



[Zoom Link](#)
[4118425407](#)

Village of Cayuga
Heights
Board of Trustees Monthly Meeting
July 15, 2026, 7:00 p.m.

- 1. Call To Order**
- 2. Approval of Meeting Minutes:**
 - a. June 17, 2026 Meeting Minutes 2027 - 034 pgs. 2-13
- 3. Privilege of the Floor:**
- 4. Report of Treasurer Dolch: Submitted Report** 2027 - 035 pg. 14
- 5. Report of S.P.W Southard:** 2027 - 036 pgs. 15-21
- 6. Report of A.S.P.W Cowder: Submitted Report** 2027 - 037 pgs. 22-23
- 7. Report of Police Chief Wright: Submitted Report** 2027 - 038 pg. 24-25
- 8. Report of Fire Superintendent/Fire Chief Tamborelle: Submitted Report** 2027 - 039 pgs. 26-27
- 9. Report of Clerk Walker: Submitted Report** 2027 - 040 pgs. 28-30
- 10. Report of Mayor Woodard:**
 - a. Data Centers
 - b. 216 Dearborn Place Update
 - c. Fire Inspection Fees and Software
- 11. Report of the Trustees:**
- 12. Report of the Village Attorney:**

EXHIBIT 2027 - 034

Zoom ID # 4118425407

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

**June 17th 2026
7:00 p.m.**

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

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

2a. Approval of the May 20, 2026 Board Meeting Minutes (Exhibit 2027 - 25)

Resolution: 10074

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the May 20, 2026 Board Meeting Minutes as presented.

Motion: Trustee Salton

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

2b. Approval of the May 20, 2026 Board Meeting Minutes (Exhibit 2027 - 25)

Resolution: 10075

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the June 4, 2026 Special Board Meeting Minutes as presented.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

3. Privilege of the Floor: No members of the public were present to speak.

4. Report of Treasurer Dolch:

•Treasurer Dolch states that we have two abstracts that need approval, one for the last month of the current fiscal year and one for the first month of the new fiscal year.

•Approval of Abstract 13:

Resolution: 10076

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #13 for FYE2026, consisting of: TA vouchers 98-103 in the amount of \$4,855.23, Consolidated Fund vouchers 893-960 in the amount of \$280,701.69.

Motion: Trustee Conway

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

•Treasurer Dolch states that she now will need a resolution allowing her to bring any overdrawn accounts to zero in the A, F, and G funds.

Resolution: 10077

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Treasurer Dolch to make FYE 2025-2026 Final Budget Modifications as necessary to bring any overdrawn accounts to zero in the General, Water and Sewer Funds.

Motion: Trustee Conway

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

•Approval of Abstract 1:

Resolution: 10078

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #1 for FYE2027, consisting of: TA vouchers 1-2 in the amount of \$27,229.14, Consolidated Fund vouchers 1-34 in the amount of \$760,679.45.

Motion: Trustee Conway

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

5. Report of Superintendent of Public Works Southard:

- Superintendent of Public Works Southard states that this month he has been working with Assistant Superintendent of Public Works Cowder on building permits and getting a system set up for the approval process.
- Superintendent of Public Works Southard states that he will be looking at a software program called [iworQ](#) as an option for code enforcement tracking.
- Superintendent of Public Works Southard states that U.S. Fish and Wildlife has identified a potential long-eared bat nesting area where the culvert project is located. We will need to conduct a study before we can cut any trees down for this project, which we hope to start in mid-June.
- Superintendent of Public Works Southard states that NYSDOT finally sent us the comments for the final design plan of the Cayuga Heights Road Sidewalk Project. He is working with HUNT Engineers to address those comments.
- Superintendent of Public Works Southard states that once this project is ready, we will have similar issues with the timing of cutting trees; ideally, the best time would be October.
- Superintendent of Public Works Southard states that the final draft of the Village WWTP cybersecurity and operation and maintenance plans is ready for review.
- Trustee Robinson states the only thing he would add is for the WWTP Committee to have the Village IT Committee review the cybersecurity plan.
- Mayor Woodard states that the long-eared bat is an endangered species, and to satisfy U.S. Fish and Wildlife, we will need to hire someone to monitor the few trees we plan to cut and watch for bats emerging from the trees.

6. Report of the Assistant Superintendent of Public Works Cowder:

- Assistant Superintendent of Public Works Cowder states that the crew has been working on water break repairs left from this past winter.
- Assistant Superintendent of Public Works Cowder states that, moving forward, we really need to time our lead line replacement with the homeowner who needs their line updated too. This will help since connections are different.

- Assistant Superintendent of Public Works Cowder states that T.G. Miller will be providing the annual I & I report to us at the next Village Public Works Committee meeting.
- Assistant Superintendent of Public Works Cowder states that we have been cleaning up old permits that have been in the system and were never closed out.
- Assistant Superintendent of Public Works Cowder states that he is working on an idea for property maintenance notifications, which we could either post in the yard or leave on the door. We recognize that not all residents read our Enewsblast or get Nixle alerts.
- Mayor Woodard asks Chief Wright what the rules are for leaving materials or notices on private property.
- Chief Wright states that he will have to look at that ordinance again. But he could see that it might be alarming for some residents.
- Assistant Superintendent of Public Works Cowder states that as a code enforcement officer, he is allowed to use the same path a mail carrier uses on private property. \
- Trustee Robinson states that when we looked at this before, we determined that this was illegal to do. The question remains: is it, or isn't it? That is the easiest way to start.
- Chief Wright states that when we approach a resident's property and they are not home, we will leave a card or attempt to call the homeowner. He suggests that we are identifiable as staff from the Village.
- Clerk Walker suggests we just call the residents and inform them of the local law and ask them to comply with it or face a violation.
- Trustee Salton asks how many residents are currently affected by our property maintenance law?
- Assistant Superintendent of Public Works Cowder states that we have about twenty residents.
- Mayor Woodard states that we have so many residents who do not follow the brush rules.
- Trustee Conway states that we just need a balance; we want people to maintain their properties, and with that come brush piles or yard waste. The timing may not work out for our pickups.

