



Village of Cayuga Heights
Board of Trustees
Monthly Board Meeting
Ronald E. Anderson Fire Station
Tuesday, August 21, 2018, 7:00 p.m.
AGENDA

	<u>EXHIBIT/PAGE</u>
1. Approval of Meeting Minutes: Special Meeting August 2, 2018	2019-050 pgs./3-4
2. Report of the Fire Superintendent Tamborelle	2019-051 pgs./4-5
3. Privilege of the Floor- 30 minutes	unrevised
4. Report of Mayor Woodard	
a. Public Hearing Proposed LL - H. W. Remington Rd.	2019-052 pgs./6-7
b. Vote of Proposed LL - G. Chickens	2019-053 pgs./8-10
c. Brian Eden	
d. Terry Carroll - NYSERDA	
e. Chief Steinmetz	
f. Traffic Consultant Results	
g. Admin Committee appointment	
h. Brush Pickup	
5. Report of the Trustees	
a. \$400,000 CD	
b. Barton & Loguidice fund allocation - McMurry	
6. Report of Police Chief Steinmetz	2019-054 pgs./11-15
7. Report of Assistant Superintendent of Public Works Wiese	
a. Bellisario	
b. The Parkway	
8. Report of Superintendent of Public Works Cross	
a. JCAP Grant Cost Breakdown	219-055pgs./16-17
b. Aqua-Aerobic WWTP	
9. Report of Treasurer Mangione	
a. August Treasurer's Report	2019-056 pgs./18-20
b. FYE Town of Ithaca Fire Protection	2019-057 pg./21
c. June Revenue Report	2019-058 pgs./22-23
10. Report of Clerk Walker	
a. Deputy Clerk Position Update	
b. Elaine Quaroni Planning Board Member	

11. Report of Attorney Marcus
12. Executive Session
13. Adjournment

*All Exhibits and Reports can be found at www.cayuga-heights.ny.us/BOT.html agenda, unless otherwise noted

Minutes
Marcham Hall

VILLAGE OF CAYUGA HEIGHTS
BOARD OF TRUSTEES
SPECIAL MEETING

Thursday, August 02, 2018
9:30 a.m.



Present: Mayor Woodard; Trustees: Friend, Marshall, McMurry, Robinson, and Salton; Superintendent of Public Work Cross; and Deputy Clerk Johnson.

Absent: Biloski

Call to Order: Mayor Woodard calls the meeting to order at 9:32 p.m.

1. Discussion regarding the updates to the TAP Grant Application. Trustee McMurry explains that in a pre-application review the New York State Department of Transportation (NYSDOT) requested that the Village modify the project budget to provide itemized costs consistent with NYSDOT's Quick Estimator Reference Tool. As a result, the budget for the project has increased slightly and therefore a new match assurance resolution is required. NYSDOT also noted that since in-kind services must be pre-approved by NYSDOT, the Village should provide assurance that the full match can be met through Village funds. In June the board approved an overall project budget of \$640,000. which has gone up to \$668,755. As a result, the match amount has increased from \$128,000 to \$134,000 since the Board's consideration in June.

Resolution #8269

NOW, THEREFORE, BE IT RESOLVED by the Cayuga Heights Board of Trustees that the Village of Cayuga Heights apply for TAP funding for the Walking Safe: Cayuga Heights project; and

BE IT FURTHER RESOLVED by the Cayuga Heights Board of Trustees that the Village commits to meet the 20% project match requirement by providing funding for the Walking Safe: Cayuga Heights project in the amount of \$134,000.

Motion: Trustee Salton

Second: Trustee Robinson

Ayes: Mayor Woodard; Trustees Friend, Marshall, and McMurry.

Nays: none

Abstentions: none

Motion Carried

2. **Executive Session: 9:42**

Resolution #8270

BE IT RESOLVED THAT: the Board of Trustees enter into Executive Session for the purpose of discussing 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 Marshall

Second: Trustee Friend

Ayes: Mayor Woodard; Trustees McMurry, Robinson, and Salton.

Nays: none

Abstentions: none

Motion Carried

3. **Executive Session: 9:42**

Resolution #8271

BE IT RESOLVED THAT: the Board of Trustees exit from Executive Session

Motion: Trustee Salton

Second: Trustee Robinson

Ayes: Mayor Woodard; Trustees Friend, Marshall, and McMurry.

