

Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT
BOARD OF TRUSTEES
MONTHLY MEETING

Januray 21st 2026
7:00 p.m.

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

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

2. Approval of the December 17, 2025 Board Meeting Minutes (Exhibit 2026 -106)

Resolution: 9933

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the December 17, 2025, Board Meeting Minutes as presented.

Motion: Trustee Biloski

Second: Trustee Hubbell

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

Nays: none

Abstentions: Robinson

Trustee Conway states that on page 16, he was asking a question, not making a statement.

Clerk Walker states that he will make that correction.

Motion Carried

3. Report of Fire Superintendent Tamborelle: Submitted Report (Exhibit 2026-107)

- Fire Superintendent Tamborelle states he finished the NYS Code Training Series for building safety inspectors.
- Fire Superintendent Tamborelle states that he has sent out twelve fire safety inspection letters and will follow up with phone calls to schedule those inspections.
- Fire Superintendent Tamborelle states that he has completed his CPR instructor course and will be teaching them going forward. The goal is to complete community outreach and host classes throughout the year.
- Fire Superintendent Tamborelle states that Saturday is the OSHA refresher training.
- Fire Superintendent Tamborelle states that the NYS EMS inspection was last month. A couple of minor things were pointed out. The medication in the rescue truck and cabinet was not locked. That has since been corrected.
- Fire Superintendent Tamborelle states that the bunker kitchen project has been moving forward. The contractor has found that the windows in this area were never sealed properly, so they will be replaced as well. He will be

submitting a grant application to NYS Volunteer Firefighters for \$72,000 to replace all the station windows. This grant is for materials only, so labor would have to be budgeted for from the Village.

- Fire Superintendent Tamborelle states that he hopes the kitchen project will be completed by the first week in March.
- Fire Superintendent Tamborelle states that he is contracting with Zufall Communications to move all the servers, phone, and internet lines out of the furnace room to another safer room.

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

4. Report of Treasurer Dolch: Submitted Report (Exhibit 2026-108)

- Treasurer Dolch was absent from tonight’s meeting.
- Mayor Woodard states that the first thing we need to do tonight is schedule the Annual Village Budget Workshop for March 21, 2026, at 8:00 a.m.
- Trustee Salton states that he will come in at 9:00 a.m.

Resolution: 9934

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes the Annual Budget Workshop for the Proposed Fiscal Year 2026-2027 budget to be held on March 21, 2026, at 8:00 a.m. at Marcham Hall.

Motion: Trustee Rennekamp

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

- Mayor Woodard states that Treasurer Dolch has several resolutions needed to move money from contingency.

Resolution: 9935

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves moving \$2000 from the Contingency Fund to the Village Wastewater Personnel Services account (G8130.100) to cover DPW staff time spent at the WWTP.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Salton
Nays: none
Abstentions: none

Assistant Superintendent of Public Works Cowder states that this was a result of work hours prepping for the WWTP paving.

Motion Carried

Resolution: 9936

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves moving \$10,000 from the Contingency Fund to the Village Streetlights Annual Maintenance Fund (A5182.460) to cover higher than expected maintenance and repairs.

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

Assistant Superintendent of Public Works Cowder states that this was a result of improper grounding for the streetlights on N. Triphammer Rd.

Motion Carried

Resolution: 9937

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves moving \$2347 from each of the Contingency Funds A, F, and G for Village unemployment benefits paid out to a former employee, (A9050.800, F9050.800, and G9050.800) totaling \$7041.

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

Clerk Walker is waiting to hear back from the NYS Department of Labor on why we are receiving a bill. The maximum the Village will be obligated for is \$7041.

Motion Carried

•Mayor Woodard states that the last thing on the Treasurer's report is approving Abstract 8.

Approval of Abstract 8:

Resolution: 9938

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #8 for FYE2026, consisting of TA vouchers 56-66 in the amount of \$21,647.03 and Consolidated Fund vouchers 497-577 in the amount of \$588,411.68, and the Treasurer is instructed to make payments thereon.

Motion: Trustee Biloski

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

5. Report of Mayor Woodard:

a. Bolton Point Permit Fee Waiver and General Building Permit Fee:

•Mayor Woodard states that the Village has elected to waive the plumbing permit fee for the general contractor and pay Bolton Point directly.

Resolution: 9939

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves waiving the plumbing permit fee required by the general contractor (Quick Construction) to Bolton Point as part of the kitchen project at the Cayuga Heights Fire Department and pay Bolton Point directly on the next Abstract.

Motion: Trustee Robinson

Second: Trustee Salton

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

Nays: none

Abstentions: none

Motion Carried

•B. Cross states that the Village can now elect to waive the general building permit fee for the general contractor for the Cayuga Heights Fire Department Kitchen Project.

Resolution: 9940

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves waiving the building permit fee required by the general contractor (Quick Construction) as part of the kitchen project at the Cayuga Heights Fire Department.