7. Report of Police Chief Wright:

- Chief Wright states that at our Public Safety Committee, we had an opportunity to meet with two members of FLOCK via Zoom.
- Chief Wright states that firearm training will begin next week.
- Chief Wright states that he has two individuals interested in working for the department on a part -time basis. He would like to bring on one individual now and possibly another next month.
- Chief Wright states that his action item for tonight is offering Alex Hitchcock a part-time police officer position.

Resolution: 10079

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves hiring Alex Hitchcock as a Village of Cayuga Heights part-time police officer at the current PBA contract hourly rate.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

- Chief Wright states that his training and areas of expertise have put him on the fast track, and that is one of the reasons we were interested in having him join our department.

- Chief Wright states that he has one more interested officer who has potential for coming on board next month.

Motion Carried

- Trustee Biloski states that with the new four ten-hour day schedule for the police officers, how do you know where to place the part-time officers?

- Chief Wright states that seniority has a role in that, but also who is willing and available to work.

8. Report of Fire Superintendent Tamborelle:

- Fire Superintendent Tamborelle states that we had a steady stream of calls for the month.

- Fire Superintendent Tamborelle states that we have not had any interest in the old ladder truck, so we are taking more pictures, and it looks like we will have to lower the price in order to sell that truck.

- Fire Superintendent Tamborelle states that we have had a personnel change; Assistant Chief S. Janowski has moved out of the 824 Hanshaw house and relocated to Newfield. The Council has appointed J. Putnam to that position.

- Fire Superintendent Tamborelle states that he spoke to Grant Champs; they are going to start onboarding grants and are hopeful that our department might be one of the first to receive a grant from them.

- Fire Superintendent Tamborelle states that, as mentioned by Superintendent Southard, we will be looking at software that can track inspections and code enforcement.

- Fire Superintendent Tamborelle states that the reason he is interested in this is for the fire inspections. He could also see us charging a fee for the inspections, which would offset the cost. He has learned that every municipality around us charges for this service.

- Mayor Woodard inquires about the cost of this program and whether this could be used for the property maintenance enforcement.

- Fire Superintendent Tamborelle states that the first year is ten thousand dollars and then just an annual service fee, eight thousand dollars. If we structure the fee schedule correctly, it should cover the cost of the software, and yes, this platform will work for that as well.

- Mayor Woodard states that since the 825 house is now vacant, what are we doing with it?

- Fire Superintendent Tamborelle states that Galen Walsh, who is one of our lieutenants, is in a bunker at the station but would move into the house once some staff members come back to town. The timing is good, so we can get some projects done inside the house before he moves in.

- Trustee Conway asks what we normally do with older gear.

- Fire Superintendent Tamborelle states that if we cannot give it away, then eventually we may throw gear away.

9. Report of Clerk Walker:

- Clerk Walker states that it has been a busy month and thanked all those who were able to attend the public gathering for Brent's retirement.

- Clerk Walker states that tax collections have been consuming most of the time in the office. To date, we have collected just under nine hundred thousand dollars. He expects most of the payments will be received by the end of next week.

10. Report of Mayor Woodard:

a. Appointment of Jennifer Kuszniir to the Village Planning Board:

- Mayor Woodard states that we have recently had Elaine Quaroni retire from the Board, and now Roger Segelken has moved up his retirement from this board.

- Mayor Woodard states that we placed a notice in our Village Enewsblast, and Jennifer was one of the residents who was interested.

- Mayor Woodard states that she would like to appoint Jennifer Kuszniir to the Village Planning Board for one official year (4/27)

Resolution: 10080

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the appointment of Village resident Jennifer Kuszniir to the Village Planning Board for one official year (4/27)

Motion: Trustee Biloski

Second: Trustee Fleming

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

Nays: none

Abstentions: none

Motion Carried

b. CSI Grant Approval:

- Mayor Woodard states that this company does a lot of testing for our WWTP, and their funding comes from donations and grants.

Resolution: 10081

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves the annual funding to CSI for support with water testing for the Village WWTP.

Motion: Trustee Hubbell

Second: Trustee Biloski

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

Nays: none

Abstentions: none

Motion Carried

c. 216 Dearborn Place:

- Mayor Woodard states that we will postpone this discussion for an executive session.

d. Yaws Contract:

- Mayor Woodard states that we have renegotiated with Yaws management for a five-year contract starting this year at a forty percent increase in the monthly contractual amounts, followed by a three percent increase over the next four years.

- Village Attorney Middleton states that she wanted the Board to be aware of a couple of things in the contract that were confusing. One incremental increase section included a notation of a three percent increase each year, which was already built into the paragraph before. Two, there was also language stating that it was an annual renewal, which did not make sense since it is a five-year contract.

- Trustee Robinson states that there were other concerns with spelling and grammar, but he thought the Board was comfortable with it as is.

- Trustee Salton states he is in favor of having a corrected document.

Resolution: 10082

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves and authorizes Mayor Woodard to sign the Yaws Contract pending final review with changes by Village Attorney Middleton.

Motion: Trustee Salton

Second: Trustee Biloski

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

Nays: none

Abstentions: none.

