Zoom ID # 4118425407

VILLAGE OF CAYUGA HEIGHT
BOARD OF TRUSTEES
MONTHLY MEETING

July 15th 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; Attorney Middleton

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

2. Approval of June 17, 2026 Board Meeting Minutes (Exhibit 2027 - 034)

Resolution: 10086

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves the June 15, 2026 Board Meeting Minutes as presented.

Motion: Trustee Salton
Second: Trustee Fleming
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 the Village audit took place this last week. We should have the draft report sometime in August.

•Approval of Abstract 2:

Resolution: 10087

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves Abstract #2 for FYE2027, consisting of: TA vouchers 3-10 in the amount of $19,095.99, Consolidated Fund vouchers 35-98 in the amount of $617,161.60.

Motion: Trustee Conway
Second: Trustee Hubbell
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 the Renwick Culvert Project should begin on Monday, the 20th of July.

•Superintendent of Public Works Southard states that he was hoping to speak to NYSDOT today about the Cayuga Heights Road Sidewalk Project. The funding for this project will leave us short one and a half million dollars. We will also need to revisit the right-of-way acquisitions, which were originally budgeted for ten thousand dollars; the new estimate is one hundred fifty-one thousand dollars.

•Superintendent of Public Works Southard states that he is also waiting for a project timeline from Hunt Engineering.

•Trustee Robinson states that we just cannot get an answer from NYSDOT on why it is taking so long to review and approve projects in our area. It is not just our project, but he thinks it might have to do with the Route 81 project taking up all of the regional NYSDOT time.

•Superintendent of Public Works Southard states that NYSDOT explained recently that sixty percent of all the projects in our region are eighteen months behind schedule.

•Mayor Woodard states that there are NYSDOT representatives at these meetings, so what is their explanation for these delays?

•Superintendent of Public Works Southard states that basically they are telling us it is the lack of quality consultants on the various projects that is holding things up. He finds it hard to believe that it is the case.

•Superintendent of Public Works Southard states that the final draft of the Village WWTP cybersecurity and operation and maintenance plans is complete.

•Trustee Robinson states that the only thing he would add is for the Village IT Committee to review the cybersecurity plan.

•Superintendent of Public Works Southard states that he has a copy of the map from the T.G. Miller I & I study to share with the Board.

•Assistant Superintendent of Public Works Cowder states that last year T.G. Miller broke this map down to regions; this year we can see specific sewer lines and the likelihood of I & I for those lines. We now realize that we have no ability to check the sewer laterals that flow into the sewer mains.

•Superintendent of Public Works Southard states that in the future we need to budget funding for camera work as well as hitting the areas that show high flows.

•Mayor Woodard states that she thought that solving the I & I would allow us the capacity to expand more sewer units for growth in the other municipalities. It turns out this is not something we can fix quickly. She is going to propose at the next Gang of Six meeting that we move forward with the Remington Road bypass.

•Trustee Salton states that just because we have a bypass, we will still have rain events that put us over the plant's capacity.

•Assistant Superintendent of Public Works Cowder states that the Remington Road bypass would take half of our capacity.

•Trustee Robinson states that we could see a development at the Ranic Golf Club, and where that sewage would go. We might need to prepare for that.

•Mayor Woodard states that we do not even know if the city plant can handle additional sewage

•Superintendent of Public Works Southard states that we will reach a point where we need to establish a timeline to spend money before costs spiral and the sewer lines reach a point that it becomes a total replacement project.

•Assistant Superintendent of Public Works Cowder states that maybe we could incentivize residents to line or replace their laterals or require it as a condition for a real estate closing.

•Trustee Conway states that his take on this report is a positive one; the map shows us that there are a lot of areas to improve. I think we should look into incentivizing residents to have their laterals examined.

•Mayor Woodard states that Rod Howe is preparing to retire; he has suggested that she take over as chair of the gang of six committee. So, there are a lot of discussions that will be taking place with controlling the I & I to our plants.