Motion: Trustee Hubbell

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

b. Building Permit Fee Increase:

- B. Cross states that in anticipation of the upcoming budget discussion, building permit fees were questioned, whether the Village was positioned correctly, or if the fees needed to be increased.
- B. Cross states that each township has a different metric for calculating building permit fees. Exhibit 2026-109 represents a 50% increase for the 2026-2027 fiscal year.
- Trustee Conway states that the permit fee schedule goes down as the dollar value goes up. Is that a reflection of how much it costs the Village?
- B. Cross states that the format existed before I came to work at the Village.
- Mayor Woodard states that we definitely have good reasons to increase these fees; it's been five years, and costs have gone up.
- Trustee Robinson states that this proposal also includes the DPW Permits and Zoning permits as well.
- Trustee Salton would like to know what the percentage increase was five years ago.
- B. Cross states that since he joined the Village in 1994, the only increase we have had was five years ago.
- Trustee Conway states that because the cost of projects goes up in value over time, the fee is built into the system.
- Trustee Hubbell states that if the fee does not accurately reflect the amount of time we spend on a project, then we should increase it.
- Trustee Hubbell states that this is not a significant revenue source. Why are we laboring over it?
- Mayor Woodard states we are trying to recoup some of the increased staff time involved with processing these permits.

Resolution: 9941

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves the updated Village of Cayuga Heights Permit Fee Schedule as presented in Exhibit 2026-109, effective June 1st, 2026.