Motion Carried

e. Staff Reimbursement:

- Mayor Woodard states that this will be discussed in Attorney-Client Privilege

f. Flock Camera Contract Resolution:

- Trustee Fleming states that he would like to thank Chief Wright for working so closely with the Board and the Public Safety Committee and reads the following statement.

It is really good to have a partner who's been so transparent about the pros and the cons of this, kind of the benefits and the challenges, as we weigh this decision. As many of us have seen, neighboring municipalities have also been re-evaluating their use of cloud cameras, so we are not alone in weighing the potential benefits of this technology against the growing concerns about privacy, data usage, and accountability. The Public Safety Committee is focused on three primary questions. How data is used and shared, the security of Flock's infrastructure, and the value of participating in a regional camera network that is shrinking as other municipalities withdraw.

So, at our most recent meeting, we discussed these concerns with representatives from Flock. We are the first municipality in upstate New York to have had this conversation directly with Flock. I appreciate their willingness to attend our meeting and answer questions directly. But unfortunately, most of our concerns remain unresolved after meeting with them. The representatives appeared unfamiliar with past cybersecurity issues involving the company, and they were also unable to provide satisfactory answers regarding when data may be shared without the Villagers' prior consent. For example, in Flock's Terms and Conditions, Flock states they may share data when a government agency claims that doing so prevents an undefined harm. The term is not clearly defined, leaving significant room for interpretation. This matters because definitions can obviously vary widely. What one person considers harm, another person may consider free speech. So, without clear limitations and transparent standards, residents have little assurance around how their data may be used or shared by Flock.

We examined the company's policies more closely, and we found there's an increasing disconnect between Flock's marketing claims and their actual terms governing data access and control. So, Flock frequently states that the village owns its data, but the company's own terms provide Flock with exclusive authority over how and when data is accessed or delivered. If access is delayed or restricted, the village could run into issues meeting legal obligations under public records laws, despite supposedly being the owner of that information.

For me, this decision ultimately comes down to kind of transparency and trust. And based on concerns we kind of raised and the answers we received or didn't receive from FLOC, I do not believe continuing this partnership is justified at this time.

- Trustee Salton states that he endorses Trustee Fleming's statement and points out that there is a downside to not having some sort of camera system in place, not just in the village but in the county as well. We should try to find an alternative and remind ourselves that there is another side to this, which is public safety.
- Trustee Fleming states that we are trying to balance something here. The City of Ithaca kind of came to this conclusion in a different way (looking at their resolution), as it was drafted, which is very different from the conclusion that we came to.
- Trustee Salton states that we are two very different municipalities, and we don't have the classes of people who are really objecting to this here in the Village.
- Trustee Fleming states there were parts of the City of Ithaca that were in favor of the cameras, but broadly speaking, Ithaca at large declined them.
- Trustee Salton states that he wants to be clear he supports the removal of the cameras but has mixed feelings about now having nothing in the county, let alone the Village.
- Mayor Woodard states that passing this resolution doesn't preclude discussions and thinking of different ways to protect our community. The fundamental factor is the lack of ability to control the data collected.

Resolution: 10083

RESOLUTION TO DECLINE RENEWAL OF FLOCK SAFETY CAMERA SYSTEM CONTRACT

WHEREAS, the Village of Cayuga Heights currently maintains a contract with Flock Safety for a license plate reader camera system that is scheduled to expire on or about September 27, 2026; and

WHEREAS, the Village currently operates four (4) Flock Safety cameras, which have been in service since May 2025; and

WHEREAS, residents of the Village of Cayuga Heights and Tompkins County at large have expressed concerns regarding the creation of searchable databases documenting vehicle movements, which may potentially reveal sensitive personal information such as visits to medical facilities, places of worship, and other private associations; and

WHEREAS, while Flock Safety states that data collected through its system is owned by the Village, access to such data is controlled solely by Flock, which retains "the exclusive right to determine and control the method, timing, format, and medium of such access or delivery," raising concerns regarding the Village's ability to timely comply with Freedom of Information Law (FOIL) requests and other statutory transparency obligations; and

WHEREAS, concerns have also been raised regarding third-party access to data generated by the system, including provisions indicating that Flock may share data with other governmental agencies without requiring a court order or subpoena, and that Flock reserves the ability to disclose data beyond what is strictly required by law; and

WHEREAS, the number of such systems in neighboring jurisdictions is expected to decline significantly in the near future, including the March 2026 unanimous vote by the City of Ithaca Common Council to terminate its

Flock Safety contract as well as Tompkins County; and

WHEREAS, as the regional network of Flock Safety cameras decreases, the operational value of the system for legitimate law enforcement purposes within the Village of Cayuga Heights Police Department correspondingly decreases, while the cost to the Village would remain unchanged; and

WHEREAS, the Contract between the parties can be renewed annually by Board Resolution and a corresponding annual payment to Flock is required.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Cayuga Heights hereby **does not renew** the Flock Safety camera system contract upon its expiration in September 2026, thereby terminating the said Contract; and be it further

RESOLVED, that the Village Administration and/or Chief of Police is/are authorized and directed to take any necessary steps to ensure an orderly conclusion of the contract and system use at the end of the contract term; and be it further

RESOLVED, that Flock Safety shall remove all deployed equipment and associated hardware within thirty (30) days of the contract expiration date; and be it further

RESOLVED, that the Village Board directs staff to explore and evaluate alternative public safety technologies and tools that better align with the Village's operational needs and address the concerns identified herein; and be it further

RESOLVED, that this resolution shall take effect immediately.

Motion: Trustee Salton

Second: Trustee Fleming

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

Nays: none

Abstentions: none.