Nays: none

Abstentions: none

Motion Carried

4. Adjournment

Mayor Woodard adjourns the meeting at 10:23

EXHIBIT 2019-051

August 21, 2018

Honorable Linda Woodard
Board of Trustees
Village of Cayuga Heights

Monthly Report July 2018

We were steady at the fire department in July with a total of 42 calls. We had 21 calls in the Village of Cayuga Heights, 20 calls in the Town of Ithaca and 1 request for mutual aid. There were 30 EMS calls and 11 fire runs. It was another month of routine calls.

Lt. Devon Savoy has stepped into the role of Training Officer and has been leading many great evenings of training. July 12th there was training on victim and firefighter drags and carries, July 17th we did training on hose deployment and advancement as well as several firefighter fitness sessions. Late on the month FF Sophie Janowsky did a Basic Life Support skills refresher. The members spent the evening brushing up on equipment locations, patient interviews and taking vital signs. It was a good indoor session in the air conditioning and everyone benefits from these refreshers. Our Rescue Director Colleen Price has been working closely with Central New York EMS and the NYS Department of Health to get our members signed up for the new on line recertification program for our EMS members. This will allow EMTs to take on line courses at their own pace in order to refresh their EMT cards. There is still a hands on skills proficiency component to ensure the skills are kept up. This program has been a long time in the making and should benefit all EMTs across New York State. The refresher classes offered through TC3 have been difficult for working or student members to fit into busy schedules and we, as well as all other

fire departments, have been lobbying for this type of course for years at the fire department level. With this new program we hope to retain our EMTs for longer periods of time.

We had a new roof placed over the training room in July. We had a week of heavy rain prior to the new roof being placed and there was some major water leaking into the training room. After the roof was finished a major portion of the leaking stopped. We still have some residual water but we suspect that it is coming from the gutters which are phase two of the project. The contractor was going to get that work done but it has been raining steadily. He assures us as soon as dry weather happens he will finish the gutter work.

It was a good summer at the station. Movie night wraps up in early August. We were not able to have any outdoor movies this year due to the rainy summer. The Disney movies were very well attended but the movies geared toward teens and adults did not seem to draw crowds. Next year we may consider kids movies all summer.

We were able to rotate all of the heavy apparatus to Tyler Fire Equipment for annual pump testing and ladder maintenance. All of our fire hose and nozzles got tested in one long morning with First Due Testing from Syracuse. All of our airpicks went through annual testing and recertification in July. All of the equipment passed testing. Having a robust preventive maintenance program and great vendors who are familiar with our equipment ensures that everything stays in working order. Having the bunkers doing weekly truck checks keeps everything up to date and in good condition.

We are looking forward the summer break ending and all of our members returning. We will focus on getting the spring recruits through their checklists and then move on to the fall recruit class.

It has been a good summer with many folks stepping up and running calls and keeping the station staffed.

Sincerely,

George Tamborelle
Fire Chief/Fire Superintendent

EXHIBIT 2019-052

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW H OF THE YEAR 2018

AMENDMENT OF

SECTION 7, "PARKING, STANDING AND STOPPING," OF

ARTICLE IV, "TRAFFIC CONTROL," OF

THE ARTICLES OF

THE VILLAGE OF CAYUGA HEIGHTS, ADOPTED AS

LOCAL LAW NUMBER 3 OF 1991

CONCERNING REMINGTON ROAD

BETWEEN NORTH SUNSET ROAD AND EAST SHORE DRIVE

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

SECTION I PURPOSE AND INTENT

The purpose of this Local Law is to establish that no parking, standing or stopping is permitted on W. Remington Road between North Sunset Road and East Shore Drive. The Board of Trustees of the Village of Cayuga Heights (the "Village") has determined that to potentially enhance the safety of operators of motorized and non-motorized vehicles, as well as pedestrians, no vehicles should be parked, left standing or stopped on W. Remington Road between North Sunset Road and East Shore Drive. The intent of this Local Law is to amend Section 7, "Parking, Standing and Stopping," of Article IV, "Traffic Control," of the Articles of the Village, adopted as Local Law Number 3 of the Year 1991.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided for in (i) Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provisions of the New York State Constitution or not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal Home Rule Law, (ii) Section 10 of the Statute of Local Governments and (iii) Article 5-J of the General Municipal Law.

SECTION III AMENDMENT OF SECTION 7, "PARKING, STANDING AND STOPPING," OF ARTICLE IV, "TRAFFIC CONTROL," OF THE ARTICLES OF THE VILLAGE OF CAYUGA HEIGHTS, ADOPTED AS LOCAL LAW NUMBER 3 OF THE YEAR 1991.

