

REGULAR TOWN BOARD MEETING
January 17, 2024

A Regular Meeting of the Lansing Town Board was held at the Town Hall Board Room, 29 Auburn Road, Lansing, NY, and streamed live on YouTube on the above date at 6:30 p.m. The meeting was called to order by Ruth Groff, Supervisor, and opened with the Pledge of Allegiance to the flag. Roll call by Deborah K. Munson, Town Clerk, showed the following to be

PRESENT:

Laurie Hemmings, Councilperson Christine Montague, Councilperson
Joseph Wetmore, Councilperson Ruth Groff, Supervisor

ABSENT: No one absent

ALSO PRESENT: Mike Moseley, Highway Superintendent, Mary Ellen Albrecht, Bookkeeper, John Zepko, Director of Planning, Mason Molesso, Town Planner, Guy Krogh, Town Counsel, David Herrick, Town Engineer, Mike Sigler, Tompkins County Legislature, Judy Drake, Carolyn Greenwald, B. Seam, Jennifer Sok, Abby and Mike Brown, Dennis Griffin, Bailey Waters, Sophie Scanlon and a few other attendees

RESOLUTION APPOINTING JUDITH DRAKE AS COUNCILPERSON TO FILL VACANT SEAT

RESOLUTION 24-01

RESOLUTION APPOINTING JUDITH DRAKE AS COUNCILPERSON TO FILL VACANT SEAT

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, when Councilperson Ruth Groff took the oath of office and was seated as Town Supervisor upon January 1, 2024, she automatically did and is deemed to have resigned her position as a Town Board Member (including under rules affecting compatibility of offices or duties), thus creating a vacancy upon the town board; and

WHEREAS, the Town Board, in order to fill such vacancy, needs to appoint a qualified person to fill such vacancy until the next general or biennial election, and upon deliberations upon the foregoing, the Town Board has

RESOLVED, that such vacancy be filled by Judith Drake and that she take the oath of office as soon as reasonably possible to become fully seated to participate in all meetings, duties, and activities of the Town Board.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Laurie Hemmings, and put to a roll call vote with the following results:

Councilperson Laurie Hemmings – Aye Councilperson Christine Montague – Aye
Councilperson Joseph Wetmore – Aye Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on January 17, 2024.

CONSENT AGENDA

- a. **MOTION AUTHORIZING SUPERVISOR TO SIGN 2024 CORNELL COOPERATIVE EXTENSION OF TOMPKINS COUNTY AGREEMENT**

MOTION M24-01

MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR

**TO SIGN 2024 CORNELL COOPERATIVE EXTENSION OF
TOMPKINS COUNTY AGREEMENT**

Motion authorizing Town of Lansing Supervisor to sign 2024 Cornell Cooperative Extension of Tompkins County and Town of Lansing, Term of Agreement January 1 through December 31, 2024.

b. MOTION APPROVING SUSAN BROCK, ESQ., AS SPECIAL COUNSEL FOR THE TOWN OF LANSING FOR LEGAL SERVICES FOR 2024

MOTION M24-02

MOTION APPROVING SUSAN BROCK, ESQ., AS SPECIAL COUNSEL FOR THE TOWN OF LANSING FOR LEGAL SERVICES FOR 2024

Motion to approve Susan Brock, Esq., as special counsel for the Town of Lansing for 2024 for legal services for the Town when Attorney Guy Krogh has a conflict of interest or otherwise requires backup.

c. RESOLUTION UPDATING EMPLOYEE HEATHER DRIES' POSITION AND JOB CLASSIFICATION TO CODE ENFORCEMENT OFFICER

RESOLUTION 24-02

RESOLUTION UPDATING EMPLOYEE HEATHER DRIES' POSITION AND JOB CLASSIFICATION TO CODE ENFORCEMENT OFFICER

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing and responsibilities of the Codes and Planning Department, the Town has elected to promote Heather Dries to the position of Code Enforcement Officer. Heather has been working as a Code Enforcement Officer-Trainee and meets the qualifications for Code Enforcement Officer; so, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective January 18, 2024, Heather Dries is hereby appointed as the Code Enforcement Officer, with the same Town perquisites and benefits as are available to all employees of the town and to such position. This position is in the competitive class and shall remain provisional until qualified per NYS and Tompkins County Civil Service Rules.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$28.78 per hour, Grade 7, Step 2.
4. The probationary period for such appointment is hereby set at 26 weeks.
5. The Town Clerk shall administer the oath of office for such appointment.
6. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.

d. RESOLUTION UPDATING EMPLOYEE JENNIFER SCHENCK'S POSITION AND JOB CLASSIFICATION TO ACCOUNTANT

RESOLUTION 24-03

RESOLUTION UPDATING EMPLOYEE JENNIFER SCHENCK'S POSITION AND JOB CLASSIFICATION TO ACCOUNTANT

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing and responsibilities of the Town of Lansing Supervisor's Office, the Town has elected to promote Jennifer Schenck to the position of Accountant.

Jennifer was hired as an Information Aide in the Supervisor’s Office and meets the qualifications for Accountant; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Effective January 18, 2024, Jennifer Schenck is hereby appointed as the Accountant, with the same Town perquisites and benefits as are available to all employees of the Town and to such position. This position is in the competitive class and shall remain provisional until qualified per NYS and Tompkins County Civil Service Rules.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$35.16 per hour, Grade 7, Step 6.
4. The probationary period for such appointment is hereby set at 26 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town’s employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.

e. **RESOLUTION ACCEPTING AND APPROVING EXECUTION OF 2024 HIGHWAY COLLECTIVE BARGAINING AGREEMENT**

RESOLUTION 24-04

RESOLUTION ACCEPTING AND APPROVING EXECUTION OF 2024 HIGHWAY COLLECTIVE BARGAINING AGREEMENT

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, through its Steward in Fall of 2023, the Highway Association, as a recognized employee bargaining unit, requested bargaining to update the existing Collective Bargaining Agreement (the “Agreement”) and cover a new term, January 1, 2024 to December 31, 2024; and

WHEREAS, representatives of the bargaining unit and the Town duly met and bargained the terms, conditions of employment in, and the final language of such proposed “Agreement”, and the parties tentatively agreed upon the final form of said Agreement; and

WHEREAS, the bargaining unit duly met and approved by majority vote the Agreement and has requested that the Town now proceed to do the same, and the Agreement having been submitted to the Town Board for review and approval prior to and at this meeting, and the Town Board having deliberated thereupon, now, upon motion duly made the Town Board of the Town of Lansing has duly RESOLVED as follows:

1. The Collective Bargaining Agreement Between the Town of Lansing and Lansing Highway Association, dated January 1, 2024 through December 31, 2024, be and hereby is accepted and approved.
2. The Town Supervisor be and hereby is authorized to execute the same by, for, on behalf of, and in the name of the Town of Lansing.

f. **RESOLUTION APPOINTING AND REAPPOINTING MEMBERS TO THE TOWN OF LANSING PARKS AND RECREATION / TRAILS WORKING GROUP**

RESOLUTION 24-05

RESOLUTION APPOINTING AND REAPPOINTING MEMBERS TO THE TOWN OF LANSING PARKS AND RECREATION/TRAILS WORKING GROUP

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, on July 19, 2017, and as is set forth in the updated 2018 Comprehensive Plan, the Town Board approved and authorized Resolution 17-99 for the Creation and Initial Funding of a Capital Reserve Fund for Parklands and Trailways Planning and Development, Related Land and Use Rights Acquisitions, and Related General Equipment, Materials and Construction Funding; and

WHEREAS, on December 18, 2019, the Town Board of the Town of Lansing adopted Resolution 19-160 creating the Parks and Recreation / Trails Committee; and

WHEREAS, on March 15, 2023, the Town Board of the Town of Lansing adopted Resolution 23-70 amending the name of the group to the Parks, Recreation and Trails Working Group and increased the number of members to twelve; and

WHEREAS, the Parks, Recreation and Trails Working Group is needed to perform certain functions for the Town and to act in an advisory capacity in helping to enhance active and passive recreational opportunities for residents and visitors; and

WHEREAS, the following applicants, in the judgment of the Town Board, are qualified to serve again on the Parks, Recreation and Trails Working Group and are appointed to terms of membership, subject to reappointment, and the Town Board of the Town of Lansing has hereby:

RESOLVED, that the following people be reappointed to the Parks, Recreation and Trails Working Group with terms to expire December 31, 2025: Patrick Tyrrell, Jack Young, Laura Morse and Ruth Hopkins; and

RESOLVED, that the following person be appointed to the Parks, Recreation and Trails Working Group with a term to expire on December 31, 2025: Carolyn Greenwald (Village of Lansing) and Kristin Hopkins (Lansing Central School District).

g. RESOLUTION APPOINTING JUDY DRAKE AS TOWN OF LANSING REPRESENTATIVE TO THE TOMPKINS COUNTY YOUTH SERVICES BOARD

RESOLUTION 24-06

RESOLUTION APPOINTING JUDY DRAKE AS TOWN OF LANSING REPRESENTATIVE TO THE TOMPKINS COUNTY YOUTH SERVICES BOARD

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, Judy Drake has stated her interest in being appointed for the term January 18, 2024 to December 31, 2025 and has submitted her Tompkins County Advisory Board Application; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that Judy Drake be and is hereby appointed as Town of Lansing Representative to the Tompkins County Youth Services Board, for the term January 18, 2024 to December 31, 2025, to serve at the pleasure of this Board.

h. RESOLUTION ACCEPTING THE 2022 YEAR END INDEPENDENT OUTSIDE FINANCIAL REPORT AND AUDIT OF TOWN OPERATIONS, PROCEDURES, FUNDS, CASH HANDLING PROCEDURES AND ACCOUNTS

RESOLUTION 24-07

RESOLUTION ACCEPTING THE 2022 YEAR END INDEPENDENT OUTSIDE FINANCIAL REPORT AND AUDIT OF TOWN OPERATIONS, PROCEDURES, FUNDS, CASH HANDLING PROCEDURES AND ACCOUNTS

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town has received and reviewed the 2022 Year End Independent Outside Audit of Town functions, cash management policies, accounts and protocols; and

WHEREAS, Insero & Co prepared the financial report and audit, and it was given to the Town Board for review; and

WHEREAS, upon deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that such 2022 Year End Independent Outside Audit Report be and hereby is approved.

SEQRA: Type II Action.

i. **RESOLUTION APPROVING TWO AIA AGREEMENTS WITH COLLIERS ENGINEERING TO PROCEED WITH DESIGNS AND NEXT STEPS FOR THE TOWN HIGHWAY PROJECT**

RESOLUTION 24-08

RESOLUTION APPROVING TWO AIA AGREEMENTS WITH COLLIERS ENGINEERING TO PROCEED WITH DESIGNS AND NEXT STEPS FOR THE TOWN HIGHWAY PROJECT

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town has been working for over a year with Bergmann-Colliers Engineering (“Colliers”) respecting the highway building and the completion of the design phase was fully completed such that the Town Board requested that the Highway Building Working Committee proceed to develop, review, negotiate and review the AIA agreement to advance to the design and bidding phases of the project; and

WHEREAS, a negative declaration was issued under SEQRA for this project, and an examination of the FEAF and findings thereunder reveal that nothing in these contracts or the design they are intended to implement has changed or been affected by the passage of time such that a new or supplemental review is indicated or required, such that the existing negative declaration is continued; and

WHEREAS, Colliers submitted a draft agreement that the committee negotiated and eventually unanimously recommended for approval to the Town Board, along and together with a supplemental AIA agreement to properly tie this design piece into the master AIA B102-2017 agreement already executed between the Town and Colliers dated December 15, 2020; and

WHEREAS, upon a review and deliberation upon each of the foregoing proposals as presented to this meeting, the Town Board has hereby:

RESOLVED, that the final and agreed upon form of the AIA B201-2017 (Project Design and Construction Services Agreements) between the Town and Colliers be and hereby is approved, and Town Supervisor may execute the same by, for, in the name of, and on behalf of the Town of Lansing; and it is further

RESOLVED, that the final and agreed upon form of the G802-2017 (base master contract amendment to add the B201 Design Services to the scope of agreement) between the Town and Colliers be and hereby is approved, and Town Supervisor may execute the same by, for, in the name of, and on behalf of the Town of Lansing.

j. RESOLUTION AUTHORIZING PURCHASE BY LEASE-FINANCE AGREEMENT OF CASE 821G WHEEL LOADER

RESOLUTION 24-09

RESOLUTION AUTHORIZING PURCHASE BY LEASE-FINANCE AGREEMENT OF CASE 821G WHEEL LOADER

The following Resolution was duly presented for consideration by the Town Board.

