

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

Present: Mayor Gilmore, Trustees Andolina, Bors, Riesman, Supron and Szekely, Supt. Cross, Chief Boyce, Treasurer Silber, Supt. Cross, Chief Boyce, Ass't. Supt. Frisbie, Clerk Manning

Absent: Trustee Donner

Others: Sarah Hatcher, Mindy Mindlin, Tomo Shibata, James LaVeck, Eric Huang, Jenny Stein, Fred Antil

Mayor Gilmore called the meeting of the Board to order at 12:00 noon.

The minutes of December 14 were presented for approval.

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

Move to approve the minutes of December 14, 2009 with corrections as noted.

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

Report of the Clerk – A report requested by Trustee Andolina on the types of phone calls coming into the Clerk’s office will be available at the February meeting.

At this point, Mayor Gilmore wished to make a statement publicly that there was no relationship between the Executive Session held at the December meeting and the Treasurer’s report that followed.

Report of the Treasurer – Treasurer Silber reported that the draft audit report is in house and under review. It should be issued this month. The Mayor asked the Treasurer to present the audit report to the Finance Committee and then the Trustees will decide if a formal presentation should be made by the Auditors.

The Village is in the process to bond the WWTP Phosphorus Improvements through the NYS Environmental Facilities Corporation. Actual bond sale will be in March.

Budget handouts were distributed to the department heads for their annual budget development. Department heads should work with their various committees on their budgets and follow the timeframe on the handouts. The Mayor asked about pension costs and Trustee Bors asked about sales tax revenue as they pertain to the budget. A budget work session will be scheduled at the January 19 Board meeting for sometime in March.

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

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

Move to pass Resolution 6591 approving the transfers as follows:

From:		To:		Amount:
A1990.400	General Contingency	A1620.450	BUILDINGS: 825 Hanshaw	\$5,000
A3410.410	FIRE: Contr Exp	A3410.490	FIRE: Eqpt Maint	\$10,000
A5142.200	SNOW: Eqpt.	A5142.490	SNOW: Eqpt Maint	\$2,000
A8160.410	REFUSE: Contr Exp	A8160.490	REFUSE: Eqpt Maing	\$4,000

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

The abstract of vouchers was then presented for approval.

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

Move to pass Resolution 6592 approving the Abstract of Audited vouchers dated 1/11/10 in the amount of \$87,697.02, and any supplement, and instruct that the Treasurer make payments thereon.

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

The Trustees thanked Deputy Clerk Mary Jane Neff for the increased information on the abstract descriptions and also thanked Treasurer Silber for his quick response to their questions.

Report of the Clerk – Clerk Manning reminded the Board that the evening meeting would be held on Tuesday, January 19 at the Fire Station instead of Monday, January 18 due to the Martin Luther King holiday.

The Clerk then discussed the mix up that occurred in the recycling schedule affecting the Village residents in the beginning of January. The date was listed incorrectly in both the Village brochure and the website, which led to recycling being put out for pickup on the wrong date. Clerk Manning and Ass't. Supt. Frisbie worked with Tompkins County Recycling to schedule pickups of bottles and cans and our DPW would pickup all cardboard during the week that recycling was left out in error. The remainder of the schedule is correct.

The Clerk opened sealed bids for the sale of the CHFD vehicle, one 1995 Jeep and the highest bidder was James Varricchio with a bid of \$1200.

**Motion by Trustee Andolina
Seconded by Trustee Riesman**

Move to pass Resolution 6593 accepting the high bid of \$1200 for the Cayuga Heights Fire Department 1995 Jeep, VIN 1J4GZ58SC676097.

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

Clerk Manning then asked the Board's approval to close the Clerk's office one day/month (4th Friday of every month) for Records Management maintenance for 4 months, then re-evaluate if more time is needed to get records brought up to date. There was discussion on this, as the Town of Ithaca closes their offices quarterly for records management purposes. Supt. Cross thought that it would also be helpful for his office to be closed to the public for that day so he could work on records maintenance. The date would be noticed in The Ithaca Journal, as well as on the website. A note would also be put on the Clerk's office door. Clerk Manning stressed the importance of not being available that day for any public issues, barring an emergency. Phones would be sent to voice mail with an appropriate message on them.