As of the effective date of this Local Law, the following text will is hereby added as subsection b(2)(ss) to Section 7, "Parking, Standing and Stopping," of Article IV, "Traffic Control," of the Articles of the Village of Cayuga, adopted as Local Law Number 3 of the year 1991:

b (2) (ss) On both sides of W. Remington Road between North Sunset Road and East Shore Drive

SECTION IV SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect.

SECTION V PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION VI EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

EXHIBIT 2019-053

VILLAGE OF CAYUGA HEIGHTS

DRAFT

PROPOSED LOCAL LAW G OF THE YEAR 2018

A LOCAL LAW TO AMEND

THE VILLAGE OF CAYUGA HEIGHTS ZONING LAW

SECTIONS 3.3, “DEFINITIONS,” AND 5.3, “PERMITTED ACCESSORY BUILDINGS AND USES” IN THE RESIDENCE ZONE

TO PERMIT THE KEEPING OF CHICKENS

Be it enacted by the Board of Trustees of the Village of Cayuga Heights as follows:

SECTION I PURPOSE AND INTENT

It is the intent of this Local Law to add to the permitted uses in the Residence Zone, as set forth in the Zoning Law (the “Zoning Law”) of the Village of Cayuga Heights (the “Village”) the use of keeping chickens. The final version of the Village’s new Zoning Law, adopted as of February 6, 2018, did not include keeping chickens as a permitted use, although this use was contemplated and discussed in prior proposed drafts of the Zoning Law. The Village’s Board of Trustees has determined that the use of keeping chickens in the Residence Zone should be a permitted use in accordance with certain stated conditions, requirements and limitations. The purpose of this Local Law is to add this permitted use and these conditions, requirements and limitations by adding such provisions to Zoning Law Section 5.3 and by adding two definitions to Zoning Law Section 3.3.

SECTION II AUTHORITY

This Local Law is enacted pursuant to the grant of powers to local governments provided in Section 10 of the Municipal Home Rule Law to adopt and amend local laws not inconsistent with the provision of the New York State Constitution and not inconsistent with any general law relating to its property, affairs, government or other subjects provided for in said Section 10 of the Municipal home Rule Law.

SECTION III AMENDMENT OF ZONING LAW SECTION 3.3, “DEFINITIONS”

The two following definitions are hereby added to Zoning Law Section 3.3, “Definitions”:

COOP, CHICKEN

An enclosed, raised structure for housing and sheltering chickens that is designed to be predator proof, ventilated, watertight, and easily accessed and cleaned, with a minimum of four (4) square feet per chicken and a maximum size of thirty (30) square feet.

RUN, CHICKEN

An enclosed, fenced area for containing and allowing chickens to roam and eat that is designed to be predator proof and easily accessed and cleaned, with a minimum area of ten (10) square feet per hen.

SECTION IV AMENDMENT OF ZONING LAW SECTION 5.3, “PERMITTED ACCESSORY BUILDINGS AND USES” IN THE RESIDENCE ZONE

The following text is hereby added to Zoning Law Section 5.3, “Permitted Accessory Buildings and Uses” in the Residence Zone, as subsection “K” thereof:

K. The keeping of chicken hens (hens), but no roosters nor other type of poultry, for personal use only, subject to the following conditions:

1. A maximum of six (6) hens per property;
2. Hens must be kept in an enclosed coop that is locked every night with a minimum enclosed coop size of four (4) square feet per hen and a maximum coop size of thirty (30) square feet;
3. Hens shall have access to a run which must be fenced with a minimum run size area of ten (10) square feet per hen;
4. Coops and runs shall be located in a side or rear yard with a minimum setback of twenty-five (25) feet from the lot line;
5. All dead, diseased, or severely ill hens shall be properly disposed of immediately;
6. Cruel treatment of hens is prohibited;
7. Any coop, run, and fencing deemed to be in poor condition by the Village's Code Enforcement Officer must be repaired as soon as possible;
8. Hen feces not properly disposed of and any objectionable odor shall be considered health hazards and must be remedied immediately;

9. Hens may not run loose outside the coop or run.

SECTION V SUPERSEDING EFFECT

All Local Laws, Articles, resolutions, rules, regulations and other enactments of the Village of Cayuga Heights in conflict with the provisions of this Local Law are hereby superseded to the extent necessary to give this Local Law full force and effect. Without limiting the foregoing, to any extent that the terms of the Zoning Law of the Village of Cayuga Heights are deemed to be in conflict with the requirements of this Local Law, the terms of this Local Law shall govern and control.