WHEREAS, in accord with budgeted appropriations for the Highway Department and compliance with the Town’s Procurement Policy and General Municipal Law § 103 and § 109-b, the Town and the Town Highway Superintendent have examined the acquisition of a Case 821G wheel loader using a 5-year equipment lease-finance agreement, using approved Sourcewell bid list pricing through town and state-approved piggybacking, and the Town Highway Superintendent has recommended that the lease-finance acquisition be made at a gross purchase price of \$272,274.36, with a net purchase price of \$122,274.36 and a \$150,000 down payment by trade-in on the existing wheel loader, with the net purchase price balance being paid through an equipment lease-finance agreement through NCL Governmental Capital Leasing, per NCL Sourcewell Contract # 011620-NCL; and

WHEREAS, the Town Highway Superintendent has examined and analyzed the overall cost of other purchasing options and other financing options, and has recommended to the Town Board that the desired equipment be acquired per the above bid specifications, financed by a 5-year lease financing agreement structured per the above with National Cooperative Leasing at a rate of 7.28% and with annual lease payments each year of \$27,622.78, all pursuant to certain agreements described more fully below as submitted to the Town Board and hereby approved; and

WHEREAS, as a finance lease, the requirements of General Municipal Law (“GML”) § 109-b and related rules of the OSC were triggered, and such matters were also duly examined by Town officers and employees, and these agreements and this lease/financing recommendation duly so recommended for Town Board approval as based upon an examination of overall lease-financing costs, overall closing and interest costs, an amortization of goods schedule, and other matters requiring examination pursuant to said GML § 109-b and the NYS Comptroller’s regulations thereunder, which examination has been reported as duly undertaken and completed, and an evaluation of financing alternatives has been prepared by Town officers and employees demonstrating financing alternatives and the criteria used to evaluate these alternatives, all in accord with 2 NYCRR § 39.2, including an examination of the actual purchase price of the products purchased, with principal and interest amounts stated and deemed duly incorporated in this resolution and such agreements, all along and together with the requirements of Local Finance Law § 11.00; and

WHEREAS, it is found that the Period of Probably Usefulness (PPU) for this equipment is well beyond the 5-year term of the lease and that no referendum is required under the Local Finance Law, Town Law, or the General Municipal Law (or regulations) as a result of this financing and its related agreements; and

WHEREAS, the lease-finance rate and costs were compared to current bond and BAN lending rates, and Statutory Installment Bond (“SIB”) rates, and while the interest rate on the lease is higher than bond and SIB rates (and even greater than canvassed BAN rates), when the overall cost of factoring in bond approvals and bond anticipation notes and resolutions, and related expenses, are considered, together with the savings from not having to sell or auction the existing equipment, and the benefit of a higher trade-in value that would be historically received at auctions or alternate sales methods, the overall finance and transactional costs for this lease finance option become the most cost effective option by several thousand dollars over the 5-year life of this transaction; and

WHEREAS, given the public interest to be served by such equipment, the reduced time of acquisition and fulfillment, and the overall lower cost of an operating lease (or an

installment payment agreement per GML § 109-b), the Town has found, and hereby again expressly finds and declares, that it is in the public and best interests of the Town to execute the purchase agreement for the subject equipment and the lease financing agreement with National Cooperative Leasing in the form as presented to this meeting, subject to the below-stated executory clause being made applicable to such transaction; and

WHEREAS, upon due consideration and deliberation upon the foregoing, the Town Board of the Town of Lansing resolves as follows:

1. The Town Board hereby finds and declares that: (i) all state and local procurement requirements were duly met; (ii) the execution of these agreements will not result in the Town exceeding the limits of its borrowing capacity nor the limits set forth in GML 109-b(6) and 2 NYCRR 19.5(c), as applicable; and (iii) that the execution and performance of these agreements and the National Cooperative Leasing (“Lease-Lender”) agreements is in the public interest.

2. The Purchase Agreement with Seller and the lease finance transaction with the Lease-Lender be and each is duly approved, subject to the inclusion of the following clause in each and both agreements as required by law:

“This contract shall be deemed executory only to the extent of monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the political subdivision beyond the amount of such monies. The installment purchase contract is not a general obligation of the Town of Lansing. Neither the full faith and credit nor the taxing power of the Town of Lansing is pledged to the payment of any amount due or to become due under such installment purchase contract. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the contract.”

3. The aforesaid Agreements may hereafter be duly executed severally by either the Town Supervisor or the Town Highway Superintendent by, for, in the name of, and on behalf of the Town of Lansing.

4. No payment under the Agreements may be hereafter made, financed by, or drawn from any proceeds of obligations issued pursuant to the Local Finance Law, other than the proceeds of revenue anticipation notes, tax anticipation notes, or budget notes.

5. This is a tax-exempt transaction and no charges for sales or use taxes shall be permitted or charged against the Town of Lansing.

6. This resolution is not subject to referendum per applicable rules of the GML and the Local Finance Law, as applied; and this action is a Type II Action under SEQRA such that no environmental review is required.

k. RESOLUTION APPROVING IworQ SYSTEMS CONTRACT AND PROPOSAL FOR SOFTWARE AND DATABASE SERVICES

RESOLUTION 24-10

RESOLUTION APPROVING IworQ SYSTEMS CONTRACT AND PROPOSAL FOR SOFTWARE AND DATABASE SERVICES

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town Highway Superintendent has examined purchasing a software tracking and database management system that tracks and logs parts, inventories, repairs, mileage, routings, time, fuel usages, maintenance schedules, and like matters, which systems are cloud-based and hosted on the NIST rated AWS GovCloud, and which system will save dozens to hundreds of hours of manually inputted data over the span of

any given year, as well as give real-time inventory reports to assist in purchasing and inventorying; and

WHEREAS, IworQ Systems, Inc., is the selected provider and has submitted to the Town its Service Agreement, Order Form, and schedule of implementation and set-up services, and the Highway Department negotiated a \$1,000 installation discount, and the contract has been reviewed by the Town Attorney; and

WHEREAS, the cost of the system over its 3-year term will be covered by the existing budgetary allocations to the DA5130.400 and DB5110.400 funds, as it is and has been estimated by the Highway Department that the cost of this system will be offset by the savings on parts inventory, accurate fuel accounting, and labor costs and, upon deliberation thereupon and subject to final approval of minor changes desired by the Highway Superintendent, the said contract and services agreement is approved, and therefore be it

RESOLVED, that the Town Board approves such contract and the Town Supervisor, on consent of the Highway Superintendent as to the final version of the IworQ Service Agreement, be and hereby is authorized to execute such contract and related documents by, for, and in the name of the Town of Lansing.

I. RESOLUTION APPROVING FROST SOLUTIONS CONTRACT AND PROPOSAL FOR HARDWARE AND SERVICES

RESOLUTION 24-11

RESOLUTION APPROVING FROST SOLUTIONS CONTRACT AND PROPOSAL FOR HARDWARE AND SERVICES

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town Highway Superintendent has examined purchasing two hardware stations to undertake real-time weather monitoring that will connect to regional software systems that provide similar data from other locally participating municipalities, and the use of such a system will enhance roadway safety, lead to prompter response times, and save significant amounts of money by helping to avoid highway department call-ins and ride-outs to inspect roads, as well as the fuel and vehicle mileage so incurred; and

WHEREAS, Frost Solutions is the selected provider and it has submitted to the Town (and to other nearby municipalities) its terms and pricing sheets, and the contract has been reviewed by the Town Attorney; and

WHEREAS, the cost of the system over its 2-year term will be covered by the existing budgetary allocations to the DA and DB funds, as it is and has been estimated by the Highway Department that the cost of this system will be offset by the savings on call-ins, labor, fuel, and ride out expenses, such that, upon deliberation thereupon and subject to final approval of minor changes desired by the Highway Superintendent, the said contract and service solution is approved, and therefore be it

RESOLVED, that the Town Board approves such contract and the Town Supervisor, on consent of the Highway Superintendent as to the final version of the Order Form and Master Service Agreement, be and hereby is authorized to execute such contract and related documents by, for, and in the name of the Town of Lansing.

m. RESOLUTION REAPPOINTING MEMBERS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL

RESOLUTION 24-12

RESOLUTION REAPPOINTING MEMBERS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, in November of 2017, and as is set forth in the updated 2018 Comprehensive Plan, the Town approved creating a Conservation Advisory Council to perform certain functions for the Town and to act in an advisory capacity under General Municipal Law § 239-x; and

WHEREAS, on January 16, 2019, the Town Board of the Town of Lansing adopted Resolution 19-49 creating the Conservation Advisory Council (hereinafter termed “Council” or “CAC”) under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, on December 15, 2021, the Town Board of the Town of Lansing adopted Resolution 21-167 expanding the CAC membership to a maximum of nine (9) members under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, the following candidates, in the judgment of the Town Board, are qualified to continue to serve on the CAC and now therefore be it RESOLVED as follows:

1. Edward Dubovi is reappointed to the Town of Lansing Conservation Advisory Council with a term to expire December 31, 2025.
2. John Fleming is reappointed to the Town of Lansing Conservation Advisory Council with a term to expire December 31, 2025.
3. Todd Walter is reappointed to the Town of Lansing Conservation Advisory Council with a term to expire December 31, 2025.
4. Member Edward Dubovi will serve as Chairperson effective January 1, 2024 through December 31, 2024.

n. CONSENT AGENDA MOTIONS M24-01 – M24-02 AND RESOLUTIONS 24-02 – 24-12

RESOLUTION 24-13

CONSENT AGENDA MOTIONS M24-01 – M24-02 AND RESOLUTIONS 24-02 – 24-12

RESOLVED, that the Consent Agenda Motions **M24-01 – M24-02** and Resolutions **24-02 – 24-12**, are hereby approved as presented and amended, and

The question of the adoption of such proposed Consent Agenda Motions and Resolutions were duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Christine Montague, and put to a roll call vote with the following results:

| | |
|--|-------------------------------------|
| Councilperson Judy Drake – Aye | Councilperson Laurie Hemmings – Aye |
| Councilperson Christine Montague – Aye | Councilperson Joseph Wetmore – Aye |
| Supervisor Ruth Groff – Aye | |

Accordingly, the foregoing Motions and Resolutions were approved, carried, and duly adopted on January 17, 2024.

PRIVILEGE OF THE FLOOR – GUIDELINES

Available on Town of Lansing website and as a handout.

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting, or during public hearings, or when they have reserved and been granted time upon the agenda.

Speakers must be recognized by the presiding officer (or his or her designee) and step to the front of the room.

Speakers must give their name and state whether they are speaking as a resident, a member of the public, or for any other person or organization.

Speakers must limit their remarks to 3 minutes, and comments unrelated to the subject matter of the public hearing are not allowed.

Speakers may not yield any remaining time they may have to another speaker.

With the permission of the presiding officer a Board or committee member may interrupt a speaker for the purpose of clarification or information (and not for any other reason or to debate or disagree). Such time shall not be counted against the speaker's 3-minute limit.

All remarks shall be addressed to the Board or committee as a body and not to any member thereof, nor to any member of the public whether present at such public hearing or not.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.

Interested parties or their representatives may address the Board by written communications. Written documents and evidence may be submitted as part of the record of the public hearing.

Persons who exceed 3 minutes, violate rules of courtesy, decorum, dignity, or good taste, or deliberately or by their behavior interfere with other person's right to comment or participate in the public hearing, or who deliberately or by their behavior interfere with governmental administration will be cut off, removed, or have non-recognized comments removed from the record, or any combination of the above. Before comments or statements will be excised from the record, the speaker will be verbally warned that they are in violation of the rules for this public hearing.

PRIVILEGE OF THE FLOOR – COMMENTS

No one addressed the Town Board.

2024 TOWN BOARD ORGANIZATIONAL RESOLUTIONS

The following Resolutions were duly presented for consideration by the Town Board:

RESOLUTION 24-14

RESOLVED, that the Supervisor is authorized and directed to have all Town financial records and Justice Court records and dockets audited in accord with law; and it is further

RESOLVED, that the Supervisor make a report thereof to the Town Board, file her findings and reports with the Town Clerk, and file an official certified report in accord with law, all as referenced or required by or under General Municipal Law § 30 and Town Law §§ 29 and 123; and it is further

RESOLVED, that the Supervisor be authorized and permitted, in lieu of preparing her financial report under Town Law Section 29(10), to submit to the Town Clerk, by March 31, 2024 a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law.

RESOLUTION 24-15

RESOLVED, that the Municipal Crime Policy be obtained and underwritten by NYMIR and be approved as to the following additional amounts for the following public officers: (i) \$30,000.00 for Court Clerks; (ii) \$30,000.00 for the Town Bookkeeper and Accountant, and Information Aide, if any; and (iii) \$1,165,000.00 for the Lansing Town Clerk and Deputy Town Clerk.

RESOLUTION 24-16

RESOLVED, that the Supervisor appoints the Fire Chief and Company Captains of the Town as Superintendent of Fires, and Alternate Superintendent of Fires.

RESOLUTION 24-17

RESOLVED, that Harris Beach PLLC be approved as Bond Counsel for the Town, and that they be consulted on an as needed basis.

RESOLUTION 24-18

RESOLVED, that the Tompkins Community Bank, HSBC, M&T Bank, JPMorgan Chase Bank, and Cayuga Lake National Bank be designated as the depositories for the Town of Lansing.

RESOLUTION 24-19

RESOLUTION ACKNOWLEDGING APPOINTMENT OF JOSEPH WETMORE AS DEPUTY SUPERVISOR AND FIXING 2024 SALARY THEREFOR

WHEREAS, a Deputy Supervisor is needed in case the Supervisor is ill or unable to act in her position exists, having been created in the past by the Town Board; and

WHEREAS, the position of Deputy Supervisor needs to be filled for the year 2024 and Supervisor Ruth Groff has appointed Joseph Wetmore as Deputy Supervisor, and Town Law § 42 requires the Town Board to fix the compensation therefor; and

WHEREAS, currently there is no salary incident to the appointment; and

WHEREAS, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that Joseph Wetmore is acknowledged as Deputy Supervisor to serve at the pleasure of the Town Supervisor, such being initially intended as an annual appointment, to act on behalf of the Supervisor if she is ill or unable to act in her position, and the sum of \$-0- be and hereby is approved as compensation incident to such office.

RESOLVED, that the Town Clerk shall administer the oath of office for such position.

