



BOARD OF TRUSTEES
DON WILSON, JR., MAYOR
SHANE ELLIS, TRUSTEE
CHELSEA HEATH, TRUSTEE
DIANE DONNELLY, TRUSTEE
JEFF BEDELL, TRUSTEE

VILLAGE BOARD OF TRUSTEES REGULAR MEETING APPROVED MINUTES 05/10/2023

Present: Mayor Don Wilson, Jr, Deputy Mayor Shane Ellis, Trustees Chelsea Heath, Diane Donnelly, Jeff Bedell

Staff: Treasurer Lisa Schiminske, Clerk Jen Ogburn

Excused: Code Enforcement Officer Kevin Foster, WWTP Operator Bob Kneaskern, DPW Superintendent Dan Patterson, Fire Chief Stefan Szozda

Public: ZBA Chair David Freligh

1. **Mayor Wilson call to order:** Called to order at 7:00pm with the Pledge to the Flag.
2. **Changes/Additions to Agenda:** none
3. **Presentations:**
4. **Public Comment:**
 - 4.1. Mayor Wilson took a moment to recognize Gary Finch NYS Assemblyman who recently passed.
 - 4.2. ZBA Chairman Dave Freligh
 - 4.2.1. The Zoning Board held an informal meeting on Monday, May 8th, the meeting was published as originally, they were supposed to meet to discuss a variance request for a property on Lake St, that was later discovered to be in the Mixed-Use district which requires a 0 ft front setback.
 - 4.2.1.1. Chairman Freligh brought some notes to the Village Board from the meeting regarding the setbacks - the Mixed-Use district has a 0 Ft front setback and does cover a large portion of the Village, does the Village Board want to keep that front setback at 0? Mayor Wilson said he believes the 0 ft setback for the Mixed-Use was the district being geared toward Commercial which is similar to Aurora. The other setbacks for other districts should be reviewed as many properties in the Village do not have a 40 ft front yard to have a 40 ft front setback.
 - 4.2.1.2. Application Fees for the boards was another note brought from the meeting: currently the Village of Cayuga does not have any application fees to go before the boards. Other municipalities such as Union Springs and Aurora do have fees to cover legal notice fees, administrative fees, this fee would be on top of legal fees and engineering fees.
 - 4.2.1.3. Short Term Rentals: Should there be more requirements on rentals such as requirements for annual Code Inspections and Fire Inspections – other nearby municipalities that have annual inspections do charge a fee for these inspections.
 - 4.2.1.4. Mayor Wilson will refer these to the Planning Board for Review. The Planning Board, after reviewing will make any changes, send those changes to the Village Attorney and the final step is the changes go before the Village Board for adoption.

4.2.1.4.1. Currently the Planning Board has worked on a Solar Energy Law, Battery Energy Law – both are currently with the Village Attorney and will hopefully be sent to the Village Board prior to the next meeting. The Planning board is currently working on a Wind Energy Law and will be reviewing the Village Comprehensive Plan and now the above-mentioned Zoning.

5. **Executive Session:**

6. **Announcements:**

7. **Approval of Minutes:**

7.1. Approval of April 12, 2023, Board Meeting Minutes

7.1.1. **Motion to approve the Village of Cayuga Board of Trustees Regular Meeting Minutes from April 12, 2023, made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

7.1.2. **Motion to approve the Village of Cayuga Village Board of Trustees Organizational Meeting Minutes from April 12, 2023, made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

7.1.3. **Motion to approve the Village of Cayuga Board of Trustees Public Hearing for Local Law No. 1-2023 A Local Law to Override the Tax Levy Limit for Fiscal Year 2023-2024 Pursuant to General Municipal Law § 3-c made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

7.1.4. **Motion to approve the Village of Cayuga Board of Trustees Public Hearing regarding the Tentative Budget for 2023-2024 made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

8. **Correspondence:**

8.1. CCAV Dinner – May 30, 2023, Wells College Golf Club

8.2. Lead Agency Solicitation Notice of the Town of Aurelius Planning Board

9. **Village Departmental Report(s):**

9.1. **Village Treasurers Report(s):** Lisa Schiminske – See Treasurer’s Report

9.1.1. The year end is approaching, and the Village has yet to receive the following from the Town: \$23,690 in water debt payments, \$44,775 in sewer debt payments, and \$122,700 in sewer rents, for a total of \$191,165.00. Lisa will send an email to the Town Bookkeeper, Town Clerk and Town Supervisor asking when we will receive the funds that the Village needs to close out the year. (Town Fiscal year Jan-Dec, Village Fiscal Year June-May). If there is no response to the email Mayor Wilson and Village Treasurer will go to the Town Board Meeting on Thursday, May 11, 2023, for an answer on when the Village will receive these funds.