Motion: Trustee Robinson as
Chair

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

Nays: none

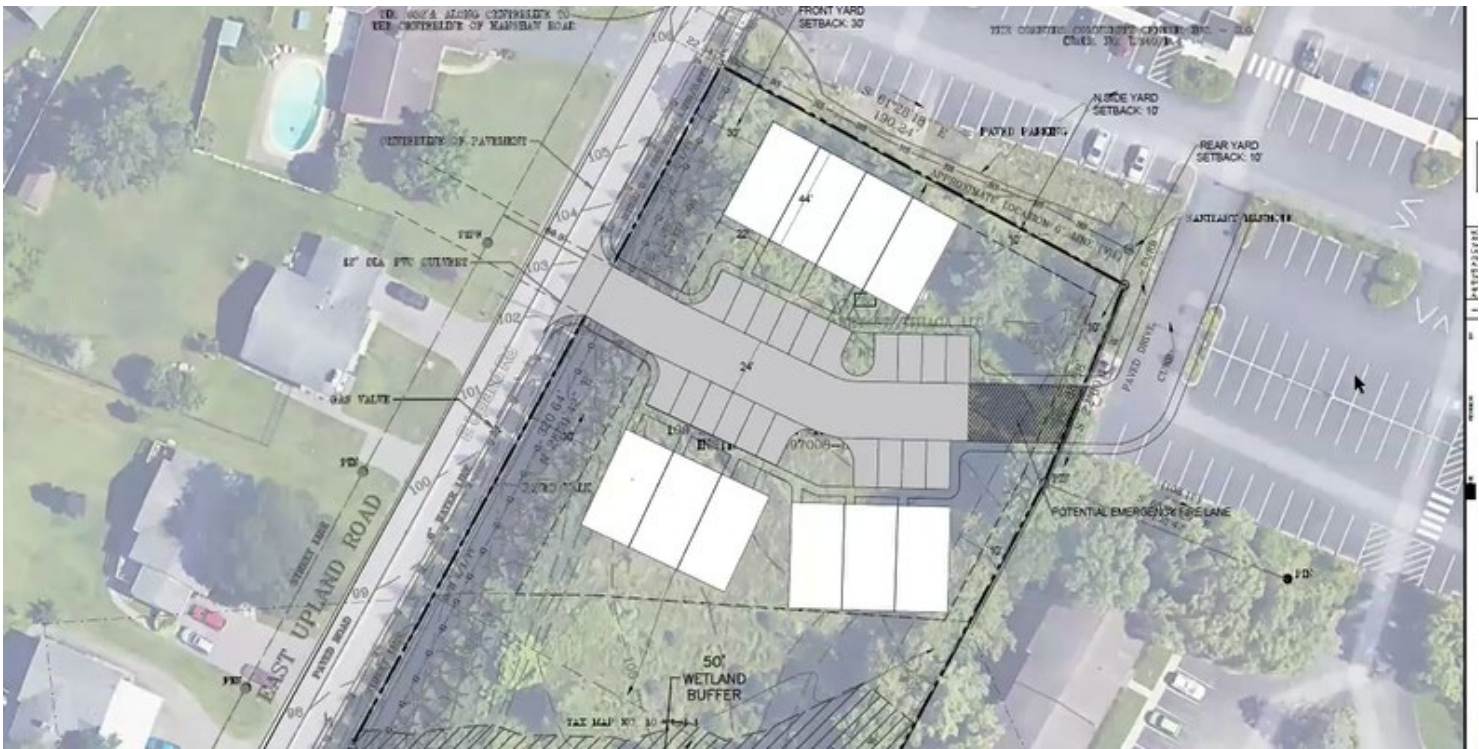
Abstentions: none

Motion Carried

C. Upland Heights PDZ Update: (38:45-1:48.15)

- Mayor Woodard states that we are at the point of deciding on the zoning requirements for this project.
- Mayor Woodard states that she would like to recommend that short-term rentals within this development not be permitted. She is concerned about people renting while they are away or wintering in another state.
- Trustee Salton states that it is a Village enforcement issue, not a developer issue.
- Trustee Robinson states that the HOA for this development would have their own rules on this.
- Mayor Woodard withdraws her objection to short-term rentals in this development.
- Graham Feltham of Whitham Designs presents the following and starts the conversation with the height of buildings section:
 - B. Cross states that he would prefer to use the method of measurement used throughout the Village, which is a height of 25 feet.
 - Trustee Salton states that he would like to know how the developer will be able to create a living environment of a certain height and harmonize with the number of floors, roof slopes, etc.
 - B. Cross states that the surrounding grade falls into a two-story building setting, with either a five- or ten-foot roof height.
 - Graham Feltham of Whitham Designs states that the proposed project meets the current zoning requirements of twenty-five feet in height.
 - Graham Feltham of Whitham Designs states that they would like to propose increasing the setbacks on E. Upland to twenty-five or thirty feet for the front yard and decreasing the side yard setback to fifteen feet.
 - B. Cross states that one thing to keep in mind is that this will result in a very small (ten-foot) backyard for the residents.

- B. Cross states that the lot coverage for this development is the same as in the residential zone, which is 12%.
- Graham Feltham of Whitham Designs states that they would like to propose only 1.5 spaces per dwelling unit.
- Trustee Conway states that he would like some clarification when it refers to the size of lots; is it related to the size of the parcel?
- B. Cross states that the lot coverage refers to the entire size of the parcel; this is one building with multiple dwellings instead of ten individual dwellings.
- Mayor Woodard states that we should move on to the parking discussion.
- Graham Feltham of Whitham Designs states that they have developed two conceptual designs: One with only one curb cut on E. Upland with a thirty-foot setback. This will also have emergency access through the CMC parking area.





- Developer M. Mecenas states that he wants to make this drive as private as possible. It looks like you can drive through, but this is only meant for fire support. There will be plantings and landscaping to hide the emergency route.
- Trustee Salton states that he doesn't understand why you would not want the benefit of accessing the property from both areas.
- Developer M. Mecenas states that he does not want traffic to have an opportunity to drive through. The main point of this drawing is to show another option with only one curb cut and still give fire support in and out of the property. This "S" turn blocks the view of traffic from thinking they can just drive through.
- Fire Superintendent G. Tamborelle states that there is precedent for this; the Warren Real Estate fence at the intersection of N. Triphammer Rd. does the same thing.
- Trustee Salton states that there were other factors. Warren Real Estate wanted to have that open all the time for traffic, but B. Cross and others stated it was too close to the intersection and had to be fenced off.
- Mayor Woodard states that on the issue of parking, are we talking about two parking spots per household? There is no on-street parking in the Village. Do you have a plan to expand parking?
- Developer M. Mecenas states that he feels his market is winter birds, part-time residents of Ithaca and part-time somewhere else. He does not feel like one and a half or even one parking place per household will be an issue. The HOA will have the decision-making power, and whoever buys into this development will already know what the parking rules are.
- Trustee Rennekamp states that her parents are the perfect target market for this project, but if you tell them only one car,

they're not interested anymore, then that becomes the Villages' problem; if there are empty homes, it is the Villages' problem.