RESOLUTION 24-20

RESOLVED, that the Supervisor, and Councilperson Joseph Wetmore, be authorized to sign checks drawn on all accounts at Tompkins Community Bank and Cayuga Lake National Bank except the Justice, Town Clerk, and Lansing Receiver of Taxes Accounts. The Town Clerk and Deputy Town Clerk be authorized to sign checks on the Town Clerk's and the Lansing Receiver of Taxes accounts at Cayuga Lake National Bank. The Town Justices be authorized to sign checks on the Town Justice accounts at the Tompkins Community Bank; and it is further

RESOLVED, that the Supervisor, Bookkeeper, and Accountant be authorized to make transfers on all Town accounts and wire transfers that are necessary throughout the year except for the Lansing Receiver of Taxes checking and savings accounts, the Town Clerk's checking account and the Town Justice accounts at the Tompkins Community Bank and Cayuga Lake National Bank; and it is further

RESOLVED, that the Town Clerk and Deputy Town Clerk be authorized to make transfers on the Lansing Receiver of Taxes checking and savings accounts that are necessary throughout the year at Cayuga Lake National Bank; and it is further

RESOLVED, that the Supervisor, Bookkeeper, and Accountant are hereby authorized to use the services provided by the Tompkins Community Bank entitled "Treasury Management" on all Town accounts except the Town Justice accounts; and it is further

RESOLVED, that the Supervisor, Bookkeeper, and Accountant are hereby authorized to use internet banking services provided by the Cayuga Lake National Bank except for the Town Clerk's checking, Lansing Receiver of Taxes checking and savings accounts; and it is further

RESOLVED, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk's Office, are hereby authorized to use the services provided by the Tompkins Community Bank entitled "Treasury Management" and Cayuga Lake National Bank internet banking services for the Lansing Water District checking accounts; and it is further

RESOLVED, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk's Office, are hereby authorized to use internet banking services provided by Cayuga Lake National Bank on the Town Clerk's checking account, Lansing Receiver of Taxes checking and savings accounts; and it is further

RESOLVED, that the Town Clerk, Deputy Town Clerk, and Information Aide in the Clerk's Office are authorized to make inquiries on the Lansing Water District checking accounts and the Court Clerks are authorized to make inquiries on the Town Justice accounts.

RESOLUTION 24-21

RESOLVED, that the Robert's Rules of Order (for deliberative assemblies, 11th Edition) are followed, however: (i) voting be in alphabetical order (by last name) with the Supervisor voting last; and (ii) the technical formalities of the parliamentary process may be dispensed of unless formal request is made for formal procedure by a majority of the Town Board.

RESOLUTION 24-22

RESOLVED, that the Lansing Town Board will hold the Regular Town Board Meetings on the third Wednesday of each month at 6:30 PM except for the February (due to AOT training) and June (due to Holiday) meetings which will be held on the fourth Wednesday of those months. Meetings will be held at the Town Hall Board Room, 29 Auburn Road, Lansing, New York. Two additional budget meetings will be held on Wednesday, September 25th and November 6th, 6:30 PM. Special meetings will be held as needed.

RESOLUTION 24-23

RESOLVED, the public will be given the opportunity to address the Town Board (up to three minutes per person) on any issue of concern, near the beginning of every regular Town Board meeting. Immediately after the public comment period, each Town Board member will be given two minutes to respond to public

comment(s). The post-public comment discussion will be limited to the members of the Town Board, unless the Town Board waives this rule by majority vote.

RESOLUTION 24-24

RESOLVED, that the Town Officers, Authorized Personnel, and Highway Superintendent are hereby allowed the allowable rate by the IRS for the use of their private personal automobiles in the performance of their official duties.

RESOLUTION 24-25

RESOLVED, that the Highway Superintendent be authorized to purchase equipment, tools and implements not to exceed the amount of \$5,000.00 per purchase without prior notice or approval.

RESOLUTION 24-26

RESOLVED, that the vouchers for claims for the General Fund, Highway Fund, Capital Projects, Drainage Districts, Lighting Districts, Sewer Districts, Water Districts, and Trust and Agency be presented and audited in accordance with the Town Law Article 8, and any related provisions, rules or regulations of the State Comptroller, said presentation and audit to take place by the Town Board at each Regular Town Board meeting.

BE IT FURTHER RESOLVED, that in accord with the certification and other requirements of Town Law §118, the Supervisor be and hereby is authorized to make payment upon utility bills and postage prior to the audit of vouchers conducted pursuant to Town Law §118 (2).

RESOLUTION 24-27

RESOLVED, that the Supervisor be named Budget Officer and that the Accountant be named Co-Budget Officer for the year 2024 to serve at the pleasure of the Town Board.

RESOLUTION 24-28

RESOLVED, that the annual salaries for Town Officers as compiled in the General Town Budget for 2024 be as follows:

| | | |
|------------------------|---------------------|-------------|
| Supervisor | Ruth Groff | \$30,306.00 |
| Councilperson | Joseph Wetmore | \$ 9,741.00 |
| Councilperson | Laurie Hemmings | \$ 9,741.00 |
| Councilperson | Christine Montague | \$ 9,741.00 |
| Councilperson | Judy Drake | \$ 9,741.00 |
| Highway Superintendent | Michael Moseley | \$89,196.00 |
| Town Justice | John Howell | \$22,248.72 |
| Town Justice | Maura Kennedy-Smith | \$22,248.72 |
| Town Clerk | Deborah K. Munson | \$56,243.00 |

and it is further

RESOLVED, that the Supervisor be authorized to pay the above salaries.

RESOLUTION 24-29

RESOLVED, that the Town Board hereby establishes the following standard hours per month, as required for determination of retirement benefits for

Town Officials:
7.3 hours/day 36.5 hours/week

Court Clerk, Senior Court Clerk, Deputy Town Clerk, Accountant, Code Enforcement Officer, Information Aides in Code Office, Recreation Office, and Town Clerk’s Office

8 hours/day 40 hours/week
Bookkeeper, Town Clerk, Parks & Recreation Supervisor, Zoning/Code/Fire Enforcement Officer, Director of Planning, Town Planner, Highway Superintendent, Deputy Highway Superintendent, Secretary to the Highway Superintendent, Motor Equipment Operator, Mechanic, and Laborer

| | | |
|---------------|----------------------|-----------------|
| Town Justice | *based on a 6 hr/day | 33 hrs/month |
| Councilperson | *based on a 6 hr/day | 41.04 hrs/month |
| Supervisor | *based on a 6 hr/day | 80 hrs/month |

* Part-Time & Seasonal Employees are based on a 6-hour workday as established by the Town Board Resolution dated August 1, 1990.

RESOLUTION 24-30

RESOLUTION HIRING PART TIME SEASONAL EMPLOYEES FOR PARKS & RECREATION AND CAMPGROUND MANAGER FOR THE TOWN OF LANSING

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, there is a need for twelve (12) Part Time Seasonal Laborers; twelve (12) Part Time Lifeguard positions, and twelve (12) Part Time Recreation Assistant positions at the Town of Lansing, and

WHEREAS, acceptable and qualified candidates will be identified and selected by the Parks and Recreation Supervisor, and are therefore proposed to be hired to fulfill such job requirements; and

WHEREAS, there is a need for a Part Time Seasonal Worker position for Myers Park Campground Manager at the Town of Lansing; and

WHEREAS, an acceptable and qualified candidate will be identified and selected by the Parks and Recreation Supervisor to fill the Myers Park Campground Manager position, and are therefore proposed to be hired to fulfill such job requirements; and

WHEREAS, said positions have been classified and deemed as Civil Service Seasonal Worker positions by the Tompkins County Department of Personnel; and

WHEREAS, the Town of Lansing Supervisor has recommended that the above positions be filled at the Town of Lansing; and

WHEREAS, upon a review and discussion of the matter, the Town Board of the Town of Lansing has hereby:

RESOLVED, that the Parks and Recreation Supervisor is hereby approved to hire seasonal Laborers, Lifeguards and Recreation Assistants employees, in the Parks and Recreation Department, at a pay grade not to exceed \$30.00/hour; and

RESOLVED, that a Myers Park Campground Manager hereby is approved to be employed as a Part Time Seasonal Campground Manager Worker at a rate of \$300.00 per week effective May 1, 2024; and it is further

RESOLVED, that the appropriate Town officer be and hereby is authorized to make such changes to the Towns’ employment and civil service rosters, to file the

required Civil Service forms to effect such changes per this Resolution, and to file Form 428s, if required.

RESOLUTION 24-31

RESOLUTION APPROVING HIRING OF A SEASONAL LANSING HIGHWAY DEPARTMENT EMPLOYEE AS NEEDED

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Town Highway Superintendent had included the hiring of a seasonal employee to assist with the increased workload of the Highway Department in the summer in his annual budget funding, and such funds were approved as part of the 2024 budget; and

WHEREAS, the Highway Superintendent has been principally placed in charge of making recommendations to the Town Board and final decisions relating to the filing of such positions, including the selection of candidates and the setting of appropriate pay rates and terms of employment; and

WHEREAS, and after due deliberation upon this matter, be it now hereby **RESOLVED** as follows:

1. That one seasonal laborer position be and hereby is approved to be filled by the selection of the Highway Superintendent of and for the Highway Department, effective March 1st, 2024 at a rate of pay not to exceed \$23.68 per hour per position, and upon such reasonable terms as the Deputy Highway Superintendent shall so select.
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Town’s employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.

RESOLUTION 24-32

RESOLVED, that the Supervisor, with Town Board input, may direct the investment of general funds, special district funds, and highway money not obligated or required for immediate expenditure or distribution, in United States Treasury Bills, savings accounts, time deposit or time certificates of deposit through the Town’s official depository banks, with said deposits or investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided, all pursuant to the provisions of the Investment Policy of the Town.

RESOLUTION 24-33

RESOLVED, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk’s Office are authorized to issue Accessible Parking Permits.

RESOLUTION 24-34

RESOLVED, that the Ithaca Journal be designated as the official newspaper for the Town of Lansing.

RESOLUTION 24-35

RESOLVED, that the following appointments made by the Supervisor be accepted:

2024 – LIAISONS

| | | |
|--|--|--|
| Agricultural & Farmland Protection Committee | Joseph Wetmore Judy Drake (Alternate) Crystal Buck Christine Hass | Town Board Town Board Cornell Coop. Ext. Planning Board |
| Conservation Advisory Council (CAC) | Ruth Groff Judy Drake (Alternate) | Town Board Town Board |
| Fire Department | Judy Drake | Town Board |
| Lansing Housing Authority (LHA) | Christine Montague Laurie Hemmings (Alternate) | Town Board Town Board |
| Planning Board | Joseph Wetmore | Town Board |
| Water & Sewer Working Group | Ruth Groff | Town Board |
| Zoning Board of Appeals (ZBA) | Judy Drake Joe Wetmore (Alternate) | Town Board Town Board |

| 2024 COMMITTEES – MEMBERS | | |
|--|---|---|
| Bolton Point (Commissioners) | Joseph Wetmore Mike Moseley | Town Board Town Resident |
| Broadband Committee | Joseph Wetmore | Town Board |
| Cayuga Lake Watershed Management Plan Intermunicipal Organization (CWIO) | Christine Montague Tom Vawter (Alternate) | Town Board Town Resident |
| Cayuga Medical Center | Laurie Hemmings Christine Montague (Alternate) | Town Board Town Board |
| Friends of Lansing Center Trail | Patrick Tyrrell | Parks & Recreation Department |
| Friends of Salt Point | Patrick Tyrrell | Parks & Recreation Department |
| Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) | Mary Ellen Albrecht Ruth Groff (Alternate) | Supervisor's Office Town Board |
| Ithaca Tompkins County Transportation Council (ITCTC) | Ruth Groff John Zepko (Alternate) | Town Board Planning Department |
| Lansing Community Library | Laurie Hemmings Ruth Groff (Alternate) | Town Board Town Board |
| Lansing Parks, Recreation & Trails Working Group | Ruth Groff Patrick Tyrrell | Town Board Parks & Recreation Department |
| Lansing Youth Services | Laurie Hemmings | Town Board |
| Tompkins County Environmental Management Council (EMC) | VACANT | |
| Tompkins County Council of Governments (TCCOG) | Ruth Groff Joseph Wetmore (Alternate) | Town Board Town Board |
| Tompkins County Youth Board | Patrick Tyrrell Judy Drake (Alternate) | Parks & Recreation Department Town Board |
| Tompkins County Youth Services | Judy Drake | Town Board |

RESOLUTION 24-36

RESOLVED, that Bookkeeper be appointed voting member for the Greater Tompkins County Municipal Health Insurance Consortium’s Board of Directors,

and Town Supervisor be appointed as alternate, while Bookkeeper Officer shall serve as delegate to the Joint Committee on Plan Structure and Design for the year 2024.

RESOLUTION 24-37

RESOLVED, that the Town Board appoints, the Highway Superintendent, Parks & Recreation Supervisor, Bookkeeper or Accountant, Town Clerk, Senior Court Clerk, Director of Planning, one Town Board Member selected from among the Town Board, and Town Supervisor to the Workplace Violence Threat Assessment Team and direct them to complete the annually required workplace audit by October 1, 2024.

RESOLUTION 24-38

RESOLVED, that the Town Board of the Town of Lansing does hereby appoint Inero & Co. as the Town Accountant(s) for the year 2024, upon further review, with the Town to obtain services on an as needed and upon request basis.

