

**Village of Cayuga Heights
Meeting of the Board of Trustees**

Present: Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron and Szekely, Supt. Cross, Chief Boyce, Treasurer Silber, Clerk Manning

Absent: Ass't Supt. Frisbie, Fire Supt. Tamborelle

Others: Sarah Hatcher, Mindy Mindlin, Lee Donner, James LaVeck, Eric Huang

Mayor Gilmore called the meeting of the Board to order at 12:03 pm.

The minutes of November 9, 2009 were presented for approval.

**Motion by Trustee Bors
Seconded by Trustee Szekely**

Move to approve the minutes of November 9, 2009.

**Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekely
Voted YES.**

Report of the Clerk – There is presently a vacancy on the Tompkins County Youth Services Board for a Village representative as Mary Agnes Hamilton has decided not to accept reappointment. If anyone knows of an interested party, have them contact the Clerk.

Wies van Leuken, current Village representative to the Time Warner Cable Access Oversight Committee needs to be re-appointed for 2010. The Mayor gave an overview of Wies' duties on the Oversight Committee and said that she would be willing to come to a meeting and give a report to the Board.

**Motion by Trustee Donner
Seconded by Trustee Szekely**

Move to pass Resolution 6583 approving the appointment of Wies van Leuken for the year 2010 on the Time Warner Cable Access Oversight Committee.

**Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekely
Voted YES.**

Trustee Szekely suggested that the Board should regularize all the Village's volunteers to the various committees during the year. She requested that the Clerk make a list of all volunteer positions, open or filled. The Clerk will handle this request. Clerk Manning said that she and Trustee Riesman will be meeting to discuss the current status with the website, and will discuss listing volunteer open positions on the website.

Trustee Andolina said that since the Clerk is the public interface with the Village residents, he is requesting that the Clerk give a brief synopsis of what the public is saying throughout the month. A phone log can be kept by the Clerk's office throughout the month, and Clerk Manning can report on the nature of the calls received.

Trustee Szekely and Clerk Manning have scheduled a meeting to discuss the Clerk's job description and any updates that may need to be made to it.

Report of the Ass't. Supt. Public Works –

Ass't. Frisbie's report is on file. He was not at the meeting due to a family situation.

Report of the Supt. Public Works –

Supt. Cross spoke on the leaf pickup situation in Ass't. Supt. Frisbie's absence. Since no temporary employees were hired this year, and the DPW is still down one full time employee, leaf pickup was fractured at times. The crews were being interrupted during the sequence of their routes and some streets were left ignored. An adjustment has been made to this situation.

Bolton Point has a water transmission main through the Village and there was a major break in part of this main at Pleasant Grove Road and Hanshaw Road. The DPW took the lead in this repair, along with Bolton Point and the Town of Ithaca. The crews worked a total of 30 hours and this time will be billed back to Bolton Point. Mayor Gilmore has asked Supt. Cross to write a letter of commendation to the DPW for their hard work during this major water main break.

The work at the WWTP is basically complete with reference to the phosphorous project with only equipment testing and punchlist work left. The final change orders have been submitted as follows:

C/O 6-G: Build a concrete ramp to door of new filter building @ \$10,638.85

C/O 7-G: Concrete in-fill of old trenches/walls @ \$8,164.60

C/O 8-G: Build new concrete vault over 24" outfall pipe for new connection @ \$7,586.98

C/O 9-G: Relocated new 14# pipe to miss existing 24" pipe @ \$30,000.00 +/- (pending)

Supt. Cross said that he thinks the amount of C/O 9-G should be \$2-5,000 less. Trustee Bors asked why that change order was so expensive. Cross explained the need for a custom built part was needed 12' into the ground. He is requesting a resolution authorizing the Mayor to sign these change orders with the condition that the final value of C/O 9-G will be negotiated not to exceed \$30,000. After discussion it was decided to approve the change orders 6, 7, & 8 and delay in approving change order 9 until the December 21 meeting for purposes of legal and bonding questions.

**Motion by Trustee Andolina
Seconded by Trustee Szekely**

Move to pass Resolution 6584 authorizing the Mayor to sign change orders 6, 7 & 8 in the amounts of \$10,638.85, \$8,164.60 and \$7,586.98 respectively.

**Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekely
Voted YES.**

Update on bus stop – There were delays on survey markers and other issues. The DPW is holding for concrete pouring. The gravel is put in and the shelter can be installed now and hold off on sidewalks and concrete for the spring.

Trustee Szekely stated that she doesn't send PWC reports out to the trustees as Supt. Cross states everything that is going on in his monthly report to the Board.