- Graham Feltham of Whitham Designs states that they are happy with proposing one and a half parking spaces for this development.
- Police Chief J. Wright states that the only time parking is limited in this area is during the day; overflow parking is available everywhere at that plaza in the evening.
- Mayor Woodard is encouraged by the fact that there is only one curb cut on E. Upland Rd.
- Village Engineer B. Cross states that he is happy to see that the curb cut is not directly across from any neighbors.
- Trustee Salton would like to know how the Board will plan this PDZ without seeing the actual design plans.
- Mayor Woodard states that the Board is charged with defining the zoning requirements for this project. Once we have defined all of those aspects, then we will write the new PDZ zoning rules and send them off to the Village Planning Board for site plan review.
- Planning Board Chair F. Cowett states that the question is a good one. The Board should have a good idea of what they are getting in this development, plans included; without it, it's hard to write zoning.
- Graham Feltham of Whitham Designs states that they would like to move forward with the design of this project, and hopefully, the collaboration between the Village Board of Trustees and Planning Board will result in creating a "box" so we can move on to the design.
- Trustee Salton states that he would like to see a complete PDZ proposal with only the specific changes for the Board to review and sign off on.
- Mayor Woodard states that one of the other things we have not addressed is the conditions that the Board can place on this project. She will impose that the trees have to stay in place forever.
- Mayor Woodard also states that we will need to get more specific on stormwater management.
- Village Engineer B. Cross states that stormwater management is required by law, so there shouldn't be much the Board can do, but this will fall under site plan review by the Village Planning Board.
- Mayor Woodard would like to make sure that the lights on this property are dark sky compliant.
- Mayor Woodard asks who will pay the Village taxes, water, and sewer bills.
- Developer M. Mecenias states that it can be either the individual taxpayers who own the dwelling, or, if the HOA wants, which is typically the HOA, that will pay the property taxes. There will be tax parcels and individual meters for each dwelling as well.
- Planning Board Chair F. Cowett asks how the tax parcel gets evaluated when the PDZ is more than just the individual townhouse. In other words, who pays for the remaining property? Does the HOA pay for the entire parcel?
- Graham Feltham of Whitham Designs states that this really falls on a real estate lawyer. We are landscape architects.
- Trustee Hubbell wonders when the Board will start to see architecture plans.

- Developer M. Mecenas states that this project is my baby. He would like to create something that is beautiful, and hopefully the Board will like it. We started this in 2007, and he would love to share his ideas as they are developed.
- Trustee Salton states that the next time the Board looks at this working PDZ document, every section that is relevant to this project is ready for us.
- Graham Feltham of Whitham Designs states they will incorporate the comments and concerns and send out a revised document for the board to review.

§ 305.135.1 - **Findings**

- A. *The Upland Estates Planned Development Zone will support the preservation and enhancement of neighborhood character by providing a contextually appropriate transition from the surrounding single-family residential areas to the higher-density mixed-use character of Community Corners.*
- B. *The proposed project will comply with all applicable local, county, state, and federal statutes through coordination with relevant regulatory agencies to advance the goals of the Village of Cayuga Heights Comprehensive Plan by supporting mixed-use redevelopment and reinforcing Community Corners role as the Village's economic and social hub.*

§ 305.135.2 - **Purpose.**

- A. *The purpose of the Upland Estates Planned Development Zone (PDZ) is to permit the implementation of a residential development located in the Village of Cayuga Heights Residence Zone, which promotes the objectives and recommendations of the Village's Comprehensive Plan, but which does not otherwise conform to the zoning requirements of the Residence Zone.*
- B. *Mecenas Holdings LLC and its assigns and/or successors ('developer') proposes to develop two contiguous tax parcels (10.-4-1.4, 10.-4-9) which together comprise 6.13 acres located adjacent to the Corners Community Shopping Center in the Community Corners area of the Village of Cayuga Heights.*
- C. *Said development will consist of not more than 10 (ten) townhouses occupying 0.51 acres within the 6.13 acres at a density greater than that allowed as-of-right within the Village's Residence Zone.*
- D. *The remainder of the PDZ's 6.13 acres, which includes a New York State Department of Environmental Conservation (NYSDEC) wetland "of unusual importance" as well as steep slopes identified in the Village of Cayuga Heights Natural Resources Overlay Zone (Article IX), will not be developed. The Village's Board of Trustees may, at some future date, choose to amend the PDZ to permit additional development of the PDZ's 6.13 acres consistent with the objectives and recommendations of the Village's Comprehensive Plan, but it is under no obligation to do so.*
- E. *Requirements of Article VIII - Planned Development Zone shall also apply to this section. If the requirements of this section conflict with Article VIII, the requirements in this section shall apply.*

§ 305.135.3 - **Definitions.**

The definitions in § 305-5 of the Village of Cayuga Heights Code shall apply to all of the terms in this section except as otherwise specifically stated.

§ 305.135.4 - Permitted principal uses.

A. *No building shall be erected or extended, and no land or building shall be used in the Upland Road Estates PDZ for other than any of the following purposes:*

(1) *A one-family residence to be occupied by:*

- a. *One family plus no more than two other unrelated occupants; or*
- b. *Where there is no family, no more than three unrelated occupants.*

(2) *Group home, as regulated by New York State;*

(3) *Family-type home for adults, as defined in the New York State Social Services Law, subject to the approval of a special use permit by the Village's Planning Board, in accordance with the procedures outlined in Article XIX of the Village's Zoning Law;*

(4) *Use of a dwelling unit or a portion of a dwelling unit for short-term rental is permitted only when the residence containing the dwelling unit is the primary residence of the property owner and only as an accessory use pursuant to § 304-171*

§ 305.135.5 - Permitted accessory buildings and uses.