RESOLUTION 24-39

RESOLVED, that the Town Engineer for the Town of Lansing be David A. Herrick, P.E., of T.G. Miller, P.C., and he and his firm be consulted on an as needed basis.

RESOLUTION 24-40

WHEREAS, the Town of Lansing will be attending the New York State Association of Towns Conference and Training Session in February and the Annual Meeting scheduled for February 18-21, 2024; and

WHEREAS, the Town needs to designate voting and alternate delegates to vote for and on behalf of the Town of Lansing for any matter that comes to vote before the Association of Towns; therefore it is hereby

RESOLVED, that the Town Board of the Town of Lansing hereby appoints Supervisor Ruth Groff as voting delegate, and Councilperson Joseph Wetmore as its alternate voting delegate.

RESOLUTION 24-41

**AUTHORIZATION TO PARTICIPATE IN COOPERATIVE
PURCHASING OF HIGHWAY SERVICES WITH
TOMPKINS COUNTY**

WHEREAS, the Office of the State Comptroller has ruled that counties may no longer extend their bids for public work (services) to political subdivisions, and

WHEREAS, General Municipal Law Section 119 provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, and

WHEREAS, General Municipal Law Article 5-G, Section 119 states that “any agreement entered into hereunder shall be approved by each participating Municipal Corporation or district by a majority vote of its governing body”.

NOW THEREFORE, BE IT RESOLVED, that the Town of Lansing is hereby authorized to participate in the County bid for purchasing highway materials and services as required for the operation of the Town Highway Department.

BE IT FURTHER RESOLVED, that the Town reserves the right to participate in the State bid if the State bid is lower.

RESOLUTION 24-42

RESOLVED, that the 2024 Agreement for the Expenditure of Highway Moneys be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent.

RESOLUTION 24-43

RESOLVED, that the Town Clerk's Office be the official depositories for all Town Accounts except the Town Justice Accounts.

RESOLUTION 24-44

RESOLVED, as follows:

1. The Town Clerk's Office will accept payments by cash, check, or credit card for all services in the Town Clerk's Office. Payments for water/sewer and taxes may be made by credit card or e-check on the Town of Lansing's website.
2. The Parks and Recreation Department accepts payments by cash, check, or credit card. Payments for recreation programs, camping, and pavilions may be made by credit card on the Town of Lansing's Recreation Department website.
3. The Highway and Planning Department accepts payments by cash, check or credit card. Payments for permits and fees may be made by credit card on the Town of Lansing's OpenGov website.
4. The Lansing Court Office accepts payments by cash, credit card, certified bank check, or money order.
5. The Town Clerk's Office, Court, Planning, Highway and Parks & Recreation Departments have a separate processing fee for paying by credit card or e-check which said fee is paid by the person using the credit card or e-check.
6. The banking agreement is approved and each year the service cost will be examined to determine whether the service should be bid or shopped.
7. The deposits may be made remotely by using digital check scanners from Tompkins Community Bank or Cayuga Lake National Bank.

RESOLUTION 24-45

RESOLVED, that the charge for a check to the Town, returned from the bank unpaid, is \$20.00.

RESOLUTION 24-46

RESOLVED, that the Town Clerk/Receiver of Taxes is appointed the keeper and auditor of the three (3) Petty Cash Funds in the Town Clerk Office, one (1) for Water and Sewer (\$75.00), one (1) for Town Clerk (\$200.00) and one (1) for Receiver of Taxes (\$200.00).

RESOLVED, that the Parks and Recreation Supervisor is appointed the keeper and auditor of the Petty Cash Fund in the Parks and Recreation Department (\$400.00).

RESOLVED, that the Bookkeeper is appointed the keeper and auditor of the Petty Cash Fund in the Supervisor's Office (\$250.00).

RESOLVED, that the Senior Court Clerk is appointed the keeper and auditor of the Petty Cash Fund in the Court Office (\$50.00).

RESOLUTION 24-47

RESOLVED, that the salaries for the public officers that are a member of the Town of Lansing Planning Board will be paid \$800 with the December vouchers. The Lansing Planning Board Chairperson will be paid \$1,550 with the December vouchers. If a member is appointed after January 1st or resigns prior to December 31st, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

RESOLUTION 24-48

RESOLVED, that the salaries for the public officers that are a member of the Town of Lansing Zoning Board of Appeals will be paid \$450 with the December vouchers. The Lansing Zoning Board of Appeals Chairperson will be paid \$850 with the December vouchers. If a member is appointed after January 1st or resigns prior to December 31st, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

RESOLUTION 24-49

RESOLVED, that, subject to training requirements and formal resolutions for reappointment, the following residents are members of the Town of Lansing Planning Board and the Chairperson is Al Fiorille and the Vice Chairperson is Sandra Dennis Conlon.

Larry Sharpsteen (12/31/24), Al Fiorille (12/31/25), Dean Shea (12/31/26), Sandra Dennis Conlon (12/31/27), Thomas Butler (12/31/28), and Johnathan Licitra (12/31/29)

RESOLUTION 24-50

RESOLVED, that, subject to training requirements and formal resolutions for reappointment, the following residents are members of the Town of Lansing Zoning Board of Appeals and the Chairperson is John (Jack) Young.

Mary Stoe (12/31/24), Richard Hayes (12/31/25), John (Jack) Young (12/31/26), and Susan Tabrizi (12/31/27)

RESOLUTION 24-51

RESOLVED, that the following residents are members of the Town of Lansing Housing Authority with the following dates for terms expiring.

David Stoyell (12/31/27), Richard Hayes (12/31/27), Connie Wilcox (12/31/25), George Gesselein (12/31/24), Charla Hayes (12/31/27), and Sharon Jaenson (12/31/28)

RESOLUTION 24-52

RESOLVED, that the following people are members of the Town of Lansing Ethics Board and the Chairperson is Jamie Ferris.

John Dann (12/31/27), Jamie Ferris (12/31/26) and Gregg Travis (12/31/24)

RESOLUTION 24-53

RESOLVED, that the following people are members of the Town of Lansing Water and Sewer Working Group.

Mike Moseley, Mark Tyrrell, Guy Krogh, David Herrick, Scott Russell, John Zepko, Ruth Groff, Gregg Weatherby, Steve Riddle, and John Gutenberger

RESOLUTION 24-54

RESOLVED, that the following people are members of the Town of Lansing Project Review Committee.

Al Fiorille, Donald Harner, David Herrick, Guy Krogh, Mike Moseley, Scott Russell, and John Zepko

RESOLUTION 24-55

RESOLVED, that the following persons are appointed as members of the Town of Lansing Parks, Recreation, and Trails Working Group formed pursuant to the Comprehensive Plan of the Town of Lansing and memorialized in Resolution #19-160, Resolution # 23-70 amended group name and number of members.

Steve Lauzun (Chairperson-12/31/24), Bruce Barber (12/31/24), Chris Pettograsso (12/31/24), Christie Thornton (12/31/24), Michael Ariel (12/31/24), Patrick Tyrrell (12/31/25), Carolyn Greenwald (12/31/25), Kristin Hopkins (12/31/25), Jack Young (12/31/25), Laura Morse (12/31/25), Ruth Hopkins (12/31/25), and Ruth Groff (12/31/24)

RESOLUTION 24-56

RESOLVED, that the following persons remain as members of the Agricultural and Farmland Protection Committee, formed pursuant to the Agricultural and Comprehensive Plans of the Town of Lansing with each appointee to serve for a concurrent three-year term expiring upon December 31, 2025:

Connie Wilcox (Chairperson), John Fleming (Vice Chairperson), Adam Buck, Todd Eldred, James Hatfield, Christine Haas, Jeannine Kirby, Peter Larson III, Larry Moore, Steve Nedrow, and Ken Patchen

RESOLUTION 24-57

RESOLVED, that the following persons remain as members of the Conservation Advisory Council and the Chair is Edward Dubovi.

Robyn Bailey (12/31/24), Adam Buck (12/31/24), Gabrielle Desnoes (12/31/24), Edward Dubovi (12/31/25), John Fleming (12/31/25), and Todd Walter (12/31/25)

RESOLUTION 24-58

RESOLVED, there is hereby created the Town of Lansing Capital Improvement Working Group. The working group shall consist of not less than five nor more than nine members, each to be appointed by the Town Board annually, to serve one-year terms based upon a calendar year, with no restriction upon the number of terms, consecutive or otherwise, a member may serve. The chair (and any vice-chair) of the working group is (are) to be recommended and proposed by the group annually to the Town in December, and the Town Board shall review and approve or appoint such chair (and vice-chair, if applicable) annually at its organizational meeting. Absent a recommendation being received on or before January 1, annually, the Town Board may select such officers as it elects irrespective of the working group's recommendations or lack thereof. The following persons are members of the Capital Improvement Working Group, and the Chair is Ruth Groff (Town Supervisor). All members' terms expire December 31, 2024.

Ruth Groff (Town Supervisor), David Herrick (Town Engineer), John Zepko (Director of Planning), Al Fiorille (Planning Board Chairperson), Mary Ellen Albrecht (Bookkeeper), Jenn Schenck (Accountant), Mike Moseley (Highway Superintendent) and Patrick Tyrrell (Parks & Recreation Supervisor).

RESOLUTION 24-59

RESOLVED, there is hereby created the Town of Lansing Code Revision Working Group. The working group shall consist of not less than five nor more than nine members, each to be appointed by the Town Board annually, to serve one-year terms based upon a calendar year, with no restriction upon the number of terms, consecutive or otherwise, a member may serve. The chair (and any vice-chair) of the working group is (are) to be recommended and proposed by the working group annually to the Town in December, and the Town Board shall review and approve or appoint such chair (and vice-chair, if applicable) annually at its organizational meeting. Absent a recommendation being received on or before January 1, annually, the Town Board may select such officers as it elects irrespective of the working group's recommendations or lack thereof. The following persons are members of the Code Revision Working Group, and the chair is Ruth Groff (Town Supervisor). All members' terms expire December 31, 2024.

Jack Young (Zoning Board of Appeals Chair), Al Fiorille (Planning Board Chair), Ruth Groff (Town Supervisor), John Zepko (Director of Planning), Scott Russell (Code Enforcement Officer), and Joseph Wetmore (Town Board Member)

RESOLUTION 24-60

RESOLVED, that in reference to the Town's Procurement Policy, Department Heads will adhere to Town of Lansing's Procurement Policy.

RESOLUTION 24-61

RESOLVED, that Town Board, Planning Board, and Zoning Board of Appeals Members will attend a mandatory training session on handling conflict / facilitating heated meetings.

RESOLUTION 24-62

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH TOMPKINS COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR STORMWATER TECHNICAL SERVICES

WHEREAS, the Town of Lansing is in need of alternate stormwater review services and the Tompkins County Soil and Water Conservation District works cooperatively with MS4 members of the Tompkins County Stormwater Coalition and assists them in complying with the EPA Phase II Stormwater regulations; and

WHEREAS, the Agreement with Tompkins County Soil and Water Conservation District furthers the goals of the Town of Lansing Stormwater Management and Erosion Control Local Law #6 of 2009; and

WHEREAS, the Tompkins County Soil and Water Conservation District Agreement for Services stipulates an hourly rate of \$57 for Stormwater Inspection and Technical Services; and

WHEREAS, the duties of the "Stormwater Technical Advisor" will adhere to all New York State, Federal laws, and the Certified Professional in Erosion and Sediment Control (CPESC) Code of Ethics and Professional Conduct;

The Town Board of the Town of Lansing does hereby:

RESOLVED, that the Town Board of the Town of Lansing authorizes the Town Supervisor to execute the Agreement for Services with Tompkins County Soil and Water Conservation District which shall commence January 1, 2024 and terminate on December 31, 2024.

RESOLUTION 24-63

RESOLVED, that, in addition to any enforcement (or similar) officers identified in the Town Code of the Town of Lansing (the “Town Code”), the following officers and employees are confirmed and appointed as enforcement officers for the following Chapters of the Town Code for all interpretations, applications, enforcement, permitting, and other matters contained in each Chapter therein:

Town Code Chapter 60, Smoking: Town Code Enforcement Officer, Town Building Inspector, Town Constable (whether an employee or contractor) and any police officer (employee and contractor Constables and police officers hereinafter collectively a “Town Constable”).

Town Code Chapter 108, Building Codes (Code Enforcement): Town Code Enforcement Officer and Town Building Inspector.

Town Code Chapter 103, Bingo and Games of Chance: Town Clerk and any Deputy Town Clerk.

Town Code Chapter 112, Unsafe Buildings: Town Code Enforcement Officer and Town Building Inspector.

Town Code Chapter 119, Communications Towers: Town Code Enforcement Officer, Town Building Inspector, Town Planner (such term to hereinafter include all planning consultants, unless otherwise stated), Director of Planning and any Zoning Officer.

Town Code Chapter 125, Dogs: Town Clerk, any Deputy Town Clerk, and any Animal Control Officer or Dog Control Officer (including any Dog Warden).

Town Code Chapter 137, Fire Prevention (Lock Boxes): Town Code Enforcement Officer, Town Building Inspector, any Fire Inspector, Fire Captain, or Fire Marshal of the Town or any Fire District (or similar geographic district or area) affecting or located within the Town.

Town Code Chapter 142, Flood Damage Prevention: Director of Planning as Local Administrator.

Town Code Chapter 158, Junkyards and Outdoor Storage: Town Code Enforcement Officer, Town Building Inspector, Town Planner, Director of Planning, and Zoning Officer.

Town Code Chapter 170, Mobile Home Parks: Town Code Enforcement Officer, Town Building Inspector, Town Planner, Director of Planning, and Zoning Officer.