•Chief Wright states that this equipment has a tremendous amount of deterrent to crime and is an amazing tool for investigative purposes. He is the voice for moving forward with all the municipalities as we work to find an alternative where we have complete control over the data.

•Chief Wright states that he greatly appreciates the time of the Board and committees to fully listen to all sides at length and allow Flock to present to the Village.

Motion Carried

12. Report of the Trustees:

a. Village Finance Committee Update:

•Trustee Conway states that he has an update from the finance committee. Going forward, we are adding some charts so that members of the Board can see trends and how we are doing on a deeper level, month to month.

- Trustee Conway states that we also talked through some financial numbers since the passage of the new budget, like CHIPS.
- Assistant Superintendent of Public Works Cowder states that we have an additional seventy-nine thousand dollars that we are applying to T.G. Miller invoices from the Right Sizing Culvert Project.
- Trustee Conway states that we also talked about the expenses of the Kline Road Bypass and how that will affect the Sewer Fund. This will most likely result in a sewer rate increase. On a positive side, our insurance rates overall for Compensation and general coverage only increase by three and a half percent.
- Trustee Conway states that we also discussed sewer permit fees and a possible increase for them since we will be addressing the I & I issue without financial support from the other municipal users.
- Trustee Salton inquires about the fund balance on the sewer fund.
- Mayor Woodard states that we just spent almost seventy thousand dollars to the Town of Ithaca for sewage (mainly Stormwater) for the use of the Kline Road Bypass.
- Trustee Salton states that we didn't create this problem by closing the bypass before.
- Mayor Woodard states that no, we did not. Our plant should be able to handle normal inflow, but this spring's rains (I & I) caused us to go over our daily limit. Thus, we had no choice but to send that to the IAWWTP.
- Trustee Robinson states that the bottom line was that putting sewage down to the Ithaca plant was costing us a lot of money. Having the ability to take all the sewage saves us a lot of money, but we don't want to exceed the two million gallons per day limit.
- Trustee Conway states that we are trying to attack this in multiple ways. One through the I & I study; two, as the Lansing's grow, we need to account for the fact that there might be I & I from them, so we need to charge more for permits and raise rates.
- Mayor Woodard states that we may be forced to put a moratorium on all sewer permits if we can't get the levels down.
- Trustee Salton states that we can talk about a moratorium if we can't monitor what's going on ourselves.
- Trustee Robinson states that this was the first time since its inception that we exceeded the daily limit two months in a row. We have always taken serious, corrective actions early in the month to stay on top of it.
- Mayor Woodard states that we need the other municipalities to talk about long-term solutions for all of the aging infrastructure to resolve the I & I. The plant has plenty of capacity, but not when it is all stormwater.
- Trustee Conway states that this is why we are taking a closer look at the sewer fund.
- Trustee Salton states that he has a quick update on the health consortium. The budget is holding for this year, and we have added a few more members. The consortium has put out an RFP for a new actuarial firm. The key issue is finding trends to prevent losses.

•Trustee Robinson closes out the trustees' reports by stating that the staff will be focusing this summer on property maintenance law and enforcement.

13. Report of Village Attorney:

•No report at this time.

14. Executive Session:

Resolution: 10084

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 (d), Discussion regarding proposed, pending, or current litigation.

Motion: Trustee Conway

Second: Trustee Fleming

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

Nays: none

Abstentions: none

Motion Carried

Village Board of Trustees exits an Executive Session and returns to an open meeting at 9:15 p.m.

Resolution: 10085

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves entering an attorney/client privilege session to discuss a need.

Motion: Trustee Conway

Second: Trustee Hubbell

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

Nays: none

Abstentions: none

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 9:24 p.m.

EXHIBIT 2027 - 035

VILLAGE OF CAYUGA HEIGHTS TREASURER'S REPORT July 2026

Revenues and Expenses:

Annual Village Audit is now complete.

Approval of Abstract 2:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #2 for FYE2025 (the final abstract of FY2026) consisting of:

- TA vouchers in the amount of \$ 19,095.99
- Consolidated Fund vouchers in the amount of \$271,187.16

and the Treasurer is instructed to make payments thereon.

Respectfully Submitted

Laura W. Dolch

Laura W. Dolch
Treasurer

EXHIBIT 2027 - 036

DEPARTMENT OF PUBLIC WORKS

Monthly Board Report | Board of Trustees Meeting

Prepared By	Craig A. Southard
Title	Superintendent of Public Works
Report Date	July 10 th , 2026

Executive Summary

This report summarizes current Department of Public Works items for the Board of Trustees, including water infrastructure funding eligibility, TAP project contract timing, wastewater treatment plant compliance work, code enforcement transition items, stormwater/MS4 coordination, GIS and records management, and transportation safety planning.

Board Action / Direction Requested

Item	Requested Board Action / Direction	Financial Impact	Status
iWorQ Software Discussion and Approval	Approve user agreement and use of contingency funds for first fiscal year.	\$8,250 (First Year)	On Agenda