A. *The following accessory buildings or uses are permitted in the Upland Estates PDZ:*

(1) *Off-street garage or parking spaces for the occupants, users, and employees in connection with uses permitted in this article and meeting requirements as outlined in § 305.135.10 below.*

(2) *Signs, as regulated by Article X of the Village's Zoning Law.*

§ 305.135.6 - Height of buildings.

A. *No building or structure in the Upland Estates PDZ shall exceed 25 feet in height. (If following the method of measurement as used in other Village of Cayuga Heights districts)*

B. *The height of a building shall be measured from the lowest point of the existing grade at the building foundation to the average height between eaves and ridge for pitched roofs and to the highest part of the parapet for flat roofs.*

C. *In cases where the proposed finished grade is higher than the existing grade, the change must be approved by the Code Enforcement Officer at the time of issuance of the building permit.*

-OR-

- A. *No building or structure in the Upland Estates PDZ shall exceed 30 feet in height. (If following the proposed method of measurement.*
- B. *The height of a building shall be measured from the average proposed grade (calculated as the mean (average) of at least 8 approximately evenly spaced spot elevations directly adjacent to the building footprint – to be approved by the Code Enforcement Officer) to the highest point of the building (regardless of pitched roofs).*

NOTE: *Art VIII § 305-54 also provides different language for building height calculation “No building in a Planned Development Zone shall be more than two stories high, and no building shall exceed a height of 35 feet from the average finished grade to the average height between the eaves and ridgeline of a pitched roof or the highest point of a flat roof as measured from the average finished grade to the highest point of the building, unless the Village's Board of Trustees determines in accordance with § 305-54 below that an exception to this requirement is justified and the Board specifies the nature and scope of such exception in its approval of a PDZ.”*

- C. *The height limitations do not apply to chimneys, ventilators, skylights, or other necessary features ordinarily extending above roofs, nor to spires of churches or other buildings if such features are in no way used or usable for living purposes.*

§ 305.135.7 - Yard regulations.

- A. *Buildings in the Upland Estates PDZ shall be set back from property lines the following minimum dimensions, said dimensions to be measured at right angles to the property lines:*
 - (1) *Front Yard (west side of lot, facing Upland Road): 30 feet;*
 - (2) *One Side Yard (north side of lot, facing Island Fitness): 10 feet;*
 - (3) *Other Side Yard(s): 15 feet;*
 - (4) *Rear Yard (east side of lot, facing CMC parking lot/Carriage House Apts.): 10 feet.*

- B. *The front yard in each case shall be measured from the front lot line.*
- C. *For any yard that abuts a public street, the front yard requirement shall apply.*
- D. *No automobile parking area shall be permitted in any required front yard.*

§ 305.135.8 – Lot coverage.

- A. *No building or buildings shall be erected or extended to exceed coverage of 12% of the Upland Estates PDZ.*
- B. *In computing the lot coverage, the following shall be included:*
 - (1) *The area of any accessory buildings;*
 - (2) *Carports, open at the sides and roofed;*
 - (3) *Unroofed porches or decks, the surface of which is over two feet above the surface of the underlying ground as finally graded;*
 - (4) *Areas covered by building eaves extending in excess of three feet.*

C. In computing the lot coverage, the following shall not be included:

- (1) Areas covered by overhanging building eaves of three feet or less;
- (2) Unroofed swimming pools;
- (3) Unroofed parking areas.

§ 305.135.9 – **Size of lots.**

Lots in the Upland Estates PDZ shall have a minimum average width (125 feet) and a minimum average depth (150 feet) as described by the Village of Cayuga Heights Residence Zone (Art. V, § 305–21)

§ 305.135.10 – **Frontage on public street.**

Lots in the Upland Estates PDZ shall have a minimum frontage (75 feet) on a public street as described by the Village of Cayuga Heights Residence Zone (Art. V, § 305–22)

§ 305.135.11 – **Off-Street Parking.** (For clarity, this section may need to be noted as superseding some of the language in Article XII, which reads “Buildings with more than two dwelling units...: One garage or parking space shall be provided for each dwelling unit, plus one additional parking space for every three dwelling units....”)

- A. Three (3) garage or off-street parking spaces shall be provided for every two (2) dwelling units. (1.5 spaces per unit).
- B. The Planning Board may, at its discretion, allow the number of spaces to be reduced from the above standards by up to 20% in those cases in which site plan review is required. (Note: this language, as it appears in Art. XII § 305–90, H, (e). appears to be incorrectly nested under “Parking Dimensions”, but it refers to “number of spaces”)
- C. Each off-street parking space shall have a minimum width of nine feet and a minimum length of 18 feet.
- D. There shall be no parking spaces within the front yard setback.
- E. Parking space dimensions.
 - (1) In parking areas with 10 or fewer parking spaces, each parking space shall have a minimum width of nine feet and a minimum length of 18 feet.
 - (2) In parking areas with 11 or more parking spaces:
 - (a) Perpendicular parking. For parking perpendicular to the driveway aisle, parking spaces shall have a minimum width of nine feet and a minimum length of 18 feet.
 - (b) Parallel parking. For parking parallel to the driveway aisle, parking spaces shall have a minimum width of nine feet and a minimum length of 20 feet.
 - (c) Angled parking. For parking angled to the driveway aisle, parking spaces shall have a minimum width of nine feet and a minimum length of 18 feet, with driveway aisle widths as follows:

- (1) 30° parking. An aisle width of 13 feet for one-directional flow and an aisle width of 26 feet for two-directional flow.
- (2) 45° parking. An aisle width of 16 feet for one-directional flow and an aisle width of 26 feet for two-directional flow.
- (3) 60° parking. An aisle width of 21 feet for one-directional flow and an aisle width of 26 feet for two-directional flow.
- (4) The edge of the parking space pavement may be up to two feet inside the outermost line of the parking space where an unobstructed vehicle overhang is available.

F. *Parking for persons with disabilities. The combined width of the parking space and the access aisle shall be in compliance with the Americans with Disabilities Act (1990) and the New York State Uniform Fire Prevention and Building Code. Signage as required by the New York State Uniform Fire Prevention and Building Code shall be provided for all parking spaces designated for use by accessibility-impaired persons and associated access aisles.*

§ 305.135.12 – **Driveways.**

- A. *Driveways in the Upland Estates PDZ shall comply with the requirements as described by the Village of Cayuga Heights Off-Street Parking (Art. XII, § 305–90)*
- B. *Off-street parking of motor vehicles is permitted only in approved parking spaces, parking areas, or parking lots, except that on premises improved only by a one-family dwelling or a two-family dwelling, motor vehicles may be parked in the driveway on such premises. In any case, parking is not permitted on lawns, sidewalks, or other areas not developed for the parking of motor vehicles in accordance with the provisions of this article.*
- C. *No motor vehicle parking is permitted in any front yard setback, except motor vehicles may be parked in the driveway on premises improved only by a one-family dwelling or a two-family dwelling.*
- D. *Physical character of parking spaces. The surface of the parking area shall be crushed stone, brick, concrete, asphalt, permeable pavement, or similar materials.*
- E. *Drainage. All newly constructed or enlarged parking areas, including associated driveways and vehicle maneuvering areas, shall have adequate provisions to prevent surface water from draining to or across adjoining properties, sidewalks or streets during, at a minimum, a ten-year storm event, and shall comply with the provisions of Chapter 235, Stormwater Management, Part 1, Stormwater Management and Erosion and Sediment Control. Stormwater runoff shall be designed so that it does not flow across any public sidewalk to a stormwater facility. All drainage systems in existing parking areas shall be maintained in good working order.*
- F. *Access requirements. All parking spaces shall have access to a public street by way of a driveway.*

- (1) *The portion of access driveways between the edge of pavement of a public street and a sidewalk, where a sidewalk exists, must be hard-surfaced with concrete, brick, asphalt, or other material approved, in writing, by the Village Engineer.*
- (2)
- (3) *Driveways must be at least eight feet wide on premises improved only by a one-family dwelling or a two-family dwelling and at least 10 feet wide for all other uses, and must have clear visibility to the street. Any vegetative screening must be so designed that it shall not interfere with sight lines necessary for pedestrian and driver safety. Maximum driveway width shall be 24 feet.*
- (4) *Maximum driveway grades. In the Multiple Housing and Commercial zoning districts, excepting one-family and two-family dwellings in those districts, driveways to areas containing parking spaces for three or more vehicles shall be graded to form a street entry with a maximum grade of 8% for a distance of 25 feet from the edge of pavement of the public street.*
- (5) *Adjacent driveways and combined curb cuts. Driveways on adjacent lots may be side by side or may be combined.*
- (6) *Driveway aisles. Where permitted, one-way driveway aisles shall have a minimum width of 10 feet and a maximum width of 12 feet. Two-way driveway aisles shall have a minimum width of 20 feet and a maximum width of 24 feet.*
- (7) *Required maintenance. For so long as they remain in use as such, all parking areas and associated driveways and vehicle maneuvering areas, as well as any associated screening, plantings, and drainage systems, must be maintained to preserve their intended function and to prevent nuisances or hazards to people, surrounding properties, and public streets and sidewalks.*

§ 305.135.13 – Stormwater Management.

- A. *Stormwater Management Practices in the Upland Estates PDZ shall comply with the requirements as described by the Village of Cayuga Heights Chapter 235 Stormwater Management.*
- B. *The rate of stormwater runoff from a Planned Development Zone after development is complete shall not exceed the rate that would occur under a natural, undeveloped condition, as calculated for a one-hundred-year storm, and is in compliance with the Village's stormwater local law and applicable state law and regulations.*

§ 305.135.14 – Exterior Lighting.

