

**VILLAGE OF CAYUGA HEIGHTS BOARD OF TRUSTEES**  
**836 Hanshaw Rd – Marcham Hall**

**Agenda**

**February 13, 2012 – 7PM**

Present: Mayor Supron, Trustees Andolina, Crooker, Hamilton, Karns, Riesman and Szekely, Attorney Gutenberger, Treasurer Mangione, Clerk Mills

Mayor Supron called the meeting to order at 7:06 PM

Approval of Minutes

**Motion: Trustee Szekely**  
**Second: Trustee Karns**

**Resolution #7016** to approve the December 12, 2011 minutes as amended to include the addition of the Privilege of the Floor statements.

Discussion: none

All approve – no nays or abstains – motion carried

**Motion: Trustee Szekely**  
**Second: Trustee Riesman**

**Resolution #7017** to approve the January 9, 2012 minutes as amended.

Discussion: none

All approve – no nays – Trustees: Karns & Crooker abstain – motion carried

**Motion: Trustee Hamilton**  
**Second: Trustee Crooker**

**Resolution #7018** to approve the January 24, 2012 minutes as submitted.

Discussion: none

**All approve – no nays – Trustee Karns abstained – motion carried**

**Report Justice Galbreath**

- Annual Report was submitted – There were minor changes between last year and this year. Judge Galbreath pointed out that the Justice office received a Grant award for \$30,000 to install handicap bathrooms, and to supplement the heating and air conditioning for the court room. Additionally, some security issues will be addressed. The current police chief's office will become a jury room/small meeting room and part of the addition will provide new space for the police chief. Court is scheduled for every Tuesday night beginning at 6PM and the first Thursday beginning at 5PM. These are public proceedings and any member of the public is welcome to come. Any questions you have will be answered at the end of the proceedings.

Trustee Karns thanked Justice Galbreath for his efforts in being awarded the \$30,000 grant for the Village Hall renovations.

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Trustee Szekely asked Justice Galbreath to explain talk about his in-service training efforts to new and experienced judges in the State. Justice Galbreath has recently given training on evidence, ethics and an introductory on criminal procedure for new judges; juvenile offenders. There are approximately a dozen people who do this training across the state; the number may shrink due to the economy. Justice Galbreath indicated he spends about 50 hours to preparing for one hour.

Mayor Supron spoke on the new Open Meeting Law requirements. On the Village website, at Trustee Meeting Dates, Agenda & Minutes & Reports, you will find a copy of Justice Galbreath's report is posted, along with other material being referenced at the meeting this evening. For next month we hope to have a wireless login for public access to these reports.

**Report of Fire Superintendent Tamborelle**

- Submitted report – a former CHFD member, Josh Weismann, who joined the department when he was 16, was killed in the line of duty in Alexandria Virginia on February 9<sup>th</sup>. Some of the members of the CHFD will travel down to attend his service.

Replacement of air packs will be included in this year's budget. Our current equipment was purchased from Lansing used. However, these packs are no longer under warranty and the bottles are unable to be hydroed (recharged). This is a large addition – a one-time 20-year expense. There are currently 5 packs on each truck. And we will begin to replace a pack each year.

**Report of Asst. Superintendent of Public Works Frisbie**

- Submitted report – Currently there is 250 ton of salt at the building and have ordered 550 ton to date and believe we will be under budgeted salt use. We do however have to purchase 80% of the total ordered.

The subfloor has been poured for the addition behind Marcham Hall. The wall will be poured when Superintendent Cross returns. The water main break on Hanshaw was a surprise break and was repaired quickly that should hold pending a decision further work to be made with the Town of Ithaca.

In response to a question: The Pioneer products on the monthly abstract are used for the maintenance of the trucks used for the application of the salt. The fuel bills for diesel and unleaded gas are used for the DPW, CHFD, and CHPD vehicles by a key code and charges are divided between the three departments.

**Reading of Privilege of the Floor Guidelines (PoF) – Mayor Supron**

**Privilege of the Floor - SIGN-UP begins at 6:45PM**

C. Stein – spoke about disagreeing with the information found in the mailing recently sent out by the Village office, in particular the one relating to Cayuga Heights Deer Population Management Program.

M. Tabacchi – spoke with concerns about the mailing sent and against the deer killing. (see statement in appendix A)

S. Shiffrin – spoke against the mailing being sent out from the Village office so close to an election and questioned its constitutionality.

M. Mindlin – deferred the floor to others.

G. Vehar – spoke against the killing of the deer.

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A. Baker – spoke against the censorship of posters within Village Hall.