SECTION VI PARTIAL INVALIDITY.

In the event that any portion of this Local Law is declared invalid by a court of competent jurisdiction, the validity of the remaining portions shall not be affected by such declaration of invalidity.

SECTION VII EFFECTIVE DATE.

This Local Law shall be effective immediately upon filing in the office of the New York State Secretary of State, except that it shall be effective from the date of its service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

EXHIBIT 2019-054



**Village of Cayuga Heights
Police Department**

836 Hanshaw Road • Ithaca, New York 14850-1590 • Phone: (607) 257-1011
E-mail: jsteinmetz@cayuga-heights.ny.us • Fax: (607) 257-3474

James M. Steinmetz
Chief of Police

8/9/2018

To: The Honorable Mayor Woodard
Members of the Board of Trustees
Village of Cayuga Heights

Re: Report of the Police Department for July 2018

In the month of July, the police department received 465 calls for service. In addition to these calls 75 uniform traffic tickets were issued and 4 parking violations were cited. A breakdown of the calls for service is as follows:

There were no Felony incidents handled.

No Penal Law Misdemeanor incident were reported.

During 4 Vehicle and Traffic stops, drivers were found to have a suspended driver license for various reasons. 2 Charges of Aggravated Unlicensed Operation of a Motor Vehicle 2nd and 2 charges of Aggravated Unlicensed Operation of a Motor Vehicle 3rd were filed. An additional charge of Circumventing Interlock was also filed.

3 Penal Law Violation Incidents were handled which ended in 4 Unlawful Possession of Marijuana Arrests. During 3 different incidents, subjects were found to be in possession of Marijuana. Charges were filed.

4 Local Law Violations were handled, 1 for Noise, 1 for In the Park After Hours, and 2 for Soliciting. The Noise complaint was reported by a tenant stating that another tenant in a neighboring apartment had the television too loud and they were unable to sleep. The officer contacted the suspect tenant and they agreed to turn the television down. While on patrol the on-duty officer observed a subject to be In Sunset Park After Hours. The subject was given a verbal warning of the park hours and that they would need to leave the area. The subject left without incident. Both soliciting complaints were involving a suspicious business advertising paving services with in the Village. The on-duty officer contacted the business owner and they were advised that a vendor permit would need to be obtained for canvassing of the Village.

2 Death Investigations were conducted.

There were 4 motor vehicle accidents reported, none involving deer.

In summary 7 persons were arrested and the following 9 charges were filed: 2-Aggravated Unlicensed Operation MV 3rd, 2-Aggravated Unlicensed Operation MV 2nd, 1-Circumvent Interlock Device, 4- Unlawful Possession of Marijuana.

Over the course of the month the following trainings and events took place: On July 3rd officers took part in the annual long gun range qualification and the annual fireworks detail at Sunset Park.

The full-time officers worked a total of 54.5 hours of overtime and the part-time officers worked a total of 245 hours.

Sincerely,

Chief James Steinmetz

CAYUGA HEIGHTS
POLICE DEPARTMENT
JULY 2018

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Totals</u>
7D LL#1-96	OVERNIGHT PARKING	4

CH Police Department

Uniform Traffic Tickets 7/1/18-7/31/18

<u>Date</u>	<u>Offense</u>	<u>Location</u>
7/1/18	306b Uninspected Motor Vehicle	Pleasant Grove Road
7/1/18	37540b Inadequate Or No Stop Lamps	Pleasant Grove Road
7/3/18	1110a Disobeyed Traffic Control Device	Pleasant Grove Road