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

Move to pass Resolution 6594 approving the closing of both the Village Clerk's office and the Supt. of Public Works for one day/month (4th Friday of each month) beginning February 26th, for Records Management maintenance for 4 months, then re-evaluate if more time is needed.

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

Report of the Ass't. Supt. Public Works – Ass't.Supt. Frisbie presented his report which is on file. Ass't. Supt. Frisbie stated that the bus shelter in front of 824 Hanshaw Road (on Triphammer Road) is 50% complete. The Village is waiting for approval for the type of shelter that will be erected. There is a good possibility that a temporary shelter will be erected now, with a newer one replacing the temporary one as soon as the newer ones are available. A question was asked about a shelter in front of the fire station. That area is not ready for a bus shelter at this time.

Trustee Bors asked about road salt. Frisbie stated that the Village estimated 1250 ton this year and placed an order with Cargill for that amount. If it turns out that we need more, Cargill will work with the Village to get more; however, we are in good shape for now. The DPW also has sand for the times that salt will not work due to the temperature.

The estimated cost of the water main that broke on the Pleasant Grove/Hanshaw Road intersection is around \$15,000. Bolton Point will reimburse the Village for the amount once the actual amount is decided.

Report of the Supt. Public Works – Supt. Cross addressed the C.O. Falter change order. Attorney Marcus did not hear back from their attorney by year end. The matter is continuing.

As Zoning Officer, Cross received a verbal request from a potential landowner who would like to have a fitness center in his building in the commercial district. It appears that if it existed when the ordinance was first written, it would have been approved. However, Atty. Marcus thinks that the Board should pass a zoning amendment that includes a fitness center to the swimming pool amendment. If the Board approves, Atty. Marcus will write up an amendment to our local law. Trustee Riesman asked about the existing yoga center. Cross said that it came into the Village as a Wellness Center. Trustee Andolina asked if the Board should run the question by the ZBA. Atty. Marcus said 'no' because the ZBA

would have to take an official action and standards are much more stringent on the single property that they give a variance to for a use variance. Trustee Riesman asked about running it by the Planning board. Don't physical therapy offices have the same machines as a fitness center? Cross thinks that their medical relationship makes it ok to exist. A fitness center is different. Mayor Gilmore said that the Village should add it to our local law and asked Atty. Marcus to come up with language to discuss further at the January 19 meeting.

The vacant MEO position at the DPW was then discussed. Supt. Cross met with the Public Works Committee and advised that the vacant position be filled asap after discussing with Counsel. The money is in the budget. No action need be taken now, but he would like to prepare a resolution to share with Counsel to bring to the next meeting. There is no anticipation of eliminating the position. Treasurer Silber wondered what the provisions would be if the village had to do a re-instatement...does the contract provide for a lay off? Trustee Bors asked about a temporary vs. permanent employee. A temp agency is problematic, and a "real" temporary employee would need to be explored with the County.

Report of the Police Chief – The Police report is on file. Chief Boyce reported that overtime is at a new low. The Police Dept. received a grant towards the DARE program and asked for the trustees to pass a resolution approving the grant.

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

Move to pass Resolution 6595 approving a grant given by the TCC Foundation to the Cayuga Heights Police Department towards their DARE program.

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

The Chief then showed the Trustees a binder of the Police Clerk's manual will continue to be updated.

Report of the Mayor – Mayor Gilmore reminded the Trustees that the next SEQR meeting is scheduled for January 13 at 9:15 am. He then asked for Board discussion on the new draft Code of Ethics policy he wrote up regarding conflict of interest as it pertains to employees and Board members. It was decided that this would be discussed at the January 19 meeting.

The Mayor also stated that the Department Heads will begin to go through the Village's operating policies at their meeting each month.

Trustee Privilege of the Floor – Trustee Szekely reported that Attorney Marcus is working on finalizing the purchase agreement and bill of sale for the Newman papers. She also stated that she met with Clerk Manning on her job description and will meet with Steve Estes on help for that of Supt. Cross.

Trustee Szekely also stated that she recently spoke at Kendal about Cayuga Heights but NOT about anything that had to do with the election.

Jane Powers will send a resume to the Clerk regarding the vacant position on the County Youth Board.

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

Move to adjourn the meeting at 1:30 pm.

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