Town Code Chapter 174, Motorcades, Parades, and Assemblies (Mass Gatherings): Town Code Enforcement Officer, Town Building Inspector, Town Constable, and Recreation Supervisor (or other officer or employee functioning as the Department Head of the Town of Lansing Department of Parks and Recreation, hereinafter collectively the “Recreation Supervisor”).

Town Code Chapter 190, Parks and Recreation Areas: Recreation Supervisor, or his or her designees, and Town Constable.

Town Code Chapter 206, Sewers: Town Code Enforcement Officer, Town Building Inspector, Town Highway Superintendent and Deputy Highway Superintendent, or their designees, and Town Constable.

Town Code Chapter 210, Signs: Town Code Enforcement Officer, Town Building Inspector, Town Planner, Director of Planning and Zoning Officer.

Town Code Chapter 225, Stormwater Management (Stormwater and Illicit Discharges): Stormwater Management Officer (“SMO”). The Town's Planner and Director of Planning be and hereby is appointed and designated as the Town’s SMO.

Town Code Chapter 230, Streets and Sidewalks: Town Highway Superintendent and Deputy Highway Superintendent, or their designees, Town Code Enforcement Officer, and Town Constable.

Town Code Chapter 235, Subdivision of Land: Town Planner and Director of Planning.

Town Code Chapter 270, Zoning: Town Code Enforcement Officer is hereby appointed as Zoning Officer of the Town.

Under town code Chapters 108 (code enforcement), 112 (unsafe buildings), 158 (junkyards), 210 (signs) and 270 (zoning), an enforcement officer shall also be, and such term shall include, any NYS code enforcement officer engaged by the town for code enforcement or building inspection services.

RESOLUTION 24-64

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the following Town Clerk’s 2023 Annual Report, Water and Sewer Collection Report, and Receiver of Taxes Report, as set forth below.

TOWN CLERK’S 2023 ANNUAL REPORT

| | |
|----------------------|---------------------|
| RECEIPTS | |
| Marriage Transcripts | \$ 280.00 |
| Marriage Licenses | \$ 1,250.00 |
| Decals | \$ 16,930.00 |
| Photocopies | \$ 31.25 |
| Outgoing Faxes | \$ 8.00 |
| Dog Licenses | <u>\$ 21,930.00</u> |

TOTAL RECEIPTS \$ 40,429.25

| | |
|--|------------------|
| DISBURSEMENTS | |
| Paid to Supervisor for General Fund | \$ 21,946.64 |
| Paid to NYS DEC for DECALS | \$ 16,170.61 |
| Paid to Ag & Markets for Animal Population Control | \$ 1,637.00 |
| Paid to NYS Health Dept. for Marriage Licenses | <u>\$ 675.00</u> |

TOTAL DISBURSEMENTS \$ 40,429.25

- Dog Tickets Issued – 41
- Accessible Parking Permits Issued/Renewed – 251
- Notary Signatures –1229
- FOIL Requests – 41

2023 TOWN OF LANSING
WATER AND SEWER COLLECTION

| MONTH | WATER | PENALTY | TOTAL |
|-------|-------|---------|-------|
|-------|-------|---------|-------|

| | | | |
|--------------|---------------------|--------------------|---------------------|
| January | \$1,482.41 | \$105.80 | \$1,588.21 |
| February | \$214,601.35 | \$1,134.78 | \$215,736.13 |
| March | \$12,519.77 | \$849.60 | \$13,369.37 |
| April | \$2,310.95 | \$198.54 | \$2,509.49 |
| May | \$200,916.46 | \$730.89 | \$201,647.35 |
| June | \$10,718.60 | \$888.85 | \$11,607.45 |
| July | \$2,459.22 | \$189.21 | \$2,648.43 |
| August | \$235,647.13 | \$1,247.82 | \$236,894.95 |
| September | \$33,370.40 | \$2,285.01 | \$35,655.41 |
| October | \$10,243.07 | \$1,551.36 | \$11,794.43 |
| November | \$221,051.19 | \$106.14 | \$221,157.33 |
| December | \$12,671.13 | \$902.55 | \$13,573.68 |
| TOTAL | \$957,991.68 | \$10,190.55 | \$968,182.23 |

CHERRY ROAD SEWER COLLECTION

| MONTH | SEWER | PENALTY | TOTAL |
|--------------|--------------------|-----------------|--------------------|
| January | \$177.50 | \$11.76 | \$189.26 |
| February | \$6,471.33 | \$7.38 | \$6,478.71 |
| March | \$382.50 | \$14.76 | \$397.26 |
| April | \$281.25 | \$0.00 | \$281.25 |
| May | \$6,822.09 | \$14.76 | \$6,836.85 |
| June | \$207.43 | \$20.75 | \$228.18 |
| July | \$73.75 | \$0.00 | \$73.75 |
| August | \$6,682.62 | \$23.52 | \$6,706.14 |
| September | \$1,180.00 | \$88.56 | \$1,268.56 |
| October | \$398.75 | \$44.28 | \$443.03 |
| November | \$5,881.57 | \$0.00 | \$5,881.57 |
| December | \$632.18 | \$41.12 | \$673.30 |
| TOTAL | \$29,190.97 | \$266.89 | \$29,457.86 |

WARREN ROAD SEWER COLLECTION

| MONTH | SEWER | PENALTY | TOTAL |
|---------------------|-----------------------|--------------------|-----------------------|
| January | \$0.00 | \$0.00 | \$0.00 |
| February | \$37,686.28 | \$16.59 | \$37,702.87 |
| March | \$96.80 | \$7.38 | \$104.18 |
| April | \$0.00 | \$0.00 | \$0.00 |
| May | \$37,919.08 | \$36.90 | \$37,955.98 |
| June | \$0.00 | \$0.00 | \$0.00 |
| July | \$172.09 | \$0.00 | \$172.09 |
| August | \$37,936.73 | \$39.21 | \$37,975.94 |
| September | \$295.00 | \$29.51 | \$324.51 |
| October | \$313.44 | \$31.36 | \$344.80 |
| November | \$39,505.43 | \$0.00 | \$39,505.43 |
| December | \$96.80 | \$0.00 | \$96.80 |
| TOTAL | \$154,021.65 | \$160.95 | \$154,182.60 |
| | | | |
| | WATER/SEWER | PENALTY | TOTAL |
| GRAND TOTALS | \$1,141,204.30 | \$10,618.39 | \$1,151,822.69 |

2023 Return of Taxes - Town of Lansing

| | | | |
|---|------------------------|---|------------------------|
| ORIGINAL WARRANT | \$15,638,702.13 | | |
| DUE TO SUPERVISOR | \$4,944,071.08 | DUE TO COUNTY | \$10,694,631.05 |
| Adjustments | | | |
| ADJUSTED DUE SUPERVISOR | \$4,944,071.08 | ADJUSTED DUE COUNTY | \$10,694,631.05 |
| TOTAL ADJUSTED WARRANT | \$15,638,702.13 | | |
| COLLECTED | | | |
| 1st Installments | \$358,649.59 | | |
| Service Charge (for 1st installments) | \$17,932.47 | | |
| Full Payments | \$14,427,964.26 | | |
| Penalties | \$8,273.81 | | |
| Late Notice Fees | \$88.00 | | |
| Bad Check Fees | | | |
| TOTAL COLLECTED | \$14,812,908.13 | | |
| Bank Interest | \$21,302.51 | | |
| TOTAL COLLECTED PLUS INTEREST | \$14,834,210.64 | | |
| PAYMENTS TO SUPERVISOR | | RECONCILE WITH COUNTY | |
| 1/25/2023 ck #1002 | \$4,944,071.08 | Franchise Tax | \$354,758.76 |
| | | 2nd Install Due | \$358,648.29 |
| | | paid ck #1006 | \$7,500,000.00 |
| | | paid ck #1008 | \$1,600,000.00 |
| | | paid ck #1010 | \$387,784.01 |
| | | Unpaid Taxes Returned to County | \$493,439.99 |
| | | Sub Total | \$10,694,631.05 |
| TOTAL PAID SUPERVISOR | \$4,944,071.08 | TOTAL FOR RECONCILE | \$10,694,631.05 |
| | | (Subtract from Adjusted County Warrant) | |
| BALANCE DUE TOWN | \$0.00 | BALANCE DUE TO COUNTY | \$0.00 |
| OTHER PAYMENTS TO TOWN | | OTHER PAYMENTS TO COUNTY | |
| Penalties | \$8,273.81 | Service Charge (for 1st install) paid ck#1007 | \$17,932.47 |
| Late Notice Fees | \$88.00 | | |
| Bad Check Fees | \$0.00 | | |
| SUB TOTAL | \$8,361.81 | | |
| Interest in checking account | \$21,302.51 | | |
| Total Other to Town | \$29,664.32 | | |
| Paid to Supervisor-4/13/23 #1009 | \$29,009.63 | | |
| Paid to Supervisor-5/4/23 #1011 | \$654.41 | | |
| Paid to Supervisor-6/8/23 #1012 | \$0.28 | | |
| Balance due to Supervisor (other payments) | \$0.00 | | |
| BEGINNING TOTAL IN CHECKING | \$0.00 | | |
| Total Collected plus interest | \$14,834,210.64 | | |
| Warrant Paid to Town | \$4,944,071.08 | | |
| Other Payments to Town | \$29,664.32 | | |
| Warrant Paid to County | \$9,487,784.01 | | |
| Franchises | \$354,758.76 | | |
| Other Payments to County | \$17,932.47 | | |
| ENDING TOTAL IN CHECKING | \$0.00 | | |
| Full Payment Bills Collected | 4,361 | New Apportioned Bills | 24 |
| First Installments Collected | 241 | Total In Lieu of Taxes | \$14,745.39 |
| Unpaid Bills | 110 | | |

RESOLUTION 24-65

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the following 2024 Town of Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees.

BE IT FURTHER RESOLVED, that these 2024 Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees be and remain subject to amendment throughout the year by the Town Board.

| 2023-2025 Myers Park Marina Fee Schedule | | | | |
|--|---------------------------------|--|---------------------------------|--|
| Resident Rate: \$74/FT | | | Non-Resident Rate: \$84/FT | |
| Boat Length Per FT | If paid in full by February 9th | Installment: 1st Payment: Feb. 9, 2024 2nd Payment March 8, 2024 | If paid in full by February 9th | Installment: 1st Payment: Feb. 9, 2024 2nd Payment March 8, 2024 |
| Min. 20' | \$ 1,480.00 | 1st: \$740 2nd: \$740 | \$ 1,680.00 | 1st: \$840 2nd: \$840 |
| 21' | \$ 1,554.00 | 1st: \$777 2nd: \$777 | \$ 1,764.00 | 1st: \$882 2nd: \$882 |
| 22' | \$ 1,628.00 | 1st: \$814 2nd: \$814 | \$ 1,848.00 | 1st: \$924 2nd: \$924 |
| 23' | \$ 1,702.00 | 1st: \$851 2nd: \$851 | \$ 1,932.00 | 1st: \$966 2nd: \$966 |
| 24' | \$ 1,776.00 | 1st: \$888 2nd: \$888 | \$ 2,016.00 | 1st: \$1008 2nd: \$1008 |
| 25' | \$ 1,850.00 | 1st: \$925 2nd: \$925 | \$ 2,100.00 | 1st: \$1050 2nd: \$1050 |
| 26' | \$ 1,924.00 | 1st: \$962 2nd: \$962 | \$ 2,184.00 | 1st: \$1092 2nd: \$1092 |
| 27' | \$ 1,998.00 | 1st: \$999 2nd: \$999 | \$ 2,268.00 | 1st: \$1134 2nd: \$1134 |
| 28' | \$ 2,072.00 | 1st: \$1036 2nd: \$1036 | \$ 2,352.00 | 1st: \$1176 2nd: \$1176 |
| 29' | \$ 2,146.00 | 1st: \$1073 2nd: \$1073 | \$ 2,436.00 | 1st: \$1218 2nd: \$1218 |
| 30' | \$ 2,220.00 | 1st: \$1110 2nd: \$1110 | \$ 2,520.00 | 1st: \$1260 2nd: \$1260 |
| 31' | \$ 2,294.00 | 1st: \$1147 2nd: \$1147 | \$ 2,604.00 | 1st: \$1302 2nd: \$1302 |
| 32' | \$ 2,368.00 | 1st: \$1184 2nd: \$1184 | \$ 2,688.00 | 1st: \$1344 2nd: \$1344 |
| Boat Slips with Electric add \$200 | | | | |

Town of Lansing Parks & Recreation

2024 PAVILION INFORMATION

| PAVILION | SIZE | CAPACITY | RES.FEE | NON-RES FEE |
|----------|------|----------|---------|-------------|
|----------|------|----------|---------|-------------|

| | | | | |
|--------------------|------------------|------------|----------------|----------------|
| A | 40' X 30' | 150 | \$55.00 | \$60.00 |
| B | 50' X 30' | 200 | \$75.00 | \$80.00 |
| C | 40' X 34' | 150 | \$55.00 | \$60.00 |
| D | 48' X 36' | 200 | \$75.00 | \$80.00 |
| E | 36' X 28' | 100 | \$55.00 | \$60.00 |
| F | 36' X 28' | 100 | \$55.00 | \$60.00 |
| G | 36' X 28' | 100 | \$55.00 | \$60.00 |
| BALLFIELD | | 150 | \$55.00 | \$60.00 |
| LUDLOWVILLE | | 75 | \$30.00 | \$35.00 |

2024 PARK AND MARINA FEE SCHEDULE

| | RESIDENTS | NON-RESIDENTS |
|--|---|----------------------|
| PARK ADMISSION (per car) -Admission will be charged daily | FREE with Myers Park resident sticker | \$7.00 |
| -Non-Resident Season Admission Pass | | \$40.00 |
| -Non-Resident Season Admission Pass Sr. Citizen | | \$25.00 |
| LAUNCHING | | |
| - per launch | \$6.00 | \$8.00 |
| - season permit | \$50.00 | \$70.00 |
| - Sr. Citizen season permit | \$40.00 | \$60.00 |
| | | |
| DRY DOCK | | |
| Seasonal – April 1 st – Nov. 1 st | \$400.00 | \$500.00 |
| | | |
| KAYAK Seasonal – April 1 st – Nov. 1 st | \$100.00 | \$125.00 |
| | | |
| TRANSIENT DOCKING Must dock in designated area only! | \$5 (4 hr Max) | |
| | | |
| CAMPING (per night) Water, Electric & WIFI included on every site. | \$42.00 | \$46.00 |
| - Weekly Rate (7 Nights) | \$275.00 | \$295.00 |
| - Monthly Rate (30 OR 31 Nights) | \$1,000 | \$1,000 |
| BOATS | \$74/FT | \$84/FT |

Extra Season Launch sticker – Customers with multiple boats may purchase an extra season launch sticker for an additional \$5.00. Registration for the additional boat must be shown at the time of purchase along with the additional trailer license plate number.