7/3/18	37540b	Inadequate Or No Stop Lamps	Pleasant Grove Road
7/4/18	1110a	Disobeyed Traffic Control Device	Pleasant Grove Rd
7/4/18	3191u	Operating Without Insurance-Exp Proof Only	Pleasant Grove Rd
7/7/18	1110a	Disobeyed Traffic Control Device	N Triphammer Rd
7/8/18	1110a	Disobeyed Traffic Control Device	North Triphammer Road
7/9/18	1180d	Speed In Zone	Cayuga Heights Rd
7/10/18	1110a	Disobeyed Traffic Control Device (Speed)	Cayuga Heights Rd
7/10/18	306b	Uninspected Motor Vehicle	N Triphammer Rd
7/10/18	37510c	Unapproved Interior Mirror	N Triphammer Rd
7/11/18	37530	Drivers View Obstructed - 2 Unauth Stickers Rear	Hanshaw Rd
7/11/18	3191u	Operating Without Insurance	Hanshaw Rd
7/11/18	5091	Unlicensed Operator	Hanshaw Rd
7/11/18	5112a2	Aggravated Unlic Oper-2nd Deg.	Hanshaw Rd
7/12/18	1163d	Improper/No Signal	Hanshaw Rd
7/13/18	1180d	Speed In Zone	Cayuga Heights Rd
7/13/18	5111a	Aggravated Unlic Op 3rd (Misd)	Cayuga Heights Rd
7/13/18	1110a	Disobeyed Traffic Control Device Speed 43/30	N. Triphammer Rd
7/13/18	1172a	Fld To Stop @ Stop Sign	N. Triphammer Rd
7/13/18	1110a	Disobeyed Traffic Control Device	N. Triphammer Rd
7/14/18	1110a	Disobeyed Traffic Control Device	Cayuga Heights Road
7/15/18	1110a	Disobeyed Traffic Control Device	North Triphammer Road
7/15/18	1110a	Disobeyed Traffic Control Device	Cayuga Heights Road
7/15/18	1110a	Disobeyed Traffic Control Device	Cayuga Heights Road
7/16/18	3752a1	No/Inadequate Lights	State Route 13
7/16/18	4011a	Unregistered Motor Vehicle	Pleasant Grove Rd
7/18/18	37512a	No/Illegal Front Windshield (Cracked)	North Triphammer Rd
7/19/18	4011a	Unregistered Motor Vehicle	North Triphammer Rd
7/19/18	5091	Unlicensed Operator	N. Triphammer Rd
7/19/18	3191u	Operating Without Insurance	N. Triphammer Rd

7/19/18	1163d	Improper/No Signal	N. Triphammer Rd
7/19/18	1225d	Oper Mv While Using Portable Elec Dev (R-Hand)	North Triphammer Rd
7/20/18	1110a	Disobeyed Traffic Control Device (Speed)	North Triphammer Rd
7/20/18	306b	Uninspected Motor Vehicle	North Triphammer Rd
7/20/18	1225d	Oper Mv While Using Portable Elec Dev (L-Hand)	North Triphammer Rd
7/21/18	1110a	Disobeyed Traffic Control Device	2000 N Triphammer Rd
7/21/18	1180d	Speed In Zone	700 Triphammer Rd
7/21/18	1110a	Disobeyed Traffic Control Device Speed 54/30	Pleasant Grove Rd
7/22/18	1110a	Disobeyed Traffic Control Device	Hanshaw Road
7/22/18	1110a	Disobeyed Traffic Control Device	Pleasant Grove Road
7/23/18	1110a	Disobeyed Traffic Control Device	Cayuha Heights Rd
7/25/18	1110a	Disobeyed Traffic Control Device	Triphammer Rd
7/25/18	3191u	Operating Without Insurance-No Proof In Veh	Triphammer Rd
7/25/18	4031	Reg Sticker No Affixed	Triphammer Rd
7/25/18	1110a	Disobeyed Traffic Control Device (Speed)	Pleasant Grove Rd
7/25/18	3752a	No Headlamps/Inclement (Rain)	Hanshaw Rd
7/25/18	37524a	Oper Mv/Mc/Bic W/More 1 Earphone (2-Wh Earphones)	North Triphammer Rd
7/26/18	306b	Uninspected Motor Vehicle	Texas Lane
7/26/18	3191u	Operating Without Insurance	Texas Lane
7/26/18	3191u	Operating Without Insurance (Exp 5/18/18)	North Triphammer Rd
7/26/18	4011a	Unregistered Motor Vehicle	N Triphammer Rd
7/27/18	3191u	Operating Without Insurance (No Proof Shown)	North Triphammer Rd
7/27/18	4011a	Unregistered Motor Vehicle (Exp 7/12/18)	North Triphammer Rd
7/27/18	1110a	Disobeyed Traffic Control Device Speed 43/30	N. Triphammer Rd
7/27/18	3191u	Operating Without Insurance	N. Triphammer Rd
7/28/18	5111a	Aggravated Unlic Op 3rd (Misd)	N. Triphammer Rd
7/28/18	1110a	Disobeyed Traffic Control Device	N. Triphammer
7/29/18	1110a	Disobeyed Traffic Control Device	Sr/ 13 S
7/30/18	37540	Inadequate Or No Stop Lamps	Hanshaw Rd