At-a-Glance Status Dashboard

Category	Current Focus	Key Date / Driver	Status
Water Projects / Funding	Phase 1 CWSRF IUP submission for water main replacement.	IUP has been officially accepted.	Active
TAP Project	Project Budget vs. Design Scope. Concerns with 2027 construction schedule.	DOT Response timing. Budget vs. Scop and increased ROW Acquisition Fees	DOT/Consultant Coordination
WWTP / Sewer Projects	O&M Plan update, cybersecurity plan.	O&M/Cyber Plans Submitted 7/14.	In Progress
Roads / Transportation	Bus stop crosswalk data gathering. Formation of a "utility coordination committee"	Crosswalk implemented – work in progress. Will look for x-walk bus-stop funding through MPO.	In Progress
Stormwater / MS4 / Hazard Mitigation	MS4 permit action items and GIS data integration.	Gathering data for County hazard mitigation plan updates.	In Progress
GIS / Records	File management structure, historical records digitization planning, RTK rover research.	Future budget planning in progress for full format scanner. Talked to vendor about NYS Archiving grants.	Planning
Code Enforcement	iWorQ enforcement software. Continuation of Code Enforcement training. Working on quotes for courtesy "door knockers" for common violations. Need to finalize draft of a "Special Event" permit.	9A/9B/9C complete; 9D resumes week of 7/20. Final course, 9F, will be complete on 9/22/26. Now a certified BSI (Building Safety Inspector)	Ongoing

Agenda Items: Need potential approval for iWorQ software and corresponding approval to fund from contingency funds.

No Pending Items

Scope / Cost Summary	Notes
iWorQ Contract Approval (\$8,250 – See attached documents for proposed resolution)	Not budgeted. Requesting transfer from contingency. Will provide a presentation of this software to the board at this meeting.

Public Works Monthly Operating Report

Water Projects

- C. Southard & A. Cowder met with T.G. Miller on 6/11 to go over new funding streams. It determined that utilizing the next round of EFC Water Infrastructure Improvement grants would not be worth while for remaining lead services primarily due to the lack of application points from the Village's household income statistics.
- T.G. Miller continuing to work on the now revised Phase 1 project as highlighted on last month's IUP submission.

Sewer / Wastewater Projects

- Working with Mike Albro (YAWS) to update the WWTP Operations & Maintenance Plan as requested in the SPDES comprehensive inspection report. Both were submitted on 7/14/26 for review and approval.
- During the 7/8 PWC meeting meeting T.G. Miller went over ongoing I&I study.

Roads, Streets & Transportation Safety

- The placement of x-walks at TCAT bus stop locations is an ongoing possible need. Ridership data is being gathered along with potential items for future funding, study, design, and construction. Planning on discussing at the next MPO planning committee meeting next week.

Stormwater, Drainage & MS4 Compliance

- Actively working on gathering new MS4 items needed from the last stormwater coalition meeting. Items include public outreach efforts and land use data verification.
- Incorporating GIS data supplied by the Stormwater Coalition into the Village GIS database currently being built.
- Renwick Culvert Pre-Construction held on June 17th. Construction to begin this Friday, July 17th.

GIS, Records Management & Data Collection

- Researching a standalone GIS RTK rover for more efficient and accurate field data collection.
- Exporting and verifying data from Diamond Maps.
- A. Cowder actively working to verify and update data in Diamond Maps.

Code Enforcement

- Completed Part 9C of code enforcement training, which is 3 of 6 modules. Section 9C resumes during the week of June 20th. Course completion at end of September.
- Issued several violations this month (Unregistered Vehicles, High Grass Complaints). Actively working to streamline and update the violation process from documentation to forming a template for processes regarding legal processing of fines. This is an area where the iWorQ software would provide a lot of value.
- Met with Kendal on June 16th next week to discuss future planning, PUD lot coverage issue, and future planning/zoning needs from both parties. Working with Fred Cowett to determine the next steps needed to address lot coverage requests.

Follow-Up Item	Responsible / Lead	Target Timing	Notes
CWSRF IUP submission and related mapping	Public Works / Engineering	Ongoing	Packaged received and acknowledged by EFC. Continue to look for funding and/or low interest financing.
TAP Sidewalk Project	Public Works / DOT / HUNT	Ongoing	Need to address budgets shortfalls, timeline, ROW Phase and the overall reduced project scope.
WWTP O&M Plan and cybersecurity plan	Public Works / YAWS / DEC	O&M due July 31	Submitted on 7/14/26
MS4 action items and GIS integration	Public Works / Stormwater Coalition	Ongoing	Incorporate supplied coalition data into Village GIS.
Future budget planning	Public Works	Budget cycle	Evaluate scanner, RTK rover and future capital/operational needs.

Follow-Up Items for Next Report

None

RESOLUTION AUTHORIZING AN IWORQ SYSTEMS SERVICE AGREEMENT

WHEREAS, the Village of Cayuga Heights seeks to improve the administration and recordkeeping of its permitting, code enforcement, and fire inspection functions; and

WHEREAS, iWorQ Systems, Inc. has submitted Service Agreement ID 261723 for permit management, code enforcement, fire inspections, online portal services, payment processing, implementation, training, and support; and

WHEREAS, the agreement provides for an annual subscription fee of **\$8,000.00** and a one-time implementation and setup fee of **\$250.00**, for a total first-year cost of **\$8,250.00**; and

WHEREAS, the agreement has an initial three-year term, automatically renews for successive one-year terms unless timely terminated, permits annual fee increases of up to 5%, and requires at least 60 days' written notice of non-renewal;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves Service Agreement ID 261723 with iWorQ Systems, Inc., substantially in the form presented to the Board and subject to final review and approval by the Village Attorney; and

BE IT FURTHER RESOLVED, that the Mayor is authorized to execute the agreement and any related implementation documents on behalf of the Village; and

BE IT FURTHER RESOLVED, that the Village Treasurer is authorized to pay an amount not to exceed **\$8,250.00 for the first year** from the appropriate Village budget account or accounts; and

BE IT FURTHER RESOLVED, that payments in future fiscal years shall be subject to the terms of the agreement and the appropriation of sufficient funds by the Board of Trustees; and

BE IT FURTHER RESOLVED, that appropriate Village staff are authorized to coordinate implementation, data migration, training, and administration of the software.



Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$8,000.00	Annual Invoice	08-01-2026 - 07-31-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$250.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Classification	Application Name	Standard Pricing	Agreement Pricing
1800	Package	Fire Inspections	\$2,500.00	\$2,000.00
1000	Package	Fire Portal	\$0.00	\$0.00
ADD-25	Added	Emergency Floor Planning Tool	\$0.00	\$0.00
600	Package	Permit Management	\$7,000.00	\$6,000.00
400	Package	Code Enforcement	\$0.00	\$0.00
1000	Package	Portal Home	\$0.00	\$0.00
ADD-22	Added	Payment Processing (Payroc)	\$0.00	\$0.00

Subscription Fee Total (This amount will be invoiced each year) \$8,000.00

One-Time Setup

Service(s)	Standard Pricing	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$2,500.00	\$250.00

APPENDIX B PRODUCT DESCRIPTIONS

Package(s) Purchased

ComDev	Fire
Community Development Enterprise	Fire Enterprise

Product Descriptions

Application / Feature	CD Basic	CD Department	CD Enterprise
Permit & Code Management	x	x	x
Available on Multiple Device Types	x	x	x
Configurable Reporting	x	x	x
Fees & Payments	x	x	x
Inspection & Plan Review	x	x	x
Sensitive File Uploads	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x
Access to iWorQ Letter Template Library	x	x	x
File Usage Allowance	x	x	x
Custom Letters*	x	x	x
Custom Web Forms*		x	x
Online Portal		x	x
Online Citizen Messaging		x	x
Access to iWorQ Web Form Templates			x
Card Payment Processing			x
Texting Capabilities			x
Configurable System Workflows			x
iWorQ Notifications			x
Inspection Routing			x
Scheduled Reports*			x
GIS REST Services**			x



Application / Feature	CD Basic	CD Department	CD Enterprise
XworQ AI Features			x

* Available for Expansion Purchase

**GIS REST Services Requirements:

iWorQ will be able to publish your agency's ESRI REST Services **monthly** if the following conditions are met:

- The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
 - User Group must have permission settings set to allow root access to pull the data.
- The Rest Service data contains the information needed for system functionality and field types match.
 - The format of that data must conform to iWorQ Systems

Application / Feature	Fire Basic	Fire Enterprise
Fire Inspections Application	x	x
Track Inspections on Devices & Locations	x	x
Available on Multiple Device Types	x	x
Configurable Reporting	x	x
Fees & Payments	x	x
Notice and Invoicing Capabilities	x	x
Sensitive File Uploads	x	x
OpenStreetMap w/ Quarterly Updates	x	x
File Usage Allowance*	x	x
Custom Letters*	x	x
Template Notices	x	x
Emergency Floor Planning Tool		x
Inspection Routing		x
Online Portal		x
Scheduled Reports*		x
Credit Card Processing via Payroc		x
XworQ AI Features		x

* Available for Expansion Purchase

EXHIBIT 2027 - 037

Village of Cayuga Heights
Board of Trustees Report
Department of Public Works - Aaron Cowder
July 15th, 2026

Street & Sidewalks

We have started working on sidewalk repairs and will continue throughout the summer.

We have been repairing roads that had water breaks and rehabbing manholes, and storm drains that need updated before paving later this summer or next spring.

Water System

We will continue to work on the lead service replacements for spring and summer. We will work with any resident wanting to replace their side of the service as well as the ones that are only on the Village side based on the list from Bolton Point Water. Customers with lead on their side will need to replace their side at the same time due to not having connections for new copper to old lead available. Similar with galvanized on the resident's side due to the condition of the pipe not being good enough to connect to new fittings.

We have completed the five services and are working on scheduling the others to be completed.

Currently the list has 48 services as needing updated/replaced and of that only 13 are lead on the Village side.

Sanitation Sewer System

We will, in conjunction with TG Miller, continued to monitor sewage flows in manholes where meters have been installed for I&I tracking. TG Miller is working on their ongoing findings report and gave some recommendations for the Village to review. We have been investigating manholes and lines to address and or put on the list of sewer rehabilitation work for the future.

Beautification

Please be reminded that if you have leaves, they need to be put into cans for dumping or in leaf bags for recycling. Residents are reminded to not put out brush and bulky trash sooner than the Friday before the scheduled pick-up day.

Culvert Repair

The next culvert to be replaced is Renwick culvert at Cayuga Heights Road. The project was awarded and TG Miller is working on the pre-construction phase for the Village. The start of construction is scheduled for the week of July 20th. The road will be closed starting that week until construction is completed.

Code Items

Craig, Kiersten and I have been taking care of all code-related items and permitting not that Brent has formally retired. We are getting a number of requests for applications in the system that need certificates or to have permits issued.

Additional DPW Information

Reminder to all residents the Village does have and is enforcing the property maintenance law they ask all to please review the law along with other important information on the Village website.

EXHIBIT 2027 - 038

Village of Cayuga Heights Police Department



Jerry L. Wright
Chief of Police

In the month of June 2026 the police department received 465 calls for service. In addition to these calls 86 uniform traffic tickets were issued and 2 parking violations were cited. The breakdowns of calls are as follows:
There were no Felony complaints handled.

Four incidents of penal law misdemeanors were handled, one for Larceny, one for Fraud, one for Criminal Mischief and one for a Sex Offense. The report of Larceny was of stolen rugs and rings from a residence. After the report was made the complainant located the rings and stated did not want to pursue further investigation into the missing rugs. No further action taken by CHPD. A Fraud complaint was made after a resident received a scam phone call from a person claiming to be a member of a police agency. The complainant was given contact information for the Internet Crime Complaint (IC3.gov) website if they desired to take further action. One incident of Criminal Mischief involved damage being done to a railing by a delivery driver. Follow up with the delivery company is being made by the complainant. A report of a Sex Offense was received. Officers have requested a follow up statement by the complainant in order to conduct further investigation.