Senior Citizen prices are for anyone 62 & older. There is no discount rate for camping, dry dock, kayak racks or pavilions.

Rules and Regulations for Use of Lansing Community Center

RULES:

- 1. To reserve** the Community Center, contact the Parks and Recreation Office at 607-533-7388, or stop by the office at 29 Auburn Road, Monday – Thursday 7:30am to 4:00pm, Friday 7:30am to Noon.
- 2. FEE:** for rental of the building is **\$75**. A deposit of \$25 will be needed to hold the space. There is no charge for non-profit organizations.
- 3.** All organizations must provide a Certificate of Insurance in the amount of \$500,000 combined single limit and the Town of Lansing named additionally insured.

- 4. **Renting party must remain on designated floor only.** Other areas of the building may be rented simultaneously.
- 5. **NOTICE:** Play area equipment and toys are property of the *Lansing Drop-In* and are **off limits to all users** other than the participants of the Lansing Drop-In.

KEYS:

- 6. Weekly and bi-weekly users will be assigned one key to the leader of the organization at the beginning of the assigned use date. The key must be signed out in person at the Parks and Recreation Office. At the end of the scheduled season, you must return the key to the Parks and Recreation Office.
- 7. **All other users must sign out a key in person** at the Parks and Recreation Office and return the key in the *Parks & Recreation Drop Box*, immediately after use, located in the Town Hall Foyer.

KITCHEN USE:

- 8. There will be a fee of **\$25** for kitchen use. Must do a “walk-through” of kitchen prior to usage.
Kitchen use includes the use of the stove, griddle, and/or the dishwasher.
Usage shall be limited to once per month, **not to exceed a total of 3 uses per calendar year.**

CLEAN UP:

- 9. Return tables and chairs to their original spots. Do not drag tables and chairs across the floor. If the kitchen facilities were used, please wipe down and clean all surfaces. If extensive clean-up is required after your use of the Community Center, you will be charged a clean-up fee of \$50 per hour.
- 10. Turn off lights for the **BATHROOMS, THE 2ND FLOOR, AND THE FOYER ONLY.** All other lights are on sensors and turn off automatically.
- 11. **Be sure all doors are locked when you leave.**
- 12. If there is any abuse to the building, you will lose your privilege to use the building.
- 13. Youth groups must have an adult supervisor.
- 14. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
- 15. If you experience problems during the use of the Community Center with the water, heat, plumbing, or appliances, please call one of the following immediately:

Patrick Tyrrell
315-246-3575

Owen Davis
607-793-4212

Parks & Recreation Department
607-533-7388

Thank You!
Lansing Parks and Recreation Office

Town of Lansing Building Permit Fees

(Effective January 17, 2024)

The fees set forth shall be doubled if work is commenced prior to the issuance of a Permit.

| | |
|---|---|
| Residential (One- & Two-Family Residences, Modulares, Mobile Homes on private lots, Additions, Finished basements, plumbing) | \$.50 per sq ft \$.20 per sq ft for an attached garage *Basement is not included in sq ft if it is not finished |
| Mobile Homes on Rental Lots | \$250 |
| Garages, Storage Buildings, Workshops, & Pole Barns | \$.30 per sq ft \$100 minimum |

| | |
|---|--|
| Commercial- New, Remodel, Multi-Res | \$5.60 per thousand of estimated construction cost (\$100 min) |
| Residential Remodel | \$5.60 per thousand of estimated construction cost when sq ft rule does not apply (\$100 min) |
| Pools *90 day permit issued for portable/storable pools *180 day permits issued for above & inground pools. Pools shall be completed within 12 months. | \$100 - Portable/ Storable pool \$150 - Above Ground Pool \$200 - Inground Pool |
| Generators and Hot Tubs | \$75 |
| Prefabricated sheds | \$100 Plans required for review |
| Deck | \$125 |
| Roof | \$125 |
| Solar (residential- ground and roof mounted) | \$200 |
| Solar (commercial) | Up to 5 acres- \$750 Over 5 acres- \$750 + \$100 per acre |
| Reinspection | \$75 |
| Failure to cancel appointments | \$50 to be paid before the next inspection can be scheduled |
| Demolition | \$75 |
| Signs | \$100 |
| Cell Tower Upgrades | \$200 |
| Fireworks Display | \$300 per event |
| Mass Gathering | \$250 per event |
| Solid Fuel Burning Appliance- wood, pellet, coal | \$100 |
| Code Compliance Letter | \$100 |
| Zoning Compliance Letter | \$100 |
| Fire & Safety Inspections- Public Assembly, Multi-Residence & Businesses | \$50 with no violations \$100 with violations \$100 Multi-Residence with 5 or more units with no violations \$150 with violations |
| Inspections outside normal business hours | \$150 per hour (2hr minimum) |
| Zoning Permit | \$100 |

*Note 1: Except for projects noted here, there will be a minimum Fee of \$100.

*Note 2: Building Permit life span. Building Permits are good for 1 year (unless otherwise noted in Local Law). Permits may be extended for 12 months at a time for a total of 3 years from issued date (unless otherwise noted in Local Law). One month prior to expiring, the Planning and Code Department will send a renewal letter. If the permit is renewed prior to expiring, the fee the same as the original fee. If permit expired and is within 30 days, there will be a \$50 fee added to the original fee. If the expired permit is past due between 31 days and 60 days an additional \$50 fee will be added to the previous month. If the expired permit is past due between 61 and 90 days an additional \$100 will be added to the previous month. An appearance ticket will be issued for any expired permit past due 91 days and a \$100 per month penalty for every month after 91 days.

*Note 3: Applications will be kept on file for 60 days. Any outstanding applications will be withdrawn. Applicants will be required to reapply. Fees associated with the review of an application are non-refundable and non-transferable.

Town Of Lansing Planning Fee Schedule

(Effective January 17, 2024)

SITE PLAN REVIEW

| <u>Estimated Project Cost</u> | <u>Review Fee</u> | <u>Each Public Hearing</u> |
|--------------------------------------|----------------------------------|-----------------------------------|
| \$1 - \$10,000.99 | \$100.00 | \$100.00 |
| \$10,001 - \$100,000.99 | \$250.00 | \$100.00 |
| \$100,001 - \$500,000.99 | \$500.00 | \$100.00 |
| \$500,001 - \$1,000,000.99 | \$750.00 | \$100.00 |
| \$1,000,001 - \$2,500,000.99 | \$1,000.00 | \$100.00 |
| \$2,500,001 - \$5,000,000.99 | \$1,500.00 | \$100.00 |
| \$5,000,001 and up | \$250 escalation per 500,000 EPC | \$100.00 |

For Modification of a previously approved Site Plan § 270-27G, if there are no significant changes and no Project Review is deemed necessary, the fee is \$250. Legal, engineering, and technical review fees to be paid via initial escrow or Developer’s Agreement in an amount set by the Director of Planning.

STORMWATER

Notice of Ground Disturbance Permit – No charge

Stormwater & Erosion Control Application – \$550.00 (Additional costs for legal and/or engineering review per Local Law #9 of 2009, Section 7)

SUBDIVISION

Exempt Subdivision – \$125.00

Lot Line Adjustment – \$125.00

Minor Subdivisions – Preliminary Plat Application – \$175.00 (Includes Notification for one Public Hearing) \$150.00 for each new lot created paid after Final Plat Approval.

Major Subdivisions – Preliminary Plat Application \$225.00 (Includes Notification for Public Hearing) \$250.00 for each new lot created paid after Final Plat Approval. Initial escrow or developer’s agreement determined per Local Law #3 of 2016, Section 7(A).

ZONING & REZONING

Appeal to Zoning Board of Appeals – \$175.00 (Includes Notification for one Public Hearing)

Planned Development Area (PDA) amendment or establishment – Initial fee \$575.00 (Includes Notification for one Public Hearing) plus initial escrow or developer’s agreement of \$2,500 plus any associated Site Plan and/or Subdivision fees. Filing of approved Final development plan per § 270-32H – \$775 (Includes Notification for one Public Hearing).

GENERAL

Cell Tower Application Fee – \$1,500.00 (Additional costs for technical consultant review per Local Law #7 of 2015, Article VIII); cell tower co-location (on existing tower) \$750.00

Floodplain Development Permit – \$250.00 (Additional costs for legal and/or engineering review per Local Law #9 of 2016)

Junkyard Permit or Renewal – \$100.00 (Additional costs for legal and/or engineering review per Local Law #3 of 2014)

Outdoor Storage Exemption Certificate – \$100.00

Public Hearing Notification – \$100.00

Special Permit – \$375.00 (Includes Notification for one Public Hearing)

Utility Availability Letter – \$150.00

Parks and Recreation Fees for New Development – \$1,250 per Dwelling Unit

RESOLUTION ADOPTING 2024 ORGANIZATIONAL RESOLUTIONS 24-14 – 24-65

RESOLUTION 24-66

RESOLUTION ADOPTING 2024 ORGANIZATIONAL RESOLUTIONS 24-14 – 24-65

WHEREAS, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Organizational Resolutions **24-14 – 24-65** are hereby approved as presented and amended, and

BE IT FURTHER RESOLVED, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

The question of the adoption of such proposed Organizational Resolutions were duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Laurie Hemmings, and put to a roll call vote with the following results:

Councilperson Judy Drake – Aye Councilperson Laurie Hemmings – Aye
Councilperson Christine Montague – Aye Councilperson Joseph Wetmore – Aye
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on January 17, 2024.

**Lansing Town Historian
Annual Report 2023
Fannie M. Welch, Historian**

I am available on Saturdays from 10am until noon or by appointment. I also have an email address which has been convenient. This position is an enjoyable experience!

JANUARY

- Met with Sue Travis to help her with her genealogy.

MARCH

- Linda Chapman gifted us with several historical publications. Anne Drake helped me shelve those books plus some additional Lansing year books.
- Met with Pat Tyrrell on computer issues.
- Showed the Association how to fold the letter to membership.
- Marilyn Farmer called with questions on the schoolhouse which is now the library.

APRIL

- Spent three hours between the Archives and North Cabin.

MAY

- Colby Gee, realtor, wanted info on the purchase of historical buildings.
- Jeanne Bishop and I had a long conversation about the 40+ years that her father Everett Nobles delivered the mail.
- The Quilters group met to look at the quilt that they had made of the churches in Lansing.
- Met with Stacy Hern regarding the choice of the graduating senior for the \$500 Susie Howell Haring Scholarship.

JUNE

- Anne Drake and I went to the cabin to decide on getting ready for July 4.
- Anne swept through twice since it was filthy.
- John Howell helped move some of the furniture in the cabin.
- Members of the Association were urged to attend.

JULY

- My granddaughter, her husband and their two-year-old all dressed appropriately sat in front of the cabin waving to folks as they drove in. We were open from 9:30 until 12:30 and a lot of folks stopped in.
- Special thanks to Mike Moseley and all his crew that helped, especially for the Plexiglas windows.
- On July 10, I met with Pat Sawhaney, a Lansing native who now lives in Virginia. She had called and asked if it was possible to see the cabin since she wouldn't be here on the 4th. She and her daughter enjoyed the visit and left a donation for the Association.
- Matt Zippolo asked for info on Allen Fletcher and Orlando White. Thanks to Nellie Minturn's history I was able to give them the answers they were looking for.
- I wrote an article for the Association newsletter on the "Last Days of Lincoln"

SEPTEMBER

- Laurel Sutherland asked for information on the Giles Nichols family. I replied with what I found.
- Linda Bush asked if I knew who the Revolutionary War soldier was who is buried with Rouse on the Creek Road. Thanks to our book on all the Revolutionary War soldiers from Lansing I was able to tell her 'who they might be'.

OCTOBER

- Attended the Lincoln Train Program in the Town Hall.
- Carol Kammen, County Historian, asked if I knew what the NNP was. It was an early labor that met in Ludlowville. They proposed equal pay for women in various jobs. It was also known as the "Knights of Labor".
- Joanne Romanowski, a former Myers resident will be coming from Florida this summer and would like to see how that little hamlet has changed since 1950.