•Assistant Superintendent of Public Works Cowder states that NYSDEC has been encouraging discussions to regionalize the local plants into one district.

•Trustee Salton states that does this mean NYSDEC would better fund us if we were a regional authority?

•Assistant Superintendent of Public Works Cowder states that no, but this would allow the cost to be spread across a larger area of users.

•Mayor Woodard states that one topic that has come up at the state level is to create a fund like CHIPS, which is for road work, for sewer and water projects.

•In closing, Superintendent of Public Works Southard states that he has finished the third module of the New York State Code Training.

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

•Assistant Superintendent of Public Works Cowder states that the crew will be working on sidewalks next week.

•Assistant Superintendent of Public Works Cowder states that we have been working on the Bolton Points maintenance list.

•Assistant Superintendent of Public Works Cowder states that we still plan on lining eight to ten manholes, but if the funding comes through in October, then we will increase that to twenty.

•Mayor Woodard states that now is a suitable time to discuss purchasing the IWorQ software. She asks if they have looked into any other companies that have similar programs.

•Superintendent of Public Works Southard states that he has spoken to several municipalities that use this software and even looked at the Williamson Law Book program. IWorQ by far is the best product available.

•Trustee Fleming states that it does not seem like IWorQ connects to Williamson Law Book, or can it.

•Superintendent of Public Works Southard states that there is a way to import.

•Clerk Walker states that outside of payments, there is no direct need that will affect accounting or payroll since we use a voucher system for payments.

•Mayor Woodard states that you all are convinced that this is the best way to go.

•Superintendent of Public Works Southard states that we only have one single application platform now. This software will allow us to build several different permit platforms and create checks and balances for the permit process overall. There is another component that is tracking violations, not to mention on-site approvals.

•Mayor Woodard asks Clerk Walker if this program helps his office.

•Clerk Walker states that it does; over the many years, his office has had to manage and track the code enforcement and permit process that belongs to a different department. In addition, eliminating one full-time position (Deputy Clerk) would allow us to work on other responsibilities.

•Clerk Walker states that Laserfiche is great for certain things; it will never be able to do what this software can do.

•Village Attorney G. Middleton states that she has a couple of municipalities that use this software, and from defending a code violation, this software tracks everything.

•Mayor Woodard states that if we approve this purchase, where is the money coming from? Craig, is it coming from contingency?

•Treasurer Dolch states that the money would be expensed from the funds we decide, and then if that fund goes over, we can move money from contingency to cover it.

•Clerk Walker states that it is his understanding that IWorQ will import all our laws and ordinances from Ecode?

•Superintendent of Public Works Southard states that yes, it will import all our code, and when there is a violation, he can pull that wording directly from the program into the violation letter.

•Village Attorney G. Middleton states that as it currently reads, it will be a three-year contract. This is a standard form contract; they might be willing to change the length of the terms.

Resolution: 10088

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves Service Agreement ID 261723 with iWorQ Systems, Inc., substantially in the final determined terms of the contract up to a three-year term 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 appropriate Village staff are authorized to coordinate implementation, data migration, training, and administration of the software.

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

•Trustee Conway states that he thinks it is great that the different departments have worked together to come up with a system that will better the Village. We are a lean team.

•Trustee Fleming states that in theory, if it makes it easier to apply for a permit, there will be more compliance.

Motion Carried

7. Report of Police Chief Wright:

•Chief Wright states that the NYS Law Enforcement Technology Grant was just approved on July 6, 2026, and the department is qualified for a $125,000 grant. That is double what we received before.

•Chief Wright states that he has been in touch with the Axon representative to discuss possible upgrades.

•Chief Wright states that he would like to declare surplus the 2022 Dodge Pickup.

Resolution: 10089

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees declares surplus the 2022 Dodge pickup VIN #1C6RR7XT1NS194756 and authorizes it to go to auction.

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

Motion Carried

•Assistant Superintendent of Public Works Cowder states that he has a 2019 Dodge pickup that can go to auction as well.