Officers conducted seven traffic stops resulting in two misdemeanor vehicle and traffic arrests; five for AUO 3rd and two for Suspended Registration.

Two reports of penal law violations were received, one for Trespass and two for Harassment. A Trespass complaint was received from the member of an advocacy center that was concerned for a client's safety. After investigation, it was determined that a Trespass was not in fact occurring at that time. A complaint of Harassment was made after an individual made threatening statements to an employee over the phone. There is a lead in this case and the victim has been advised to follow up with CHPD upon any further contact from the individual. A second Harassment call was received within the village involving a subject with mental health concerns. A member of the County Care Team took primary jurisdiction of the incident while the CHPD officer assisted. No action taken by CHPD.

Two local law violations were handled; one for In Sunset Park After Hours and one for Noise. While on overnight patrol, the on duty officer observed two individuals in Sunset Park after hours. They were advised of the ordinance and left the park without incident. The Noise complaint was for loud music. The officer responded to the area of the complaint and did not find the music level to be in violation of the local ordinance. No action taken by the officer.

A total of 7 arrests were made with a total of 7 charges filed; 5-AUO3rd and 2-Suspended Registration.

Four motor vehicle accidents were reported, one involving a deer. Two of these accidents occurred on North Triphammer Road, one at the intersection of Pleasant Grove and Hanshaw Roads, and the last accident, which involved a deer, occurred on State Route 13.

There were no other incidents involving deer reported.

There were no Warrant arrests made.

No arrests under the Mental Hygiene Law were made.

CHPD officers responded to nine calls for service assisting other agencies and there were two calls involving another agency assisting CHPD officers within the Village.

Over the course of the month officers took part in the following training and/or events: On the 6th and 16th Officers Barr and Langlois conducted Commercial Vehicle Safety Inspections with DOT. On the 9th Officer Trimm worked a Police

Traffic Safety Detail as part of the NYS Speed Week Enforcement Campaign. Between the 22nd and 27th all officers attended firearms training to certify use of the Aim Point Red Dot pistol aiming system. On the 26th a traffic detail was conducted by officers Barr and Langlois, targeting speeds. On the 27th Officer Gray took part in the annual IC3 Trunk Show.

The full-time officers worked a total of 171 hours of overtime and the part-time officers worked a total of 110 hours.

EXHIBIT 2027 - 039

Monthly Report July 2026

We slowed slightly in June with 6 requests for service. Of these, 41 occurred within the Village, 18 in the Town of Ithaca, and 4 were mutual aid requests. The breakdown included 29 EMS calls and 32 fire responses. In the middle of the month, we were dispatched to a reported kitchen fire in an apartment complex on Uptown Road in the Town of Ithaca. Upon arrival, crews found a cooking fire that had already been extinguished with dry chemical extinguishing agent, limiting the damage to the stovetop and range hood. It was quickly determined that the resident was not home and that maintenance personnel had been alerted by the activation of the apartment's smoke detector. During our investigation, we were initially puzzled as to how the fire had been extinguished with dry chemical when the portable fire extinguisher mounted on the wall had clearly not been used. Maintenance staff explained that the apartment was equipped with a Fire Stop device. None of the firefighters on scene were familiar with this system. The Fire Stop device is commercially available and mounts to the underside of a stove hood. When exposed to fire, a thermal fuse activates a small pyrotechnic charge that discharges dry chemical extinguishing agent directly onto the cooking fire. We were told that the property management company has installed these devices in all of the apartments they own. Based on our observations, it is our belief that had this device not been installed, the fire likely would have destroyed the entire kitchen and quite possibly the entire apartment. It was an impressive demonstration of how relatively inexpensive fire protection technology can significantly reduce property damage.

Training has slowed significantly during the summer months. Several members are continuing to take fire service classes around the state while home on break. We have finalized the dates for our fall recruiting and training cycle and will begin recruiting slightly earlier than in previous years. This schedule should allow new members to participate in a Basic Exterior Firefighting Operations (BEFO) class that may be offered in early October.

The replacement of the station doors mentioned in last month's report have been delivered and installed, significantly improving the security of the station. During installation, it was determined that the locking hardware on the stairwell door could not be reused, and replacement hardware has been ordered. We have also begun discussions with several paving contractors regarding replacement of the station parking lot. There are several possible approaches to the project, and we are evaluating the best long-term solution while exploring grant opportunities or future budget funding.

The station air conditioning issues have largely been resolved. It was determined that the circulating motor in the air handling unit had failed, causing the coils to freeze and rupture. The motor has been replaced, restoring air conditioning to the building while we await delivery of the replacement coil pack to complete the repair. We also continue replacing solid ceiling tiles with perforated tiles to allow conditioned air into the plenum space above the suspended ceiling. This should reduce condensation and prevent the water staining that has been occurring throughout the station.

All the buildings on this year's fire inspection list have now been inspected. Two properties remain open while repair work identified during the initial inspections is completed. Both property owners anticipate completing the required work by mid-July, which should conclude this year's inspection cycle.

We have also been evaluating a software package developed by IworQ to improve the management and tracking of fire inspections. The software includes additional modules for permits, property maintenance tracking, and billing. Should the Board decide to implement fire inspection fees in the future, the software can manage those fees as well. We have found that many municipalities in our area are currently using IworQ, and the feedback has been consistently positive. We hope to present a proposal for both Public Safety and Public Works at the next Board meeting.