7/30/18	5091	Unlicensed Operator	Hanshaw Rd
7/30/18	5111a	Aggravated Unlic Op 3rd (Misd)	Hanshaw Rd
7/30/18	11989d	Operate Out Of Ignition Intlk Restriction	Hanshaw Rd
7/30/18	5112aa	Aggravated Unlic Oper-2nd Deg-Alc	Hanshaw Rd
7/30/18	37524a	Oper Mv/Mc/Bic W/More 1 Earphone	North Triphammer Rd
7/30/18	37540b	Inadequate Or No Stop Lamps (Passenger Side)	North Triphammer Rd
7/30/18	3752a1	No/Inadequate Lights	Hanshaw Rd
7/31/18	306b	Uninspected Motor Vehicle	Pleasant Grove Rd
7/31/18	306b	Uninspected Motor Vehicle	Pleasant Grove Rd
7/31/18	37540	Inadequate Or No Stop Lamps	Pleasant Grove Rd
7/31/18	3191u	Operating Without Insurance-No Proof In Veh	Pleasant Grove Rd
7/31/18	37540	Inadequate Or No Stop Lamps	Hanshaw Rd
7/31/18	3752a1	No/Inadequate Lights	Hanshaw Road
7/31/18	3752a3	No/Insufficient Tail Lamps	Hanshaw Road

EXHIBIT 2019-055

VILLAGE OF CAYUGA HEIGHTS

836 HANSHAW ROAD · ITHACA · NY · 14850
(607) 257-1238 · FAX: (607) 257-4910

ENGINEER'S REPORT

DATE: August 17, 2018

TO: Board of Trustees

FROM: Brent A. Cross, PE; Village Engineer

RE: Court Room Improvements

Village Justice, Glenn Galbreath, has identified various features about the Court Room in Village Hall that are in need of improvement and that there may be some financial assistance available through the Justice Court Assistance Program (JCAP).

1. Air Conditioning: Since the primary heating system in the Village Hall (including Court Room) is a hot water radiator system (no ducts), there is no provision for cooling. In recent years, technology has greatly improved in the development of stand-alone ductless air conditioning systems. These systems are geared towards individual spaces instead of a system that is intended to be ducted throughout a building. They work by using a ground-mounted compressor that pumps cooled refrigerant into the building through a single penetration in the wall. On the inside of the building, there is a wall mounted diffuser unit that circulates air across the cooled piping. Then the warmed refrigerant is returned to the compressor through the same wall penetration as the first pipe. The sizing of this unit is based on the volume of the space. The formula for sizing is as follows:

Floor Area = 17' x 29' = 500 sf @ 8' height

Vaulted Ceiling = 250 sf @ 16' height

Total Equivalent Area = 750 sf

Cooling Load = 750sf x 20 Btu/sf = 15,000 Btu

Occupant Load factor = 50 persons at 400 Btu/person = 20,000 Btu

Total Cooling Load = 35,000 Btu (order 36,000 Btu)

The cost for the system to provide air conditioning only is \$6,000, which does not include electrical connections. I am including a \$1,000 allowance for electric work associated with this installation. Therefore, the total cost will be \$7,000.

In addition to providing the cooling function, a ductless unit can provide supplemental heating, which would be good on the coldest days to be able to have a little extra energy to help the existing boiler/radiator system. The equipment is slightly different, and therefore the cost is approximately additional \$1,800, making the total cost estimate \$8,800 (round off to \$9,000)

Since the Court has 4-6 nights per month and the Village Trustees meet 1 each month, the cost of the HVAC system is being requested at 75%.

2. Electrical Outlets: The Court Room/Office is located on the far side of the building from the electrical panel. Providing modern circuitry in that part of the building is more difficult than in the main part of the building. Therefore, to provide the necessary outlets needed by the Judge/Clerk, new electrical circuits will need to be installed with breakers in the main control panel. The estimated cost of this work is \$2,500. Since the outlets will be used primarily by the Judge/Clerk, the full cost of this work is requested for consideration of the JCAP program.
3. Gutters: The Village Hall building is an old stone structure with a steeply pitched slate roof. The original construction included a basic "U" shaped galvanized steel gutter. Over the years, the steel rusted out and became torn off from the building. The rain that drips off from the eave is blown onto the face of the stone façade and is absorbed into the wall of the building. Over time, this has resulted in the paint on the interior walls to bubble and blister. Therefore, the solution is to install new gutters on the building. Because the roof is steeply pitched and there is very little overhang at the eaves, the gutter must be structurally supported to withstand and impacts from ice sliding off from the slates. The cost estimate for this work is \$27,000 (see attached quote). Since the Court occupies about 1/3 of the area under the roof, then 1/3 of this cost is requested from the JCAP program.