9.1.1.1. Joint Water – Village Attorney reached out to the Town Attorney after the last meeting, have not heard anything back. Will reach out to the Village Attorney to find out how to request an audit from the State Comptroller’s Office for District 3.

9.1.1.2. **Motion to approve the Treasurers Report made by Deputy Mayor Ellis. The second was made by Trustee Donnelly. 5/0 approved.**

9.1.2. Budget Amendments

9.1.2.1. Budget Amendment 2. A1620.41 Office – Bldg Improv should be A1620.411 Office Bldg Improv.

9.1.2.2. **Motion to approve Budget Transfers/Amendments for Fiscal Year 2022-2023 made by Deputy Mayor Ellis. The second was made by Trustee Donnelly. 5/0 approved.**

9.2. **Codes:** Kevin Foster

9.2.1. INHS did not pay the 10% administrative fee. (The decision to have a 10% administrative fee was made at a Village Board Meeting, clerk will send Village Attorney the Minutes reflecting that decision.

9.2.2. April 2023 Code Office Report

April 11	Code Class Syracuse.
April 12	Code Class Syracuse.
April 13	Code Class Syracuse. Call about 6198 Lake Street Questions.
April 14	Office Hours.
April 17	Respond to Email Mrs. Brier. Call from Owner of Lake Street House Fire occurred Wednesday. Meet resident 6198 Lake Street about upgrades to House and Lawn. Meet resident 6154 Lake Street for permit to repair House from Fire Inspection Lake Street.
April 18	Contact Richard Aupperle about Lake Street Property.
April 21	Office Hours. Issue Permit 23-03 6198 Lake Street Fencing, Stairs and porch repair.
April 24	Call from resident questions on permit Lake Street.
April 26	Call from Court Street resident permit questions about replacing rear porch. Call from Willow Drive resident about Hot Tub Permit.
May 1	Complaint about Trash for Short Term Rental.
May 5	Office Hours. Follow up on written complaint 6200 Center Street. Issue Permit 23-04 222 Genesee St Fencing, Remodeling, and repairs. Issue Permit 23-05 6143 Court Street 12X20 Shed. Issue Permit 23-06 6341 Willow Street for Hot tub. Issue Permit 23-07 6205 Railroad Street for roof. Meet Fred Salato Apartments for Fire Department Key. Review emails for retaining wall proposal.
May 8	Spoke with Court Street Resident about Porch permit and Zoning. ZBA Meeting attended explained set back requirements for Lake Street Property also suggested Board review document as it is nearly five years old and some changes may be needed. Met with Fire Chief regarding Keys for Salato Apartments.
May 10	Prepare Report for Village.

9.3. **WWTP:** Bob Kneaskern

9.3.1. May Sewer Report: The plant has been running well. We have continued to work on preventative maintenance. We have restarted our degreasing at the pump station and been working on marking out a large number of DIG tickets along route 90 where they are going to be replacing a gas main. We have also been working on rebuilding and testing pumps as well as assisting in multiple pump installations/relocations on River Rd. There are no other issues to report at this time. Please feel free to reach out with any questions or concerns. Thank you.

9.3.2. Working on fees.

9.4. **DPW:** Dan Patterson

9.4.1. May DPW Report

Streets

Leaf and Brush.

Plow and salter cleaned and put away.

Parks

Mowing and weed eating.

Bathhouse open.

Hill by the Office is done.

Cemetery

Mowing and weed eating.

Tree Removal.

9.4.2. Next Project: Fire Department Steps

9.5. **Fire Department:** Chief Stefan Szozda

9.5.1. Pancake breakfast was a success. The Fire Department sold 52 Win-A-Ton Tickets the day of the breakfast.

9.6. **Waterfront Committee:** Chelsea Heath

9.6.1. The Chicken BBQ was last weekend.

9.6.2. Currently taking applications for Vendors.

9.6.3. Currently looking for donation items.

9.7. **Rec:** Chelsea Heath

9.7.1. Saturday, June 3, 2023, Village of Cayuga Park Clean-up Day, 10:00am-2:00pm. Beginning at Harris Park.

9.7.1.1. Hoping to develop a Rec Trail Committee made up of volunteers.

9.8. **Village Clerk:** Jen Ogburn

9.8.1. May Clerk Report

Zoom meeting with Haylor, Freyer, and Coon – with Don, have been coordinating information that they requested.