Adequate site lighting shall be provided for the Upland Estates PDZ and shall be designed and located so that it does not produce glare on adjacent properties, does not impede the vision of traffic on adjacent roads, and shall be otherwise in compliance with Article [XI](#), Exterior Lighting Standards, of this chapter.

§ 305.135.15 – **Ownership.**

Manner of land and infrastructure ownership. The property and infrastructure in the Upland Estates Planned Development Zone may be owned as follows:

- A. Each dwelling unit may be owned individually or by more than one person or entity;*
- B. Common land, roadways, sidewalks, stormwater facilities, and all other commonly-owned infrastructure may be owned by a corporation controlled by the residents of the Upland Estates Planned Development Zone, provided the Board of Trustees finds the corporation will be adequately organized and capitalized to properly construct, maintain, operate, and reconstruct such assets;*

-END OF DOCUMENT-

d. Renwick Brook Culvert Project:

- Village Engineer B. Cross states that T. G Miller has created several different ways to repair this failing culvert. The final decision is to just remove the old culvert and replace it. The engineers' estimate for this is around \$550,000 that does not include contingency.
- Village Engineer B. Cross states that we are funding this project with CHIPS money, which is also used for paving roads. We currently have \$308,000 available. Next year, we will receive \$208,000 in CHIPS funds. This will leave us short, and we will need to budget the balance.
- Trustee Robinson asks what a typical percentage is for budgeting contingency.
- Village Engineer B. Cross states that for this project, it could range between five and ten percent depending on the detail of the engineering drawings.
- Assistant Superintendent of Public Works A. Cowder states that the one factor that will change for the next two years is that there will be no new street paving. This is the case because we will be using all the CHIPS money for the culvert project.
- Trustee Salton states that we should not do that. We have an annual road maintenance program, and we should stick to it.
- Trustee Conway would like to know when this project is going to take place.
- Village Engineer B. Cross states that we will begin this work in the spring.
- Village Engineer B. Cross states that T. G Miller is ready to put the plans out to bid with a bid opening date of February 12, 2026, at 2:00 p.m.

Resolution: 9942

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves the Renwick

Brook Culvert Repair Project Bid Documents prepared by T.G. Miller to be posted in the legal notice open for bids and open those bids on February 12, 2026, at 2:00 p.m.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

e. Appointment of Steve Wilson to the Village Zoning Board of Appeals.

•Mayor Woodard states that the Village Zoning Board of Appeals is down one member. She would like to appoint Village resident Steve Wilson to the Board and finish out the term of former member Mark Tate.

Resolution: 9943

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves the appointment of Steve Wilson to the Village Zoning Board of Appeals until the Village Organizational Meeting, where he will begin a full term.

Motion: Trustee Hubbell

Second: Trustee Rennekamp

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

Nays: none

Abstentions: none

Motion Carried

f. Proposed Local Law A of the Year 2026 - Dumpsters

•Mayor Woodard states that we have received many complaints about dumpsters in the front yards of properties in the Village.

•Trustee Salton would like to know where the dumpsters are in the Village.

•Village Engineer B. Cross states that over the years, there have been dumpsters down Cayuga Heights Rd across from the fraternity, some on Wyckoff Rd., and now the corner of Kelvin and Brook lane. Our current property maintenance law does not specifically address dumpsters in the front yard setback.

•Village Engineer B. Cross states that Village Attorney O. Shah has drafted Proposed Local Law A of the year 2026 for the Board to consider. This local law would also cover location violations and or how the area is kept clean.

- Trustee Robinson states that we might have to adjust the time to allow emptying these dumpsters to 7:00 a.m., not 8:00 a.m. as written.

- Village Engineer B. Cross states that a new topic came up that we have not even begun to discuss. We have received a complaint about unregistered or inoperable vehicles on Overlook. This would include cars full of refuse, no tires, vehicles that will never get back operable.

6. Report of the Trustees:

a. Village Public Works Committee Update:

- Trustee Robinson states that we are still waiting for the New York State Department of Transportation (NYSDOT) to approve the engineering plans.

- Trustee Robinson states that there was a second TAP grant opportunity to cover any overages from our current TAP Grant.

- Village Engineer B. Cross states that we have since learned that this would only delay our current project even longer, which would add years. It looks like we might be able to apply for a different type of grant. Michelle Palmer will be providing more information as it comes in.

- Trustee Robinson states that we have a resident who has refused to accept their property maintenance violation letters, and it was discussed to have our own police officers serve the property owner with the violations.

- Chief Wright states that the Village Police Department would not get involved; the Village would have to hire a service to serve this violation. If the individual does not reside in the Village, and two, it might be considered intimidation by a police officer of the Village.

- Trustee Biloski would like to know what happens if we still cannot serve the violations. Do we slip it under the door? What can we do?

- Village Attorney O. Shah states that New York State Law states that a server has to make three attempts at the last known residence. If there is no response to the third attempt, the notice can be taped to the door, and then mail another copy via first-class mail. The Village will have to show through an affidavit that due diligence has been done to advise the homeowner of the existing violations.