Mayor Supron closed PoF at 7:37PM

**Report of Mayor Supron**

- Marcham Hall addition - as was reported by Asst. Superintendent Frisbie, the DPW crew is working on demolition of the porch on the back and on site preparation for pouring of the foundation footings, to include handicapped bathrooms and new space for the police chief whose current office will become the new jury/conference room that was referred to by Justice Galbreath.
- Deer management –Information Forum – Wed 2/29/12 @ Kendal – 7:15PM - This is not a public hearing but a time to have your written questions answered by the following panel  
Cornell Cooperative facilitator, Mayor Supron, Attorney Marcus,  
Region 7 wildlife biologist, State wildlife biologist with the DEC  
Trustee Andolina, Officer in charge Steinmetz
- Courier Newsletter – The Village continues to need a Courier editor. Recent Village mailing was intended to provide a summary of information on the Local Law 9 of 2011 Fencing & Walls and to provide current Village information since the last Courier newsletter was mailed in September 2011. The recent mailing did not contain information regarding candidates for the March 20<sup>th</sup> election. Mayor Supron expressed appreciation to Sarah Hatcher, the former Courier editor, for all her hard work. Trustee Andolina said he may have someone in mind to take her place and will update the Board should the person agree to take on the job.

The Board is aware that not all people in the Village have access to e-mail and that everyone in the Village reads the Ithaca Journal, the Village paper of record, hence the recent mailing. Communication with residents is a topic of discussion for the Tompkins County Council of Governments (TCCOG). Although the Village is meeting its legal obligations and doing more than that, this does not guarantee that every resident will receive information. All County municipalities share concern about how to keep the public informed in the best possible way.

- Police Chief position update – Police Chief Boyce retired from the Cayuga Heights department as of January 27, 2012 after over 24 years of service, having taken a position with the Delaware State Police. Sgt. Steinmetz has been asked to serve as the Officer in Charge by the Board of Trustees while the Board moves forward. The Board will enter into executive session to discuss a personnel matter.

We will acknowledge Chief Boyce formally for his dedication and commitment to the Village by resolution at the next Board meeting in March. There has been a request for a copy of his letter of retirement, but since this is a part of his personnel record and not a public record, that request was denied. The Mayor will work with Chief Boyce to get a statement of permission to release a copy of his letter to the public. His letter communicated his retirement not a resignation. A gathering of Village colleagues was held to honor former Chief Boyce, with good wishes, stories and jokes as everyone wished Tom well.

- Appoint Trustee Karns as liaison to Tompkins County Municipal Health Insurance Consortium Board of Directors

**Motion: Trustee Andolina**

**Second: Trustee Hamilton**

**Resolution 7019** to appoint Trustee Karns as a member of the Board of Directors for the Greater Tompkins County Municipal Health Insurance Consortium and Mayor Supron as the alternate member.

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Discussion: Trustee Karns commented that serving on this body presents an opportunity to address the most interesting healthcare issues that she has worked on in years. This will create a self-insured group of municipalities, avoiding the current 20% of health insurance costs that go to Blue Cross to pay for what we will take on ourselves. Simultaneously, there is large obligation to figure out how to keep people healthier and lower health costs. She expressed her excitement to be part of this effort.

Trustee Andolina asked about the investment side of the organization, is there a manager? Trustee Karns responded – there has to be a certain amount of money in reserve, and that money is held by the State. Mayor Supron added that Tompkins County oversees the over all finances and billing. Trustee Szekely added that it was the size of the reserve that was a major issue which has been overcome. Trustee Karns continued to say that the Consortium is unique in the State.

And, this sets a good model for other municipal services that could be delivered jointly, such as road works. Mayor Supron indicated that the Supervisor of Caroline, who was instrumental in applying for the State grant to get the Consortium started through TCCOG, is now working on an application to the State for a study grant on shared services for highways and public services. Mayor Supron and Superintendent Cross attended a meeting this week of local officials to discuss this issue which had mixed reviews among municipal staffs in attendance. They are looking at what everyone is already doing well and how we can work with others across municipalities.

**All approve – no nays – motion carried**

- Discussion of proposed Local Law B – Tax Cap Override - Mayor Supron stated after attending workshops regarding the Tax Cap Override, she has suggested to the Board to look at a Tax Cap Override law. This does not mean that the Board is obligated nor has to act on the 2% override but that it would be in place if there is a need at the time the budget is adopted. We do not know what the budget will be, but can not exceed the 2% cap.

Mayor Supron added that with this discussion on the table a public hearing may be scheduled for March 12<sup>th</sup> after which the Board will have the option to vote. We will, by then, be further along in the budgeting process. Regarding the overall budget process, Treasurer Mangione indicated she will meet with the Department Heads of offer information on budget preparation to accompany the distributed worksheets.

**Motion: Trustee Andolina**  
**Second: Trustee Hamilton**

**Resolution #7020** to schedule a public hearing on proposed local law “B” of the year 2012 – A Local Law to Override the Tax Levy Limit Established in General Municipal Law §3-C, March 12, 2012 at 7PM, Marcham Hall.