Preparing for Village Tax Season – Making sure Real Property has correct information, verifying tax bills.

ZBA informal Meeting on 5/8/2023 – Code Enforcement Officer brought up small things he has noted to the ZBA – Chairman Freligh plans to address the Board at the meeting.

Continuing to study for the Notary.

I have vacation scheduled for Saturday, July 15th-Sunday, 23rd – I asked Debbie if she is available to work the Wednesday, July 19th, Thursday, July 20th, and Friday, July 21st. She is

available but would like to work Tuesday, July 18th instead of Thursday, July 20th due to her daughter having her baby that day. I will have my laptop with me and will be available by phone and email during the week.

Village Clean-Up Day is the 2nd Saturday of June. June 10, 2023

10. Approval of Vouchers:

10.1. Abstract #12 \$ Total Claims \$24,568.56

Abstract # 12	
A	\$13,525.44
G	\$8,035.18
TA	\$3,007.94
TOTAL	\$24,568.56

Motion to approve Abstract #12 with claims totaling \$24,568.56 made by Deputy Mayor Ellis. The second was made by Trustee Bedell. 5/0 approved.

11. Old Business:

11.1. **LWRP**

11.1.1. Mayor Wilson emailed Greg Hutnik from Cayuga County Planning regarding the Village LWRP. There is currently zero movement and zero answers regarding the project.

11.2. **Joint Water Agreement** – handled under Treasurer Report

11.3. **NY Forward/DRI:**

11.3.1. Mayor Wilson will be meeting with Kari and Greg from Cayuga County Planning for a demo, and Q&A with Airbnb’s and local businesses.

11.4. **Possible Grant Opportunities for 2023** –

11.4.1. Mayor Wilson has been in contact with Senator Rachael May’s Office. He has a meeting scheduled with Senator May on May 26, 2023, when she will be in Town to look at the water erosion along the lake.

11.5. **Security Cameras** – tabled from April 12, 2023

11.5.1. Herrtronic quote- Tabled from April 12, 2023, 3 outdoor cameras, 1 indoor camera – price \$3,750.00.

11.5.2. Spectrum quote – 3 outdoor cameras, 1 indoor camera – billed monthly: 36-month contract \$341/month (\$4,092/yr), 60-month contract \$304/month (\$3,648/yr)

11.5.3. ADT does not offer sole camera systems.

11.5.4. **Motion to approve Herrtronic Quote for Installation of CCAV System made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

11.6. **Lifeguard Shed** - tabled from April 12, 2023

11.6.1. Move the shed to McIntosh Park for Little League to use. Little League would need to get rid of the shed that is currently at the park.

12. New Business:

12.1. **Update Procurement Policy:** The Village Board reviewed the Village Attorney’s notes and decided the following:

12.1.1. Purchase Contracts	Public Works Contracts
\$0 - \$9,999	\$0 - \$9,999
\$10,000 - \$19,999	\$10,000 - \$34,999
\$20,000 and above	\$35,000 and above

12.2. **Dog Law – Update** – Tabled for June 14, 2023

12.2.1. The Village Board reviewed the current Dog Law that the Village has (Local Law Number 1 of the Year 1975 for the purpose of Controlling Dogs in the Village of Cayuga, New York.) Trustee Bedell will do research on other local municipalities’ Dog Laws and report back to the board.

13. **Comments by Trustees:**

13.1. Regarding the open position for DPW the Clerk will advertise in the Citizen, on the Website and on the Village Facebook page.

13.2. Soccer: will be purchasing an AED – received a grant for an AED and Goals.

13.2.1. The older kids will be playing on Tuesdays at Union Springs High School, the younger kids will be playing Wednesdays at McIntosh Park.

13.2.2. Soccer has been mowing the soccer fields.

13.3. Waterfront: Boards and backfill – walk along the boardwalk and see which boards need replacing. This may be a project that the Boy Scouts could help with on Park Clean-Up Day on Saturday, June 3, 2023.

14. **Adjournment:**

Motion to adjourn the Village of Cayuga Board of Trustees Regular Meeting at 8:30pm made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.

Respectfully submitted by
Jen Ogburn
Village Clerk