At this time, Trustee Riesman offered the following resolution:

**Motion by Trustee Riesman
Seconded by Trustee Supron**

Pass resolution 6585 entering into Executive Session at 12:55 pm referencing sub-category F of the Open Meetings Law relative to matters leading to discipline of a specific person.

**Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekely
Voted YES.**

**Motion by Trustee Gilmore
Seconded by Trustee Szekely**

Pass resolution 6586 to come out of Executive Session at 1:20 pm.

**Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekely
Voted YES.**

Report of the Treasurer –

Treasurer Silber gave a brief overview of a transaction that resulted in the appearance of a conflict of interest. A fire vehicle broke down and Fire Supt. Tamborelle got a quote for repair of the vehicle. Ass.t Supt. of PW Frisbie thought that the quote received was high and offered to do the work at a better price with a better warranty. Tamborelle spoke to Trustee Donner and Treasurer Silber (without specifically saying that who was going to perform the work). The work was approved and was done by Frisbie. This was an inadvertent misstep on the Village's conflict of interest procedure. All parties involved understand how the misstep occurred. Jeff Frisbie has provided an itemized work order and the Village has taken the labor component out due to IRS regulations. A resolution is requested to approve the transaction.

**Motion by Trustee Donner
Seconded by Trustee Szekely**

Pass resolution 6587 approving the following:

- 1) Retroactively approve to have the emergency repair on fire vehicle #242 repaired on an emergency basis to Frisbie Automotive owned by village employee Jeff Frisbie, and**
- 2) Add \$600 to Jeff Frisbie's pay for labor to repair fire vehicle #242 on an emergency basis.**

Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron, and Szekeley Voted YES.

Trustee Bors commented on the nature and the timing of the situation. It may have been appropriate, but he is uncomfortable with the appearance of a conflict of interest. Treasurer Silber should add a stronger statement of conflict of interest in the Purchasing Policy.

The transfers were presented to the Trustees for approval as follows:

**Motion by Trustee Andolina
Seconded by Trustee Supron**

Move to pass Resolution 6588 approving the tranfers as follows:

A01990.400 General Contingency	A9015.800	Emp Ben: Police Retirement	21,520
A09010.800 EmpP Ret: Retirement	A9015.800	Emp Ben: Police Retirement	5,840

Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron and Szekeley voted YES.

**Motion by Trustee Szelely
Seconded by Trustee Riesman**

Move to pass Resolution 6589 approving Abstract of Audited Vouchers dated 12/13/09 in the amount of \$209,693.69, and any supplement below and instruct the Treasurer make payments thereon.

Prior month payments:

S-1 Citibank	Candy	\$10.32	A01410.410
S-2 Citibank	Candy	\$10.31	A01620.410
S-3 Staples	Overpayment	(\$54.37)	A01620.410
S-03 Staples	Flag	\$58.99	A01620.410
S-05 Staples	Office Chairs	\$379.98	A03120.410

Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron and Szekeley voted YES.

Treasurer Silber distributed a fund balance sheet and spoke briefly about it. He will speak on it further in the budget sessions. He also said that he will be out of the country from December 22 – January 5.

Treasurer Silber commented that there have been many commitments brought on by this Board to staff members. The number of staff hasn't increased, but the work load has. He is asking that the Board and the staff look at ways of doing things as it relates to efficiency and results.

Report of the Police Chief - Report is on file. Trustee Bors asked about overtime. Chief Boyce said that he is always working with officers to work together to keep overtime low.

Report of the Mayor - The Mayor asked the Board for permission to close the Village offices at 3 PM on Christmas Eve and New Years Eve.

**Motion by Trustee Donner
Seconded by Trustee Bors**

Motion to pass Resolution 6590 approving the Mayor close the Village Hall offices on Christmas and New Years Eve at 3:00 PM.

Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron and Szekely voted YES.

Reminder that the next SEQR meeting is scheduled for Wednesday, January 13 at 9:15 AM.

Trustee Privilege of the Floor – Trustee Szekely reported that Attorney Marcus now has the appraisal for the Newman papers.

Trustee Andolina commented that the Board needs to move forward with the fencing issue. Everyone needs to think about how to proceed with this issue.

The Mayor said that Sally Grubb and Elizabeth Mount are meeting with him to discuss the town’s new fence ordinance.

**Motion by Trustee Bors
Seconded by Trustee Andolina**

Move to adjourn the meeting at 2:03 pm.

Mayor Gilmore, Trustees Andolina, Bors, Donner, Riesman, Supron and Szekely voted YES.