NOVEMBER

- Researched the Lansing Plaza and Chris'n Greens.
- Jo Baker asked for information on the name 'Swarts Trail'. I spent quite a bit of time looking through our files and could not find anything. I told her that perhaps she should ask the person who named it. Her reply was Louise Bement named it. She said she would ask Bill Martin to look in Louise's home office. It appears that there is historical information stored there that should probably be in the archives.

DECEMBER

- Kate Gilbert asked Deb Munson for info on Hiram Herrick. Deb referred the question to me, and I answered Ms. Gilbert. Herrick was a blacksmith and owned the building that Frank Howland bought and then opened the Red and White grocery store.
- The new owners of the Federal House in Ludlowville contacted me by email. They were interested in the history of their purchase. I had done research from four different sources, but the best was when John Howell came with a notebook that his grandmother had kept. It seems that Ward and Mattie Howell lived in that house many years ago and she kept notes of various things that they did or that happened, including photographs! John copied some of the pictures for the Kworniks and they also purchased several of our publications. Both Kworniks are professors at Cornell.

The County Historians meet monthly. I now attend via ZOOM. It is interesting to see what other Town Historians are doing.

I also watch the Lansing Town Board Meetings and some of the other committee meetings.

I have not gotten too involved with the Village history. When the Village was first organized Rita Smidt was involved and kept great records which were published. There are nine boxes of records in the archive attic. A few Saturday mornings, I know someone from the Village came to look at them and to do some filing. Louise said she wasn't going to bother doing their history. There is a lot going on there now with the Mall, Tompkins Hospital, and also the new housing project. There have been several changes in the Cayuga Mall as well. That having been said, I believe it is time for the Village to appoint a Historian.

LANSING COMMUNITY LIBRARY REPORT – CHRISTINE EISENHUT

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**TOWN BOARD UPDATES
FROM THE LANSING COMMUNITY LIBRARY
January 2024**

1. Repairs to the upstairs public bathroom and teen room have begun. It is the hope that the library will stay open while the work is being done.
2. There will be Take and Make winter craft kits for kids, teens and adults available on a first come, first served basis.
3. On display during the month of January – From the bottom of my heart, a series of anatomical heart illustrations – by Jessica Stratton.
4. Story Time has returned on Thursdays at 10:30. Children are welcome to join in reading, games and other fun filled activities.
5. The library has a mobile wireless hotspot available for check out. Also, the Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
6. Instructor John Burger hosts T'ai Chi classes at the Community Center on Fridays from 10:30-11:30am.
7. Learn to play American Mah Jongg every Tuesday at 10:15am and play American Mah Jongg every Wednesday from 1:00-3:00pm.
8. The library continues to provide free delivery to Woodsedge.
9. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out. Board games, puzzles, story time kits, and STEAM kits are also available.
10. The library continues to distribute free self-test COVID-19 kits, antibacterial wipes and N95 masks to Lansing households.

LANSING YOUTH SERVICES REPORT – RICK ALVORD

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**Lansing Youth Services
Town Board Report
January 2024**

Annual Gingerbread House Build: Youth were excited to have this event occur this year, as it was cancelled last year due to snowy weather. Participants always anticipate this event, and it was well attended this year! Participants made a wide range of structures, including beautiful houses with gorgeous landscapes, and “candy garages”, which are always a hit! Many students brought their favorite candy to donate and build with, adding lots of fun features to their houses! 25 youth served.

Upcoming programs:

Mini Olympics: This is a program all about friendly competitions through mini and non-traditional activities. The activities will include cotton ball snowball games, pizza box curling, cup stacking relays, and much more! Students will also be creating their own original games using a wide range of provided materials.

Outdoor Adventure- Winter Edition: Cold weather activities will be the focus, including how to find and procure water, build snow shelters, make tasty warm treats around the fire, youth will hone winter preparedness skills.

Train Your Brain: This is a brand-new program driven by a wide interest in Rubix Cubes. Speed competitions, challenging friends with scrambling Cubes of all shapes and sizes, brain teaser puzzles, writing and solving riddles will be part of this fun and innovative programming.

Fun with Food: This food focused program purposely has fun in the title. Students will make edible experiments such as, slime, marshmallow towers and structures, rock candy, as well as creating art with skittles, and making their own ice cream!

Youth Employment: Youth employees are kicking off the year assisting with LYS programs, chaperoning the Town Recreation Department’s Ice-Skating program, assisting teachers at the high school and working at the Lansing Public Library. There will be two new employees beginning once all of their paperwork is completed and there is a plan to teach the new employee’s skills for the Dungeons and Dragons programs. 14 youth served.

TOMPKINS COUNTY LEGISLATOR REPORT – MIKE SIGLER

Reviewed the following report.

**Tompkins County Legislator
Michael Sigler
January 2024**

Hello, and thank you for having me back. Just a reminder that for my report I draw liberally from Dominick Reccio’s press releases on the County. Congratulations to Ruth on being sworn in as Supervisor and to the new Town Board members. I look forward to working with you. I want to congratulate Dan Klein on being elected to chair the Legislature this year. I’ve served with Dan since he was first elected, and I find him to be a solid legislator who will work with you on issues.

Legislator Lee Shurtleff seconded the nomination and said, “Dan’s often the last legislator to weigh in and speak... my sense is that he is a person who listens carefully...” Shurtleff further lauded Dan’s leadership on the Health and Human Services Committee and shepherding the Community Recovery Fund.

Shawna Black was elected vice chair.

The Tompkins County Human Rights Commission presented their resolution calling for a ceasefire in Gaza. Dozens of members of the public provided comment in support of the Commission’s resolution.

Legislator Travis Brooks (D-Ithaca) thanked the public commenters and offered to gather with a few Legislators and members of the Human Rights Commission to draft a resolution for the Legislature to consider on the topic. I shared remarks on the perception of the Human Rights Commission’s resolution being one-sided. Hamas has reportedly rejected several ceasefire calls, one just last week, in addition to them being the initial perpetrators of violence in October 2023. As of our meeting last night, Brooks and the other legislators have not brought forward a proposal, but they expect one soon.

Legislator Deborah Dawson (D-Lansing) called into question the scope of historical context brought up by several public commenters. Dawson outlined a longer view of the “complex and very nuanced” history affecting the Jewish people rather than a more contemporary history impacting the Gaza Strip.

In my Housing and Economic Development Committee, we discussed the concept of low-barrier shelter with representatives from the Tompkins County Continuum of Care. The discussion comes as a follow-up to the County’s December announcement (<https://tompkinscountyny.gov/news/tompkins-county-exploring-solutions-unsheltered-homelessness-including-development-new-shelter>) that it is exploring solutions to unsheltered homelessness in the community, including the development of new shelter beds.

On the solar front, the Yellow Barn project that stretches East from VanOstrand Road continues to move forward already having been awarded some funding from New York State. The one that fell off the radar is NextEra. This one extends from VanOstrand West to Rt. 34. Together, if built today, they would be in the top five largest solar array in the country. The state opened solicitations again last month and we've seen more activity on the properties that may be in that proposal. I will know more soon.

And finally at our meeting last night, we made yesterday (January 16th) Lansing Bobcat Volleyball Day in Tompkins County! The Lansing Women's Volleyball team won the NYS championship on November 9th, defeating Westhill High School by a score of 3 to 0 in the Class B final. Congratulations. Go Bobcats!

Mike also stated:

Rapid Medical Response Program

- Tompkins County received a \$600,000 grant for 2024
- Currently hiring EMT's

HIGHWAY REPORT – MICHAEL MOSELEY

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**HIGHWAY REPORT
January 17, 2024**

Snow & Ice Removal

- Crews worked hard to clear Town and County roads from the recent weekend snowstorm

Tree & Brush Maintenance

- Crews continued cutting back/mowing to improve line of sight issues prior to plowing this winter
- Crews helped with tree removal/clean-up from high wind damage which caused trees to fall across roads from the recent storm

Water/Sewer Maintenance

- Crews worked to repair water main service and water main break on Stormy View Drive

Garage Work

- Employees continued to perform truck, plow, and wing maintenance
- Minor maintenance within the Highway Building

Office

- Demo-ed a new software for truck maintenance and inventory
- Highway Barn Meetings
- Consolidated Water District meeting with T.G. Miller
- Jenna completed her excel courses through TC3Biz
- Planning for 2024 work

Community

- Met with taxpayers at 68 Tiger Lily and 25 Beach Road

Mike also stated:

Vacuum Truck

- Town did not receive grant, for the fourth time
- Ruth suggested to Mike
 - Town look at grant writer
 - Check with other communities regarding sharing a vacuum truck

Highway Barn

- Highway Barn Committee recommended Town hire LaChase for construction company
- Next step – enter into AIA with LaChase for construction manager

PARKS AND RECREATION REPORT – PATRICK TYRRELL

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.



**January 2024
Town Board Report**

RECREATION:

- Travel basketball has started for the season, we are in a newly formed league.
- Open registration includes Grades 2/3 basketball, skating, indoor baseball, indoor softball, swimming, volleyball, adult yoga, cardio step, and strength & stretch.
- We are planning to take down the Christmas tree once the ground freezes. Thank you to all who donated, especially Moore’s Tree Farm and Wildlife Resolutions.
- We had some wind damage to our wind screens on the ballfields, we will fix them in the Spring.
- New mowers and RTV have been ordered, both off state contract. We hope to see those within the next 3 months. Luckily, our smaller equipment is not backordered like larger equipment.
- The Community Center domestic hot water boiler needed some repairs this week. It is now working properly.
- Lansing Volleyball State Champion signs have been installed. Congratulations Girls!

PARKS:

- We were lucky last week with the storms; we did not have any damage to any of our parks.
- Our team relocated a Spectrum wire and buried it underground so we could remove a pole that was constantly in our way by the park shop. This will make it easier for us to dump materials and for campsite #20 to be able to get larger campers in and out.
- Myers Park will be getting some necessary drainage installed next week.
- Dredging of Salmon Creek and the swimming area will occur in late February and early March if the weather cooperates.
- Lansing Center Trail has had several cars vandalized over the last couple of weeks in the parking lot. We are looking into adding cameras to this location. This is not in the budget.
- We will be adding a swinging bench to Ludlowville Park that will overlook the falls.

The Parks & Rec Department would like to welcome our new Town Board members. We look forward to working with you all.

DIRECTOR OF PLANNING REPORT – JOHN ZEPKO

Submitted the following report to the Town Board.

John Zepko, Director, CPESC, CFM
 Reporting Period Dec 2023

CORE PLANNING FUNCTIONS

- **General Admin**
 - 12/4 conducted interview for Planner position
 - 12/7 conducted 2nd interview for Planner position
 - 12/20 – attended Town Board meeting
- **Planner conducting classification and review of development applications**
- **Hazard Mitigation Planning**
- **Floodplain Management**
 - 12/1 - Site visit of 4 Ladoga Park Rd as follow up to Assistance Visit (CAV) conducted by NYS DEC.
 - 12/11 -Site Visit 8 Ladoga Park Rd
 - 12/11 Site Visit – 30 Ladoga Park Rd
 - Reviewing Flood Dev Permit for 32 Ladoga Park Rd
- **Stormwater Management**

LAND USE WORK PROGRAM

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
 - 12/19 status meeting w/ CAC chair
- **Water & Sewer Working Group**
 - No meeting
- **Code Revision Committee**
 - No meeting
- **Capital Improvement Committee**
 - No meeting

PLANNING BOARD

- **18 Dec meeting** – the Planning Board heard the following:
 - Minor Subdivision – 347 Bill George Road
 - Minor Subdivision – 178 Sweazy Road

ZONING BOARD OF APPEALS

- 13 Dec 2024
 - Area Variance – 2 Ladoga Park Road

CODE ENFORCEMENT

- **Dec 2023 Permit Information**

| | Dec 2023 |
|---|-----------------|
| Fees Collected | \$22,884.00 |
| Estimated Project Cost | \$4,178,916.00 |
| Certificate of Occupancy/Compliance | 23 |
| Building Permits | 18 |
| One- & Two-Family Residences | 1 |
| New Mobile Homes | 0 |
| New Businesses | 0 |
| Multi-Family Residences (3 or more units) | 0 |
| | |

| | |
|---|------------------------------------|
| TOTAL 2023 Misc. Fee Collected to date | \$24,030.00 |
| | |
| | Jan 1, 2023 to Dec 31, 2023 |
| Fees Collected | \$163,943.58 |
| Estimated Project Cost | \$22,943,574.00 |
| Certificate of Occupancy/Compliance | 224 |
| Building Permits | 248 |
| One- & Two-Family Residences | 20 |
| New Mobile Homes | 0 |
| New Businesses | 2 |
| Multi-Family Residences (3 or more units) | 1 |

John introduced the new Town Planner, Mason Molesso.

Planning Board and Zoning Board of Appeals

- John stated there are vacancies and asked the Town Board when they will be filled.

ENGINEER’S REPORT – DAVE HERRICK

Dave stated he is always available.

2 Auburn Road

- Dave reported this is ready to go out to bid for demolition of the building.

Ludlowville Road/Crooked Hill Road/Snake Hill Road

- Councilperson Joseph Wetmore stated he would like to set up a public meeting and have Dave there
 - Dave stated he is happy to participate
- Dave reported the drawback to this project is the cost

TOWN CLERK REPORT – DEBBIE MUNSON

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**TOWN CLERK
JANUARY 2024**

Board Members

Our office would like to welcome Christine Montague, Judy Drake and Laurie Hemmings to the Lansing Town Board. We look forward to working together with you.