- Trustee Robinson states that the next step is to look into the cost of this service and decide on the cost.

b. Village Wastewater Committee Update:

- Trustee Robinson states that plant manager M. Albro received a quote for a control panel and turbines. The cost came in at \$343,000.

- Village Engineer B. Cross states that those panels were installed in the early 2000's as part of the phosphorus filtration project. We discussed that as part of phase two of the plant upgrades, we were going to install a building over the pumps. Now it makes more sense to build a building, replace the control panels, and pumps all at the same time

c. Village Human Resources Committee Update:

•Trustee Biloski states that the Superintendent of Public Works position has been posted with several agencies, including ZipRecruiter. There is one qualified candidate that we will be interviewing on Monday.

d. Village Public Safety Committee Update:

•Trustee Biloski states that with the addition of full-time officer G. Trimm, part-time hours have been down month after month.

•Trustee Biloski states that the college intern has started his three-week internship.

•Trustee Salton states that he would like to address some concerns with state and local interaction with Federal ICE Agents. He has concerns over the state and local interactions with federal agents.

•Trustee Salton states that he would like to be a voice for the citizens, non-citizens, residents, and other visitors of the Village of Cayuga Heights. He would like to talk about our law enforcement personnel and how we protect all those involved.

•Trustee Salton states that he would like to see more information on how federal agents, specifically ICE, work with local agencies and law enforcement. He will be attending the February Tompkins County Legislature's Public Safety Committee meeting, which will be discussing the heightened situations.

•Trustee Salton states that he is open to discussing at the appropriate time the topic of a sanctuary Village. He does not know where the Village stands on public policy concerns related to ICE. There is a document from the Tompkins County Sheriff's Office that our Village Public Safety Committee should meet and talk about.

•Trustee Hubbell states that Cornell University is currently reviewing and updating all of its policies about protecting faculty, staff, and students. Primarily security and protection as a fallout from the Brown University shooting.

•Trustee Salton states that he met with Chief Wright and Sergeant Manning in the hopes that we can all have some consistency throughout the jurisdiction.

a. Village Finance Committee Update:

•Trustee Rennekamp states that we talked about setting a time and date for the Village Budget Workshop, which is now March 21, 2026, at 8:00 a.m. We talked about at the February finance meeting that department heads will go through their budgets, which will help finalize our proposed budget for the next fiscal year.

7. Report of Superintendent of Public Works Cross:

•B. Cross states that all of his action items have been discussed; there is nothing further to add.

8. Report of Police Chief Wright: Submitted Report (Exhibit 2026-112)

•Chief Wright states that the college internship will be done this Friday. He seems to have had a good experience.

- Chief Wright states that having the seventh officer now on the road has also added to the number of calls for service.

- Chief Wright states that this directly relates to the original plan of reducing part-time hours with a seventh officer. In the months of November and December of 2024, we had a total of 412 part-time hours; in November and December of 2025, we only used 185 hours.

9. Report of Assistant Superintendent of Public Works Cowder: Submitted Report (Exhibit 2026-104)

- Assistant Superintendent of Public Works Cowder states that Bolton Point is exploring a water leak somewhere on the elementary school grounds. There could be a correlation to the increase in meter readings going to the sewer plant. We might have found some more I & I.

- Assistant Superintendent of Public Works Cowder states that he has been working on coordinating the lead replacement lines with Bolton Point for this spring. The main focus will be on six lead services that are on the Village side only.

- Trustee Conway states that he wants to thank the DPW crew for a quick response and assistance with a sewer lateral issue.

10. Report of Clerk Walker:

- Clerk Walker states that tonight he has no action items for the Board, but Clerk Walker states that the office has been very busy with H.R. renewals for healthcare and retirement.

- Clerk Walker states that he included a section on street banners, pointing out that this will be our country's 250th birthday. The vendor can customize these banners to hang on the streetlights on N. Triphammer Rd. He will add this to the agenda for the Administration Committee to discuss in detail.

11. Report of Attorney O. Shah:

- Village Attorney Shah states that he has nothing to report tonight.

12. Executive Session:

Resolution: 9944

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 Salton

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

Nays: none

Abstentions: none

Motion Carried

Village Board of Trustees exits an Executive Session and returns to an open meeting.

Resolution: 9945

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves reducing the Greater Tompkins County Municipal Health Insurance Consortium employee Gold Plan premium rate for the Village Non-Bargaining Group to the same rate as last year (2025)

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9946

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves offering employees who opt out of receiving the Village Gold Plan Medical Health Plan, and CSEA Dental and Vision will be eligible for a stipend equal to ten (10%) percent of the Village's individual cost at an eighty-six (86%) percent rate of contribution.

Motion: Trustee Rennekamp

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 10:35 p.m.

