. Contact was made with the dog owner who was issued a citation for violation of the Village's Dog Control ordinance. Three Noise complaints were received involving loud music. In one incident the on duty officer did not observe any music playing at the reported location. In the remaining two complaints the officer did observe music playing at an excessive level. In each instance the officer advised the residents of the Village's Noise Ordinance and they agreed to turn the music down. No citations for noise were issued.

There were no incidents involving deer reported.

Two Mental Hygiene Law arrests were made. One individual was taken into custody under the MHY 9.41 Law after investigation of an Overdose complaint. An arrest under the MHY 22.09 Law also occurred after the on duty officer responded to a report of a dispute in progress. In both arrests the subjects were transported to the local hospital for evaluation.

CHPD officers responded to five calls for service assisting other agencies.

Over the course of the month officers took part in the following training and/or events: On the 1st and 8th officers conducted Commercial Vehicle Safety Inspections. On the 5th a Police Traffic Safety detail was conducted with a concentration on aggressive and distractive driving. On the 11th Officer Miller attended TST BOCES Career Day as part of community policing initiative. On the 13th Chief Wright and Sergeant Manning took part in the quarterly TTCLEAG Luncheon at the Dryden Fire Station. On the 22nd Officer Langlois worked a STOP DWI traffic detail.

The full-time officers worked a total of 62 hours of overtime and the part-time officers worked a total of 200 hours.

EXHIBIT 2026-067

Village of Cayuga Heights
Board of Trustees Report
Department of Public Works - Aaron Cowder
September 17, 2025

Street & Sidewalks

We continue working on sidewalk summer rehabilitation. A number of sidewalks are being replaced due to the new gas line being installed by DDS and NYSEG. Est completion the end of September Into October weather pending.

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 along with any residents that are updating their services. Planning on doing two on E Upland soon.

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 have lined eight 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.

Leaf puck-up will start around October 15th and continue to about Friday December 12th.

Culvert Repair

The culvert on North Sunset Drive was repaired and backfilled. It is now open to both lanes now that the guardrail is reinstalled. Repaving will occur once the subsurface has time to settle.

Action Items

Nothing for September.

EXHIBIT 2026-068

Clerk's Report:

Property Tax Update:

Property Taxes left with a final deadline of October 31, 2025

09-16-25

11:48:34

**Village of Cayuga Heights - 2025 - 2026 - Village Tax Collection
Trial Balance - All Swis Codes
09-16-24**

Original Warrant	3,627,880.52
Adjustments	0.00
=====	
Adjusted Warrant	3,627,880.52
Full Payments	3,578,538.22
Penalties	5,950.18
=====	
Total Collections	3,584,488.40
Taxes Outstanding	49,342.30

09-12-24

10:42:03

**Village of Cayuga Heights - 2024 - 2025 - Village Tax Collection
Trial Balance - All Swis Codes
09-12-24**

Original Warrant	3,277,301.66
Adjustments	0.00
=====	
Adjusted Warrant	3,277,301.66
Full Payments	3,246,958.86
Penalties	5,298.70
=====	
Total Collections	3,252,257.56
Taxes Outstanding	30,342.80

09-17-25
08:56:39

**Village of Cayuga Heights
2025 - 2026 Village Taxes
All Unpaid Effective - 09-17-2025 - by Bill #
ALL SWIS CODES**

Bill #	Tax Map #	Name	Unpaid Amount	(7.00%) Penalty	Late Fee	Total Due
16	1.-2-3.3	Derya Leyla	\$3,079.25	215.55		\$3,294.80
122	4.-1-3	Gates Reeder D	\$2,079.20	145.54		\$2,224.74
259	5.-2-3	Schell Susan L	\$1,779.75	124.58		\$1,904.33
349	6.-1-19	Germano Judith H	\$1,525.50	106.79		\$1,632.29
499	8.-1-7	Thorbecke Erik	\$3,475.78	243.30		\$3,719.08
515	8.-2-6	Depue Richard	\$5,621.75	393.52		\$6,015.27
539	8.-3-6	Jerome SRB Trust	\$2,513.51	175.95		\$2,689.46
552	9.-1-7	Randall Frederick D	\$644.10	45.09		\$689.19
573	9.-5-1	Estill MatthewR	\$3,785.50	264.99		\$4,050.49
775	12.-1-2	Pancaldo Sonya	\$3,181.11	222.68		\$3,403.79
785	12.-2-3	Kreitinger Family Rev Trust	\$2,966.25	207.64		\$3,173.89
815	12.-4-11.2	Rooth Mats	\$2,683.75	187.86		\$2,871.61
860	14.-1-2	Wang Yuling	\$2,909.75	203.68		\$3,113.43
865	14.-1-7	Selman Bart	\$3,700.37	259.03		\$3,959.40
906	14.-7-3	Pritz Eric M	\$3,192.25	223.46		\$3,415.71
911	14.-7-8	Renison Douglas Y	\$3,390.08	237.31		\$3,627.39
931	15.-4-10	Mapes Kathryn	\$2,655.50	185.89		\$2,841.39
958	701.39-5-1	TVC Albany Inc	\$158.90	11.12		\$170.02
Total Swis Code 503001 (18 properties)			\$49,342.30	\$3,453.98	\$0.00	\$52,796.28
Grand Total (18 properties)			\$49,342.30	\$3,453.98	\$0.00	\$52,796.28