2024 Town & County Taxes

As of January 12, 2024, our office has collected about \$2.7 million in tax payments.

Tax bills were mailed to property owners on December 30, 2023. If a property owner has not received a bill, contact our office so we can assist in getting out another copy.

Payments are due by January 31st without penalty. The first installment option is only available until January 31st, after that only full payments will be accepted.

Forms of payment accepted are cash, checks (payable to Lansing Receiver of Taxes), and debit/credit cards/E-checks (additional fees apply if paying by debit/credit cards/E-checks).

Office hours are Monday – Thursday 7:30am – 4pm, Friday 7:30-12pm (additional hours on Friday, Jan. 26th until 4pm and Saturday, Jan. 27th from 8am-12pm). A 24-hour drop

box is available in the foyer of the Town Hall (on the left when you enter the first set of doors).

For additional information regarding taxes, please visit <https://www.lansingtown.com/clerk/page/taxes>.

Tax Exemptions

Applications for veteran, disability, senior citizen or Enhanced STAR are due by **March 1st**. For further information, please contact Tompkins County Assessment Department at 607-274-5517.

Mailbox House Number Signs

The Lansing Fire Department is making and selling house number signs (\$20 each) for mailboxes. Order forms are available in the Town Clerk's Office and Town Hall Lobby.

Woodsedge Board Still Seeking New Members

The Town of Lansing Housing Authority (LHA), which owns and operates the Woodsedge Senior Apartments locally, is looking to fill two vacancies on its board of directors. The board meets on the 4th Monday of the month at 7:00 PM. If you have some experience with aging issues or property management, you are invited to learn more about this volunteer opportunity by contacting David Stoyell, LHA Board Chair, by email - davestoyell@gmail.com or telephone 607-279-2656.

Debbie thanked her Deputy Jessie and her other staff for all the additional work this month, getting ready for the organizational meeting and receiving tax payments.

RESOLUTION MAKING NEGATIVE DECLARATION OF ENVIRONMENTAL SIGNIFICANCE AND APPROVING AND AUTHORIZING BID DOCUMENTS FOR DEMOLITION, REMOVAL, AND RESTORATION OF 2 AUBURN ROAD

RESOLUTION 24-67

RESOLUTION MAKING NEGATIVE DECLARATION OF ENVIRONMENTAL SIGNIFICANCE AND APPROVING AND AUTHORIZING BID DOCUMENTS FOR DEMOLITION, REMOVAL, AND RESTORATION OF 2 AUBURN ROAD

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, since 2020 the Town has owned land at 2 Auburn Road and undertaken to secure sole possession of the site, remediate water leaks at such site, and complete environmental analyses needed before demolition, such as but not limited to determining whether lead paint, asbestos, urea formaldehyde, and other regulated matters required evaluation or specialized removal processes and disposal to protect air quality and the environment; and

WHEREAS, all such processes and studies have been completed and a work and remediation plan has been developed by the Town Highway Department, the Town's Code Enforcement Officer(s), and the Town Engineer, and the nature of the work is such that the same is a public works project required to be submitted to public bidding per General Municipal Law § 103 and NYS Labor Law Articles 8 and 9, including as set forth in and required by the Town's Procurement Policy; and

WHEREAS, this is an Unlisted Action under SEQRA, and a SEAF Parts 1, 2 and 3 have been prepared for the Town Board as the lead agency and sole involved agency for uncoordinated review, and the Town Board has examined and taken a hard look at impacts and potential environmental impacts arising from the proposed action, and the Town has examined each identified potential environmental impact and analyzed and duly considered whether any potential environmental impacts were so probable of occurring or so significant as to require a positive declaration, and after weighing the

above and all other potential impacts arising from or in connection with this project, and after also considering: (i) the probability of each potential impact occurring; (ii) the duration of each potential impact; (iii) the irreversibility of each potential impact, including any permanently lost resources of value; (iv) whether each potential impact can or will be controlled or mitigated by permitting or other processes; (v) the regional consequence of the potential impacts; (vi) the potential for each impact to be or become inconsistent with the Town’s Master Plan or Comprehensive Plan and local needs and goals; and (vii) whether any known objections to the project relate to any of the identified potential impacts, the Town Board found that these factors did not cause any potential impact to be or be likely to become a moderate or significant impact such that a negative declaration will be issued; and

WHEREAS, detailed bid documents and specifications have been developed, including a contract to be executed by the selected bidder(s), and the Town Board has fully reviewed the same, and therefore the Town Board has **RESOLVED** and **DETERMINED** as follows:

1. After consideration of potential environmental impacts per ECL Article 8 and 6 NYCRR § 617.7(c), the Lead Agency has found and determined that: (i) this declaration is made in accord with SEQRA, based upon a thorough review of the SEAF as completed on the record, including the review of EAF, ERM and CRIS database mappings and documents and a thorough review of relevant areas of environmental concern; (ii) the project will have no moderate or significant negative environmental consequences or impacts, a **negative determination of environmental significance** is hereby issued, and an environmental impact statement is therefore not required; and (iii) a responsible officer of the Town is hereby authorized to complete and sign the determination of significance confirming the foregoing negative declaration, which fully completed and signed SEAF is incorporated herein by reference.

2. The bid documents be and hereby are approved, and the Town Clerk is directed to advertise the bids, send bid documents to any person requesting the same, and attend to the formal bid opening at the time stated in the bid documents (unless hereafter extended or amended).

3. The form of the bid documents and the contract to award to the successful bidder be and hereby each approved, and the Town Supervisor be and hereby is authorized to execute each of the same by, for, on behalf of, and in the name of the Town of Lansing.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Judy Drake, and put to a roll call vote with the following results:

Councilperson Judy Drake – Aye Councilperson Laurie Hemmings – Aye
Councilperson Christine Montague – Aye Councilperson Joseph Wetmore – Aye
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on January 17, 2024.

RESOLUTION APPROVING CONSOLIDATED ABSTRACTS
#013, 014 AND 001

RESOLUTION 24-68

RESOLUTION APPROVING CONSOLIDATED ABSTRACTS
#013, 014 AND 001

The following Resolution was duly presented for consideration by the Town Board:

The bills were reviewed by Councilperson Joseph Wetmore and Councilperson Christine Montague. The Bookkeeper is hereby authorized to pay the following bills.

CONSOLIDATED ABSTRACT # 013

DATED 01/17/2024

AUDITED VOUCHER #'s 1323 - 1327

PREPAY VOUCHER #'s 1323 - 1327

| <u>FUND APPROPRIATIONS</u> | <u>TOTAL</u> |
|------------------------------|--------------------|
| GENERAL FUND (A&B) | \$ <u>3,566.23</u> |
| HIGHWAY FUND (DA&DB) | \$ <u>196.13</u> |
| LANSING LIGHTING (SL1, 2 &3) | \$ <u>1,717.31</u> |
| WARREN SEWER DISTRICT (SS1) | \$ <u>43.35</u> |
| LANSING WATER DISTRICTS (SW) | \$ <u>2,605.68</u> |

CONSOLIDATED ABSTRACT # 014

DATED 01/17/2024

AUDITED VOUCHER #'s 1328 - 1377

AUDITED T & A VOUCHER #'s 79 - 81

PREPAY T & A VOUCHER #'s 79 - 80

| <u>FUND APPROPRIATIONS</u> | <u>TOTAL</u> |
|------------------------------|---------------------|
| GENERAL FUND (A&B) | \$ <u>41,515.49</u> |
| HIGHWAY FUND (DA&DB) | \$ <u>19,132.67</u> |
| WARREN SEWER DISTRICT (SS1) | \$ <u>10,150.00</u> |
| LANSING WATER DISTRICTS (SW) | \$ <u>7,342.11</u> |
| TRUST & AGENCY (TA) | \$ <u>1,450.36</u> |

CONSOLIDATED ABSTRACT # 001

DATED 01/17/2024

AUDITED VOUCHER #'s 3 - 45

AUDITED T & A VOUCHER #'s 1 - 2

| <u>FUND APPROPRIATIONS</u> | <u>TOTAL</u> |
|----------------------------|---------------------|
| GENERAL FUND (A&B) | \$ <u>89,494.59</u> |
| HIGHWAY FUND (DA&DB) | \$ <u>5,859.56</u> |
| ARPA (HF) | \$ <u>50,571.92</u> |

| | |
|------------------------------|---------------------|
| LANSING WATER DISTRICTS (SW) | \$ <u>202.59</u> |
| TRUST & AGENCY (TA) | \$ <u>74,601.72</u> |

The question of the adoption of such proposed Resolution was duly motioned by Councilperson Joseph, duly seconded by Councilperson Laurie Hemmings, and put to a roll call vote with the following results:

| | |
|--|-------------------------------------|
| Councilperson Judy Drake – Aye | Councilperson Laurie Hemmings – Aye |
| Councilperson Christine Montague – Aye | Councilperson Joseph Wetmore – Aye |
| Supervisor Ruth Groff – Aye | |

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on January 17, 2024.

BOARD MEMBER REPORTS

Ruth Groff stated all Town Board Members, except Joe, attended the recent training for newly elected officials.

Judy Drake – no report

Laurie Hemmings – no report

Christine Montague – no report

Joseph Wetmore – emailed the following report to the Town Board.

**Joseph Wetmore
Town Board Member Report
January 2024**

**Planning Board
Monday, December 18, 2023·6:30 – 8:30pm (via Zoom)**

Subdivision – 347 Bill George Rd. The applicant proposes to subdivide a 12.91-acre lot. Parcel A is 7.1 acres, parcel B is 5.87 acres. Sketch Plan; Set public hearing for 01/22/2024.

Minor Subdivision – 178 Sweazey Rd. Tax Parcel Number 23.-1-23.2
Project Description: The applicant proposes to subdivide a ~69.58-acre lot from the ~98-acre parent lot. The property is in the L1 Zone. Public Hearing, SEQ, Approved.

**Agriculture & Farmland Protection Committee
Thursday, January 4·9:00 – 10:30am**

Don Barber presented to the committee the Tompkins County Food System Plan.

The goal of the presentation is to make members of the Lansing Ag Committee aware of the Tompkins County Food System Plan, which was unanimously adopted by the County Legislature last year and its implementation which is happening now.

Here is the link to the plan. <https://www.tompkinsfoodfuture.org/theplan>

Joe stated the following:

Agriculture and Farmland Protection Committee – Joe invited everyone to attend the meeting on February 8, 2024 at the North Lansing Fire Hall. New York State Senator Lea Webb and Assemblymember Anna Kelles will be there to talk about farm issues at the state level.

Ruth Groff

Reviewed the following:

**Ruth Groff
Supervisor Report
January 2024**

- **Capital Improvement Committee: January 3, 9:00am** – Canceled, but future meetings are rescheduled for the 4th Wednesday of each month.
- **Conservation Advisory Council (“CAC”): January 4, 6:30pm - Canceled**
- **Agricultural and Farmland Protection Committee: January 4, 9:00am**
 - I attended as the host for the guest speaker, Don Barber, who presented a program on the Tompkins County Food Policy programs benefitting the agricultural community.
- **Parks, Recreation, and Trails Committee: Weekly meetings**
 - The committee continues to identify possible routes for a trail from the school to the ball fields and on to the Lansing Center Trail. Considerations of traffic calming features were discussed, especially the crosswalk in front of Town Hall. This will be discussed with the Superintendent of Highways, before proceeding to the county level.
 - The easement for Jonas Falls on Jack Young’s property is moving forward.
 - The committee is planning to prepare a document to share with the public/landowners about the informal trail plan. Including a sample easement document to share with landowners.
 - Ellie Petersen, the intern from Cornell, has compiled a draft master trail plan, based on the work that the Design Connect team did earlier in the year, the work that she did on Jonas Falls, and additional items from previous trail related documents.
 - The committee is hoping to have an open house sometime later in the year.
- **Ithaca Tompkins County Transportation Council (“ITCTC”): January 16, 10:00am**
 - Director reported on the Priority Trails Strategy and the Long-Range Transportation Plan
 - Town of Ithaca is working on a trail between Boynton Middle School and the Youth Bureau, as well as the Black Diamond Trail to the Village of Trumansburg
 - The Village of Cayuga Heights and the Village of Lansing are within the boundaries for the Ithaca Bikeshare program.
- **Miscellaneous activities as the Supervisor:**
 - Attended the training for Newly Elected Officials in Rochester, January 10 – 12.
 - Various meetings of introduction with representatives from other organizations, committees, and municipalities – Dave Stoyell from Lansing Housing Authority, Dave Herrick and Dondi Harner from T.G. Miller, and Don Scheffler from Groton, to name only a few.
 - Coordinated with Susie Gutenberger to have the Lansing Library host the Tompkins County Resource Hub at the library.

WORK SESSION MEETING ITEMS OF DISCUSSION

Board Appointment Process

- Interviews – change to two (2) or more Town Board Members instead of everyone on the Town Board
- New Draft – Ruth will email to all department heads to review and submit their comments
- Public Hearing and resolution to adopt may be at the February 2024 Town Board Meeting – if the reviews and changes are done in time to have a final draft and allow time for advertising.

MOTION TO ADJOURN MEETING

Supervisor Ruth Groff moved to **ADJOURN THE MEETING AT 8:00 PM.**

Councilperson Joseph Wetmore seconded the motion.
All in Favor – 5 Opposed – 0

Minutes taken and executed by the Town Clerk.

Respectfully submitted,

Deborah K. Munson, RMC
Town Clerk