Our summer staffing continues to present challenges. We are responding to a significant number of calls with very limited staffing during the summer months. This has prompted discussions about ways to encourage members to remain in the area during extended academic breaks while also increasing our recruitment efforts among permanent district residents. In

previous years, many of our student members remained in the Ithaca area for summer employment. Over the past several

years, however, that trend has changed, resulting in fewer available responders. We have begun discussing possible membership requirements that would encourage members to remain in town for at least a portion of each academic break. This remains an active discussion as we continue to explore solutions to this ongoing staffing challenge.

Unfortunately, we were forced to postpone our first Movies at the Station event due to the extreme heat. The truck bays become uncomfortably hot during excessive heat events, and we felt postponing the event was the safest decision for everyone involved. We will now begin our summer movie series on July 9, and the response from the community has been overwhelmingly positive. Everyone we have spoken with is excited for another summer of Movies at the Station.

Sincerely,

George

EXHIBIT 2027 - 040

Clerk's Report

- Tax Collection has now moved into the penalty phase.

07-10-26

13:32:19

Village of Cayuga Heights - 2026 - 2027 - Village Tax Collection Trial Balance - All Swis Codes

07-10-26

Original Warrant	3,636,906.76
Adjustments	0.00
=====	
Adjusted Warrant	3,636,906.76
Full Payments	3,444,923.41
Penalties	919.88
=====	
Total Collections	3,445,843.29
Taxes Outstanding	191,983.35

- The Greater Tompkins County Municipal Health Insurance Consortium Design Committee met, and our Gold Plan is still within the actuarial value of the Affordable Care Act; no benefit or deductible changes for us in 2027. Again, key factors affecting budgets are claims over one million dollars.

- I emailed a copy of the 2026 Budget Performance Report as of April 2026 for your review. Feel free to reach out with questions.

- Village Reuse Schedule Magnet will be available by the end of the month.

- The August Water and Sewer cycle will start the new billing period. We should establish this by Resolution.

- Scheduling a "Shred Day" sometime this month.

- Account Y2769 is requesting relief of his late fee from the May water & sewer billing.

To whom it may concern,

This is Jiang Zhao, owner of 212 Texan Ln. I am writing to request waiving the late fee of account Y2769 for the period of 01/16/26 - 04/15/26.

My wife has been taking care of family stuff all the time. She was diagnosed with cancer a year ago. I have been in Highland hospital with her all the time since the middle of May. She passed away recently. I have a big pile of accumulated mails at home. I found the water bill last night, 07/09/26, and went to the office the next day to make the payment. I understand it is late and don't have any other excuse, but appreciate if the late fee can be waived anyway.

Thanks for your understanding!

Jiang

07/10/26

VILLAGE OF CAYUGA HEIGHTS

10:03:13

Account Ledgers

WATER					SEWER				COLLECTION			
Date	Reference	Charge	Penalty	Final	Other	Charge	Penalty	Final	Other	Charge	Penalty	Balance
Account # Y2769		JIANG ZHAO										
01/01/22	Forward	25.29	-16.75				-6.01					2.53
02/01/22	Billing	238.65				74.39						315.57
02/18/22	CR943071	-263.94	16.75			-74.39	6.01					0.00
05/01/22	Billing	238.65				74.39						313.04
05/23/22	CR959186	-238.65				-74.39						0.00
08/01/22	Billing	237.54				74.04						311.58
08/20/22	CR975048	-237.54	-23.75			-74.04	-7.40					-31.15
11/01/22	Billing	208.68				65.05						242.58
11/21/22	Penalty		20.87				6.51					269.96
11/30/22	CR988027	-208.68	3.74			-65.05	3.15					3.12
02/01/23	Billing	214.23				66.78						284.13
02/10/23	CR995230	-214.23	-0.86			-66.78	-2.26					0.00
05/01/23	Billing	210.76				72.80						283.56
05/21/23	Penalty		21.08				7.28					311.92
08/01/23	Billing	201.49				69.60						583.01
08/01/23	CR021001	-210.76	-21.08			-72.80	-7.28					271.09
08/23/23	CR024060	-412.25	-41.23			-142.40	-14.24					-339.03
11/01/23	Billing	193.39				66.80						-78.84
02/01/24	Billing	200.03				73.31						194.50
02/16/24	CR048059	-143.43	-14.14			-54.07	-5.31					-22.45
05/01/24	Billing	172.18				63.10						212.83
05/21/24	Penalty		17.22				6.31					236.36
06/13/24	CR071008	-211.41	40.15			-76.34	13.49					2.25
08/01/24	Billing	202.56				74.24						279.05
08/15/24	CR079013	-202.56	-22.26			-74.24	-7.67					-27.68
11/01/24	Billing	196.23				71.92						240.47
11/08/24	CR091181	-196.23	20.26			-71.92	7.42					0.00
02/01/25	Billing	234.20				88.04						322.24
02/21/25	CR105165	-234.20	-23.42			-88.04	-8.80					-32.22
05/01/25	Billing	246.32				92.60						306.70
05/20/25	CR119126	-246.32	23.42			-92.60	8.80					0.00
08/01/25	Billing	247.66				116.47						364.13
08/07/25	CR131002	-247.66				-116.47						0.00
11/01/25	Billing	195.17				91.79						286.96
11/10/25	CR144079	-195.17				-91.79						0.00
02/01/26	Billing	221.39				96.85						318.24
02/04/26	CR154030	-222.50				-97.50						-1.76
05/01/26	Billing	170.75				74.69						243.68
05/21/26	Penalty		16.96				7.40					268.04