Resolution: 10090

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees declares surplus the 2022 Dodge 2500 pickup VIN #3C6UR5CJ5KG592332 and authorizes it to go to auction.

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

Motion Carried

•Chief Wright states that all the officers like the new sidearms with the red dot optics.

•Chief Wright states that his last action item for tonight is offering Kacey Berggren a part-time police officer position. This will fill the second vacant position.

Resolution: 10091

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves hiring Kacey Berggren 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 both individuals are younger and have an interest in joining the department in a full-time

capacity when that time comes. He feels that this will backfill all future retirements.

Motion Carried

•Trustee Hubbell states that the Public Safety Committee met and discussed overnight parking.

•Trustee Fleming states that Chief Wright spoke to these concerns, and his department is on top of overnight parking. There seems to be a line of communication that residents call the police department if there is a need to keep a vehicle on the street overnight.

•Trustee Fleming states that discretion is being used quite well, and if there is a concern, it is handled quickly.

•Trustee Salton states that the other part of this discussion was that there are parking violations that are part of Vehicle Traffic Law and then there are those that fall under the Village Zoning Law, and they are treated completely differently by a different department.

•Trustee Robinson states that they discussed this at the Village Public Works Committee meeting, about parking in the Village Right of Way. There are a lot of residents who have even put down gravel or paved pads that park there overnight.

•Chief Wright states that if a car is not off the road four feet between two and six a.m., we will generally issue a ticket. If it's been established as a permanent parking spot, we will use our discretion as a public safety issue.

•Trustee Robinson states that if there is a "pull-off," is parking allowed?

•Chief Wright states that from a law enforcement standpoint, there is nothing his department can enforce.

•Trustee Hubbell would like to know if a resident can clear a spot four feet off the road, put gravel in, and park there legally?

•Superintendent of Public Works Southard states that in our code it is clear that you cannot do that. A resident can only have one driveway.

•Trustee Robinson states that he just wants to know if residents can park in the right-of-way legally and if not, why are there spots like this everywhere?

•Superintendent of Public Works Southard states that his recommendations as we move forward are to "grandfather" any existing pull-offs.

•Chief Wright states that, from his understanding, this law was enacted to keep people off the roadway for snow removal, and residents will usually move a car off the road before going to sleep for the night, and any leftover would allow the police to investigate and protect the community.

8. Report of Fire Superintendent Tamborelle:

•Fire Superintendent Tamborelle states that Engine 203 is still on schedule for delivery this fall.

•Fire Superintendent Tamborelle states that we have not had any interest in the old ladder truck, so we are taking more pictures and lowering the price to sell that truck. We do have an outright sale price of $128,500, but he is not sure it will hold.

•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 movie nights are going well; he felt like there were over a hundred people there last week.

•Fire Superintendent Tamborelle states that he really appreciates the Board moving forward with the IWorQ software.

•Fire Superintendent Tamborelle states that the department is getting ready for the fall recruitment classes.

•Trustee Hubbell states that now it would be a good time to talk about fire inspection fees.

•Fire Superintendent Tamborelle states that we have time to put this together, but Superintendent of Public Works Southard has put together a model that we can use. Once we have the software, we can build a platform for how we want to bill.

•Mayor Woodard asks the Board if they felt having a fire inspection fee is a good idea.

•Fire Superintendent Tamborelle states that we are the only municipality that does not charge for fire inspections.

•Trustee Conway states that we think that fees will make it harder to complete the inspections, because the number one point is compliance, and fees are now just another hurdle.

•Assistant Superintendent of Public Works Cowder states that Fire Superintendent Tamborelle agrees that if there is a fee and a reinspection, the applicant will do a better job making sure there is compliance for the inspection the first time.

•Fire Superintendent Tamborelle states that we have already sent out a letter with a checklist of the things he will be looking for, and many times he will show up, and nothing is done. He then has to schedule another visit. A larger fee will help promote the applicant to do it right the first time.

•Trustee Conway states that we should consider a local municipality that would buy the truck from us and possibly get more than $128,500.