Discussion: Trustee Karns believes this is necessary. Trustee Andolina agreed noting that passing the law doesn’t guarantee the Board will use it. There are a lot of difficult decisions to address this year. This fiscal year’s budget has drawn down reserve funds; it would be preferable to align annual expenditures with revenues. All lines will be looked at to cut expenses but this will provide breathing room if there is a justifiable need to go over the 2% cap.

**All approve – no nays – motion carried**

## VILLAGE OF CAYUGA HEIGHTS BOARD OF TRUSTEES

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- Update on the Comprehensive Plan – **Board members** needs to provide comment and final edits to Planning Board on the **Draft** Comprehensive Plan which has not yet been discussed by the Board of Trustees. We are looking forward to receiving the draft from the Planning Board to make public so then the public will have the opportunity to give feed back to the Board. This is planned on the March 12<sup>th</sup> agenda.

Planning Board Chairman Harms has suggested that the Board of Trustees, Planning Board, and a representative from the Tompkins County Planning Board convene at the March 26<sup>th</sup> Planning Board meeting. Mayor Supron suggested it would be best if the Board of Trustees discussed the draft first at the Board of Trustee March 12<sup>th</sup> meeting and then work with the March 26<sup>th</sup> meeting as a group.

Trustee Riesman's shared her thinking based on her three-year experience on the Town of Ithaca's Comprehensive Planning committee, which will complete its work by July 2012 and which has asked what the Cayuga Heights Comprehensive Plan envisions for Community Corners as our business commercial district. She plans to ask Graham Gillespie from our Planning Board to provide that information tying in with the bigger picture in the County.

### Report of Trustees

- Trustee Riesman – has spoken with people who are enjoying the new bus shelters..
- Trustee Karns wants to bring before the Board the need for a Village noise ordinance – the Village currently doesn't have one. She believes it would assist the police department greatly as there were either eight or nine disturbances last month. There are not any good standards in place.

Some parameters would be: how do you determine what a noise is? Do you use a decibel meter? A personal standard? There are several available from other municipalities for the Village to evaluate. Some are very specific. Both the Town and City of Ithaca have noise ordinances in place. Trustee Riesman recalls hearing the score board announcements from Schoellkopf Field on her street. Trustee Andolina confirmed her assertion. He will work with Officer Steinmetz in proposing a noise ordinance that will assist the police department in doing their job. Officer Steinmetz added that this would benefit the Village. Other areas from which events send noise into the Village include Ithaca High School, Ithaca College, and Stewart Park.

- Trustee Szekely – speaking in Superintendent Cross's absence noted that the fencing survey is complete and as work schedules permit, a mailing to the property owners of illegal fences is scheduled to go out the first week of March.. Some residents have come in to the Superintendent's office to obtain a zoning variance application or a fencing permit. On another matter: the street light is in at the Kendal entrance. Several people have approached Trustee Szekely indicating their appreciation for the deer mailing and felt it was the right tone and corrected misinformation in circulation.

Trustee Szekely noted that Former Trustee Donner on behalf of the Fire Company has asked for Board approval of the Company's annual garage sale on May 12<sup>th</sup> and 13<sup>th</sup>. He will be writing to the Board asking to establish that date at the Board of Trustees March 12<sup>th</sup> meeting. Lastly, looking into the recodification of the Village articles and laws, she would like to speak with Justice Galbreath and Attorney Gutenberger to get their input on this project. Trustee Szekely has looked at other municipalities and how they present laws on web sites.

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**Report of Officer in Charge Steinmetz**

- Submitted report – In response, Trustee Andolina has noticed a more significant presence of the police force in the Village and the traffic tallies seem to be higher. Officer Steinmetz indicated the officers are performing due diligence out there. Officer Steinmetz would like to work with the Clerk to put three additional spots on the website:
  - Crime Alerts – such as areas where vehicles are being broken into
  - Crime Tips – crime prevention and tips
  - Sex Offenders listing – a link directly to the NYS web page where there is full information. Ithaca and Tompkins County are already doing this on their websites.

Sgt. Steinmetz requested the Board’s renewal of the Intermunicipal Law Enforcement Technology Shared Services (LETSS) Group Agreement. Tompkins County received a grant to enable its law enforcement community to share technology services through a collective data base of reports, crimes, and suspects lists. To that end, the County has purchased Spillman in 2010, a computer dispatch system for all police cars with a global data base and records management system. LETSS is the oversight committee and the County has taken the lion’s share of the cost. Cayuga Heights participates in this program and when the department runs into technical difficulties, the County IT works out the problems. The system involved is also part of Tracs, which is a state-wide ticket issuing program. The budget resides at the County level, if there are over spends, presumably all participants would have to agree on the amount and Cayuga Heights would share in the cost. The current contract has not gone over budget.

