

Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT
SPECIAL BOARD OF TRUSTEES
MEETING

March 5th 2026
7:00 p.m.

Present: Mayor Woodard; Trustees: Biloski, Hubbell, Robinson, and Salton; Superintendent of Public Works Cross; Assistant Superintendent of Public Works, Cowder; Village Attorney Shah

Absent: Trustee Conway

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

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

3. Review of the Upland Road Planned Development Zone Draft:

- Mayor Woodard states that the Board hopes to finalize the language for defining the Planned Development Zone for Upland Estates. [Project Plans](#)
- Mayor Woodard states that the details in the plans were very helpful. We noticed that the number of units has been reduced from ten to eight.
- Jacob von Mechow of Whitham Designs states that the developer would still like to have the option for ten units.
- Trustee Salton asks if the last update from February 25,2026 is the most recent submission reflecting previous changes.
- Jacob von Mechow of Whitham Designs states that yes, that is correct.
- Trustee Salton asks if the driveway turnaround has been approved by the Village Fire Superintendent.
- Jacob von Mechow of Whitham Designs states that yes, that is correct.
- Village Engineer B. Cross states that we still need to resolve the ownership/HOA discussion for the property tax component of this project.
- Trustee Salton states that he would like to see the Board zone this development so that something like a timeshare would not be permitted.
- Mayor Woodard states that she still would like to prohibit owners from using their homes for short-term rentals.
- Developer M. Macenas states that each unit is its own tax parcel, and the common areas are maintained by the HOA.
- Village Engineer B. Cross states that he is interested in how the water main service and hydrant will be handled for this development.
- Jacob von Mechow of Whitham Designs states that they have not looked at the water system or any other utilities

planned for this project yet.

- Village Engineer B. Cross states that before a building permit can be issued, we will need to know these specific details.
- Trustee Robinson states that on the subject of ownership, will these units be timeshare?
- Developer M. Macenas states that these are single-family homes for sale.
- Jacob von Mechow of Whitham Designs states the Village already has a short-term rental law and we do not intend to propose anything different.
- Assistant Superintendent of Public Works Cowder states that the plans went from a slab design to foundations with basements. Is there anything we should be concerned about with this change?
- Developer M. Macenas states that the final design plans for the foundation have not yet been completed. There might be some combination of the two.
- Village Engineer B. Cross states that with this new design plan, the driveway is more of an access road intersecting with E. Upland Road. He appreciates the developer moving the entryway so that it is not directly across from a neighbor.
- Mayor Woodard states that since there are no more comments, the next step is to draft the language for the PDZ Zoning Law and schedule a public hearing.

Resolution: 9959

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves, amending the Village Zoning law on Planned Development Zones to account for the Upland Estates Project.

Motion: Trustee Salton

Second: Trustee Robinson

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9960

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves scheduling a Public Hearing for March 18th, 2026, amending the Village Zoning law on Planned Development Zones to account for the Upland Estates Project at 7:05 p.m. at Marcham Hall.

Motion: Trustee Robinson

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

b. Community Grant Application:

- Trustee Robinson states that we have an opportunity to submit for funding a Community Grant through the federal government that the House of Representatives can submit on our behalf.
- Trustee Robinson states that we have decided to submit a grant for the Village Wastewater Treatment Plant.
- Trustee Robinson states that we have to obtain five community-supported letters from local municipalities.
- Trustee Robinson states that if this grant is awarded, the cost-sharing will obligate the Village for either an 80-20 split or a 75-25 split. The goal will be to purchase new turbine pumps, a control panel, a chemical mixing tank, a building, a digester tank, trickling filter arms, and to insulate the digester tank room.
- Trustee Robinson states that we will also build in some money for lining manholes.
- Mayor Woodard states that she has already reached out to Bolton Point and the Town of Ithaca for letters of support.
- Mayor Woodard states that she feels confident about this case since we have already invested twelve million dollars in plant upgrades.
- Trustee Robinson states that we also learned that Senator Schumer and Gillibrand have funding applications that we want to pursue.

Resolution: 9961

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves submitting a grant application for renovations up to two million dollars to the Village WWTP with a cost-sharing of 20 or 25% through the House of Representatives Community Funded Program. and further authorizes Mayor Woodard to sign this application.

Motion: Trustee Robinson as

Chair

Second:

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

Nays: none

Abstentions: none

Motion Carried

Resolution: 9962

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves submitting a grant application for renovations up to two million dollars to the Village WWTP with a cost-sharing of 20 or 25% through the U.S. Senate for the Congressional Spending Program and further authorizes Mayor Woodard to sign this application.

Motion: Trustee Robinson

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

4. Report of Attorney O. Shah:

•No report at this time.

12. Executive Session:

Resolution: 9963

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: Biloski, 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.

5. Adjournment: Mayor Woodard adjourns the meeting at 7:43 p.m.