•Fire Superintendent Tamborelle states that every municipality in the state knows this truck is for sale, locally and nationally.

9. Report of Clerk Walker:

•Clerk Walker states that the office has wrapped up all the on-time tax payments; in fact, as a courtesy, we have sent email reminders to those who still owe before the next deadline.

•Clerk Walker states that with guidance from the Village Administration Committee, we are moving forward with changing the water and sewer billing cycle deadlines. Given the lack of accountability with the postal service delivery timing and complaints, we recommend going from a twenty-day to a thirty-day period for on-time payments.

Resolution: 10092

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes and approves changing the Village water and sewer billing period from twenty days to the end of the month for the quarterly months of February, May, August, and November and increases the penalty for a late payment from 10 % to 15%.

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

Motion Carried

•Clerk Walker states that there will be a shredding service coming to Marcham Hall at the end of the month.

•Clerk Walker states that there is a resident who has asked me to present to the Board a waiver of the late fee on his water and sewer bill. He was late because at the time his wife was ill and passed away. Exhibit 2027-040.

•Clerk Walker states that he informed the resident that the Board has never granted relief of a past due payment penalty, but he would present it to the Board.

•Mayor Woodard states that there is a history of past due payments.

The Board has taken no action on this request.

10. Report of Mayor Woodard:

a. Data Center Discussion

•Mayor Woodard states that a resident requested the Board discuss this topic and eliminate any change that would be opened in the Village and support the Town of Lansing to prevent the data center at the old AES plant.

•Mayor Woodard states that she supports a moratorium on this; in fact, we passed a resolution supporting this a month or so ago and sent that to Assemblymember Dr. Anna Kelles and Senator Webb's office.

•The Board agreed that at this point, there is no need to take further action on this topic.

b. 216 Dearborn Place Update:

•Mayor Woodard states that we will discuss this in executive sessions.

c. Fire Inspection Fees and IWorQ Software:

•Mayor Woodard states that we have already discussed this topic.

12. Report of the Trustees:

•Trustee Hubbell states that Cayuga Lake Watershed Network will be holding its annual meeting in King Ferry on August 6, 2026.

•Trustee Salton states that there are a lot of things happening with the consortium. We are currently interviewing actuarial firms, including the current actuarial firm that represents the consortium. The goal is to have a firm that can keep us focused on future costs.

•Trustee Salton states that the consortium loses premium money when a municipality changes from a PPO plan to a metal level plan.

•Trustee Salton states that the consortium is at a point where it needs more than just the in-house staff to manage the growth and make the correct decisions for the future of this model's healthcare coverage.

•Trustee Robinson asks Trustee Salton if the consortium is looking for a different firm to do the actuarial evaluation.

•Trustee Salton states that we really do not have one now, and we need one.

13. Report of Village Attorney:

•Village Attorney Middleton states that she needs an Executive Session to discuss pending litigation.

14. Executive Session:

Resolution: 10093

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 noaction 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 Salton
Second*:* Trustee Biloski
Ayes*:* Mayor Woodard; Trustees: Biloski, Conway, Fleming, Hubbell, Robinson and Salton

Nays: none
Abstentions*:* none

Motion Carried

Village Board of Trustees exit**s** an Executive Session and returns to an open meeting at 9:38 p.m.

Resolution: 10094

BE IT RESOLVED THAT the Village of Cayuga Heights Board of Trustees authorizes and approves the resolution of the 216 Dearborn Article 78 litigation by the Stipulation of Settlement reviewed by the Board in executive session with the condition of updating the terms to allow for the three existing single-room leases to run through Spring 2027 with the remaining 7 rooms this year, and all future leasing to be subject to the requirements of the Stipulation of Settlement relating to the rental of the premises as a whole and authorizing the Mayor, Village Attorney, and any employee or agent to take action or execute documents necessary to effectuate this motion.

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

Motion Carried

14. Adjournment: Mayor Woodard adjourns the meeting at 9:40 p.m.