**Motion: Trustee Andolina**

**Second: Trustee Riesman**

**Resolution #7021** to authorize Mayor Supron to sign and enter into a five year renewable contract with the Intermunicipal Law Enforcement Technology Shared Services (LETSS) Group through December 31, 2016.

Discussion: Officer Steinmetz is a strong advocate for the Village as he is the Vice Chair of the committee.

**All approve – no nays – motion carried**

**Motion: Trustee Andolina**

**Second: Trustee Riesman**

**Resolution #7022** to enter into executive session to discuss personnel issues at 8:26PM

**All approve – no nays – motion carried**

**Motion: Trustee Riesman**

**Second: Trustee Andolina**

**Resolution #7023** to exit executive session at 9:20PM

**All approve – no nays – motion carried**

No action items were taken while in executive session

**Motion: Trustee Andolina**  
**Second: Trustee Crooker**

**Resolution #7024**, the Board of Trustees moves to promote James M Steinmetz to Interim Chief with the understanding that he will be internally promoted to Chief pending passing test results.

Discussion: Trustee Karns fully supports the promotion and looks forward to working with Chief Steinmetz and his ideas as a benefit for the Village. Trustee Crooker indicated this serves as validation of Jim's great service and is well deserved. It is a great day for the Village.

**All approve – no nays – motion carried**

**Report of Superintendent of Public Works Cross (absent)**

**Report of Clerk Mills**

- Submitted report – The office staff is monitoring calls and visits to the Village Clerks' office. We will have more information in my next report as this has just been implemented. We are communicating and educating the public on Village services as needed. When there is a water main break, the office is able to respond to questions working with the DPW and Bolton Point. All fencing questions and applications are referred directly to Superintendent Cross.

**Report of Treasurer Mangione**

- Submitted report - the first quarter of the fiscal year is closed and progress is being made on the remaining months.
- Abstract - the abstract changed by \$2,000; please see the revised copy.  
The only transfers that were necessary were from Savings to cover payroll and associated costs.

We received the draft documents on the draft audit. The only advice we received was that the Treasurer should not make journal entries on their own. This had already been implemented once Treasurer Mangione began. CDLM did not recognize some of the inconsistencies with the financial statement from last year and Treasurer Mangione has advised them of this. She is also working with the State Comptrollers office to resolve other questions, none of which are a major significance.

**Motion: Trustee Karns**  
**Second: Trustee Andolina**

**Resolution #7025** to approve the Abstract dated February 13, 2012 in the amount of \$289,538.37 and instructs that the Treasurer make payments thereon.

Discussion: Trustee Karns asked about the cleaning services and was advised that the Village is looking for a new service. Trustee Szekely asked about Sherpa Technology's computing services. Clerk Mills indicated that there were some issues with service for the Police Department concerning shared logins. Mr. Salm is working with the Police Department and the County IT person to move the Tracs software from server C to the new server with little disruption.

**All approve – no nays – motion carried**

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- Resolution is needed to create a gift reserve for the CHFD – when the fire department receives donations it is being held in the Trust & Agency account. I feel it would be better served to place the funds, such as the Hanselman Trust, into the General Account under a Special Reserve where it can earn interest.

**Motion: Trustee Andolina**

**Second: Trustee Karns**

**Resolution #7026** to authorize the Treasurer to establish a Reserve Account in the General Fund to hold those monies deposited on behalf of the Cayuga Heights Fire Department.

Discussion – none

**All approve – no nays – motion carried**

Trustee Andolina voiced his appreciation to Treasurer Mangione for all the accomplishments since coming on board in November, which was agreed on by the rest of the Board.

Trustee Szekely would like to schedule time with Treasurer Mangione to discuss the macro issues and what the Board is looking for in the budgeting season.

**Report of Attorney Gutenberger – no report**

**Meeting adjourned at 9:40PM**

**Submitted by  
Clerk Mills**



Village of Cayuga Heights

MARCHAM HALL  
836 HANSHAW ROAD  
ITHACA, NEW YORK 14850

(607) 257-1238  
fax (607) 257-4910

Kathryn D. Supron, Mayor  
Mary E. Mills, Clerk  
Angela M. Podufalski, Deputy Clerk  
Joan M. Mangione, Treasurer  
Brent A. Cross, Engineer

Board of Trustee Meeting – February 13, 2012 – 7PM – Marcham Hall  
Privilege of the Floor

No Name/Anonymous (Optional) Address (Optional)

1	Catherine Stein	11 Spruce Ln
2	Mary Tabacchi	705 The Parkway Ithaca NY
3		
4	Steven Shiffarin	102 Highgate Road
5	~~~~~	~~~~~
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	Mindy Minelli	112 Midway rd
16	Gabrielle Vehar	509 Lake St.

Police Dept. & Village Administration  
OFFICE HOURS  
9 AM – 4:30 PM

<http://www.cayuga-heights.ny.us>