The following is a summary of the estimated cost as it would breakdown between the portion requested from the JCAP program and how much the Village would be responsible for covering:

Project 1: A/C System for \$9,000 @ 75% = \$6,750
Project 2: Electrical Work for \$2,500 @ 100% = \$2,500
Project 3: Roof Gutters for \$27,000 @ 33% = \$8,910

Total request for JCAP assistance = \$18,160
Total contribution from Village = \$20,240

EXHIBIT 2019-056

VILLAGE OF CAYUGA HEIGHTS TREASURER'S REPORT

August 21, 2018

Administration:

Participated in discussions relating to Administrative staffing which took place during the month. The Annual Update Report (AUD) was submitted to the NYS Comptroller's Office on August 1, 2018.

Education:

Participated in a webinar on Other Post-Employment Benefits (OPEB)

Budget:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees authorizes the Treasurer to transfer \$458,300.00 from the Sewer Fund (G) Fund Balance to budget for Headworks Design Studies conducted by GHD Consulting Services.

Local Law Codification:

All General Code's questions have been answered. The section of Construction Code regarding Unsafe Buildings has been addressed. Using examples of laws from other municipalities, a Cayuga Heights specific section has been drafted and sent to General Code. Code Enforcement Officer Cross provided input and opinion. All 2018 local laws have been forwarded.

Debt and Financing:

The Village's \$168,000 BAN to finance the purchase of a fire truck during 2015 became due on July 27, 2018. A principal payment of \$56,000 and interest payment of \$3,612 were made on the due date. The remaining debt of \$112,000 was financed with Tompkins Financial at 2.25%.

Policies and Employee Handbook Review:

No time was available to spend since the last Board Meeting on this assignment.

Revenues & Expenditures:

A copy of the invoice for calendar year 2019 Town of Ithaca Fire Protection Services is attached as EXHIBIT 2019-057. Village Fire Department expenditures fiscal year over fiscal year were reduced by \$3,305.97. Due to the increase in the value of the Town of Ithaca Fire District #2's assessment by \$14,510,500 to the Village's \$3,696,435 increase in assessed value, the Town's portion of CHFDF expenses went up by 1.13% to 39.08% from 37.95%. Quarterly payments of \$45,591.39 based on FYE2017 expenditures will be received in August and November of this year. Payments of \$46,626.41 will be received during 2019 in February, May, August, and November.

June 2018 Bank to Book Reconciliations completed and reviewed by Trustee & Deputy Treasurer Biloski. June Cash Receipts Summary reports for the General, Water, and Sewer Funds are provided with this report.

Current Expenses:

Abstract #3 for expenditures incurred during Fiscal Year End May 31, 2019, dated August 21, 2018.

Approval of August Abstracts:

BE IT RESOLVED THAT: the Village of Cayuga Heights Board of Trustees approves Abstract #3 for FYE2019 consisting of TA vouchers 11 – 23 in the amount of \$18,737.15 and Consolidated Fund vouchers 102 – 194 in the amount of \$366,273.22 and the Treasurer is instructed to make payments thereon.

Respectfully submitted,

Joan M. Mangione

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF CAYUGA HEIGHTS :

The following is a detailed statement of all moneys received AND disbursed BY me during the month of June, 2018:

DATED: August 15, 2018



 TREASURER

	Balance 05/31/2018	Increases	Decreases	Balance 06/30/2018
A GENERAL FUND - VILLAGE				
CASH - CHECKING	-77,632.39	2,330,426.71	785,682.67	1,467,111.65 -
CASH - SAVING	551,234.11	45.31	0.00	551,279.42 -
CERTIFICATE OF DEPOSIT	1,027,605.95	865.26	0.00	1,028,471.21 -
PETTY CASH	450.00	0.00	0.00	450.00 -
FIRE COUNCIL CASH ASSETS	-5,451.07	0.00	0.00	-5,451.07 +
GROUNDS WORK RESERVE	500.00	0.00	0.00	500.00 -
POLICE COMP TIME RESERVE	25,000.00	0.00	0.00	25,000.00 -
TOTAL	1,521,706.60	2,331,337.28	785,682.67	3,067,361.21
F WATER FUND				
CASH - CHECKING	131,351.29	18,072.19	94,454.26	54,969.22 -
TOTAL	131,351.29	18,072.19	94,454.26	54,969.22
G SEWER FUND				
CASH - CHECKING	103,689.71	5,127.42	82,616.49	26,200.64 -
CASH - SAVINGS	267,931.03	22.03	0.00	267,953.06 -
CERTIFICATE OF DEPOSIT	402,714.80	85.52	0.00	402,800.32 -
TOTAL	774,335.54	5,234.97	82,616.49	696,954.02
H CAPITAL FUND				
CASH - CHECKING	93,185.48	4.37	0.00	93,189.85 -
TOTAL	93,185.48	4.37	0.00	93,189.85
TA TRUST & AGENCY				
CASH - CHECKING	-2,385.33	178,319.92	185,203.07	-9,268.48 -
TOTAL	-2,385.33	178,319.92	185,203.07	-9,268.48
TOTAL ALL FUNDS	2,518,193.58	2,532,968.73	1,147,956.49	3,903,205.82


 Jennifer Beloski
 8/12/18

EXHIBIT 2019-057



Village of Cayuga Heights
Fire Protection Services
TOWN OF ITHACA
Calendar Year 2019

	Coverage	Calendar Year	2019
	Expenditures Incurred	Fiscal Year Ending	May 31, 2018
NET EXPENDITURES			
Direct Operating Expenses		A3410.100	\$ 18,512.05
		A3410.200	\$ 29,859.39
		A3410.400	\$ 188,486.26
Bonded Capital Expenditures		Station Principal	\$ 150,000.00
		Station Interest	\$ 25,350.00
UNBONDED CAPITAL EXPENDITURES		2017 Chevy Suburban	\$ 65,000.00
DEDUCTIONS			
Sale of Equipment		(none)	\$ <u> -</u>
		TOTAL	\$ <u>477,207.70</u>
Town of Ithaca Fire District #2 Assessment	\$	262,762,700	
Village of Cayuga Heights Assessment	\$	409,562,176	
Combined Taxable Assessed Valuation	\$	672,324,876	
Town's Percentage/Share		39.08%	\$ 186,505.64
Quarterly Payments Due	\$	46,626.41	
Feb 1, May 1, Aug 1, Nov 1			

**VILLAGE OF CAYUGA HEIGHTS - GENERAL FUND - VILLAGE
HISTORY CASH RECEIPTS SUMMARY**

Year: 2018

Month: 06

Number: 001

Account #		Debits	Credits
A200	CASH - CHECKING	2,330,426.71	
A380	ACCOUNTS RECEIVABLE		9,571.73
A440	ACCTS REC - OTHER GOVT		55,344.21
A690	OVERPAYMENTS & CLEARING		400.00
A250	REAL PROPERTY TAXES RECEIVABLE		2,251,308.50
A1910.410	INSURANCE		45.10
A1255	CLERK FEES		95.00
A1520	Police Fees		6.50
A2110	ZBA FEES		425.00
A2130	TRASH TAGS		5,412.00
A2260	POLICE - OTHER GOV'T		1,523.60
A2401	INTEREST & EARNINGS		68.82
A2590	PERMITS		875.00
A2701	PRIOR PERIOD EXPENDITURE REFUND		101.25
A3089	STATE AID, OTHER		5,000.00
A2550	SHORT TERM RENTAL PERMITS		250.00
	TOTAL	2,330,426.71	2,330,426.71
A522	EXPENDITURES		45.10
A980	REVENUES		13,757.17

**VILLAGE OF CAYUGA HEIGHTS - SEWER FUND
HISTORY CASH RECEIPTS SUMMARY**

Year: 2018

Month: 06

Number: 001

Account #		Debits	Credits
G200	CASH - CHECKING	5,127.42	
G360	SEWER RENTS RECEIVABLE		4,953.55
G2128	SEWER PENALTIES		22.58
G2401	INTEREST		1.29
G2590	SEWER PERMITS		150.00
	TOTAL	5,127.42	5,127.42
G980	REVENUES		173.67

VILLAGE OF CAYUGA HEIGHTS - WATER FUND
HISTORY CASH RECEIPTS SUMMARY

Year: 2018

Month: 06

Number: 001

Account #		Debits	Credits
F200	CASH - CHECKING	18,072.19	
F280	WATER RENTS RECEIVABLE		18,069.67
F2401	INTEREST		2.62
	TOTAL	18,072.19	18,072.19
F980	REVENUES		2.62