

**REGULAR TOWN BOARD MEETING**  
**January 19, 2022**

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 Edward LaVigne, 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:**

Andra Benson, Councilperson	Ruth Groff, Councilperson
Bronwyn Losey, Councilperson (remotely)	Joseph Wetmore, Councilperson (remotely)
Edward LaVigne, Supervisor	

**ABSENT:** No one absent

**ALSO PRESENT:** Patrick Tyrrell, Parks & Recreation Supervisor, Mike Moseley, Highway Superintendent, Michael Sigler, Tompkins County Legislator, and Mary Ellen Albrecht, Town of Lansing Information Aide

**ALSO PRESENT REMOTELY:** Guy Krogh, Town Counsel, C.J. Randall, Director of Planning

**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 a 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**

(Available in person and via Zoom)

No one addressed the Town Board.

**CONSENT AGENDA**

- a. **MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO EXECUTE AGREEMENT FOR GRANT #21-597 BETWEEN PARK FOUNDATION AND TOWN OF LANSING FOR OPEN SPACE INDEX AND CONSERVATION PLAN**

**MOTION M22-01**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO EXECUTE AGREEMENT FOR GRANT #21-597 BETWEEN PARK FOUNDATION AND TOWN OF LANSING FOR OPEN SPACE INDEX AND CONSERVATION PLAN**

Motion authorizing Town of Lansing Supervisor to execute Agreement for Grant #21-597 Between Park Foundation and Town of Lansing for Open Space Index and Conservation Plan, Grant Total \$58,500.

- b. **MOTION AUTHORIZING TOWN SUPERVISOR TO REQUEST CONFIRMATION OF CESSATION OF CAYUGA OPERATING COMPANY AND DIRECT STAFF TO MAKE FILINGS**

**MOTION M22-02**

**MOTION AUTHORIZING TOWN SUPERVISOR TO REQUEST CONFIRMATION OF CESSATION OF CAYUGA OPERATING COMPANY AND DIRECT STAFF TO MAKE FILINGS**

Motion authorizing Town Supervisor to request written confirmation, on behalf of the Town Board, from New York State Department of Public Service stating that the Cayuga Operating Company (Milliken Station, Tax Parcel Nos. 11.-1-3.211 and 11.-1-3.212) Facility is no longer producing electricity or participating in markets administered by the NYISO; direct staff to make filings with or request information from the State Department of Taxation and Finance (SDT&F) and the Tompkins County Industrial Development Authority (IDA); and Complete and submit Notarized Certification of Other Compensation; and submit completed Electric Generation Facility Cessation Mitigation Program Application to New York State Empire State Development.

- c. **MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN MEMORANDUM OF AGREEMENT WITH CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION**

**MOTION M22-03**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN MEMORANDUM OF AGREEMENT WITH CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION**

Motion authorizing Town of Lansing Supervisor to sign Memorandum of Agreement with the Cayuga Lake Watershed Intermunicipal Organization (CWIO). The 2022 Town dues are \$3,013 and along with signing the Memorandum of Agreement the Town will remain a voting municipality. The term of the Agreement is January 1, 2022 to December 31, 2026.

- d. **MOTION AUTHORIZING ISSUANCE OF OPEN SPACE INDEX AND CONSERVATION PLAN REQUEST FOR QUALIFICATIONS (RFQ)**

**MOTION M22-04**

**MOTION AUTHORIZING ISSUANCE OF OPEN SPACE INDEX AND  
CONSERVATION PLAN REQUEST FOR QUALIFICATIONS (RFQ)**

Motion authorizing issuance of open space index and conservation plan request for qualifications (rfq) subject to changes in consultant selection timeline and proposal submission deadline at the discretion of the Director of Planning.

- e. **MOTION SCHEDULING A PUBLIC HEARING ON PROPOSED LOCAL LAW #1 OF 2022 – A LOCAL LAW TO EXPAND RESIDENCY REQUIREMENTS FOR CERTAIN APPOINTED OFFICIALS AND EMPLOYEES OF THE TOWN OF LANSING**

**MOTION M22-05**

**MOTION SCHEDULING A PUBLIC HEARING ON PROPOSED LOCAL LAW  
#1 OF 2022 – A LOCAL LAW TO EXPAND RESIDENCY REQUIREMENTS  
FOR CERTAIN APPOINTED OFFICIALS AND EMPLOYEES  
OF THE TOWN OF LANSING**

Moved that a public hearing be scheduled for February 16, 2022, at 6:31 pm, to consider Local Law #1 of 2022, a Local Law to expand residency requirements for certain appointed officials and employees of the Town of Lansing.

- f. **RESOLUTION APPROVING WEBSITE AND DATA MIGRATION CONTRACT WITH MUNICODE, AND AUTHORIZING SAME**

**RESOLUTION 22-01**

**RESOLUTION APPROVING WEBSITE AND DATA MIGRATION  
CONTRACT WITH MUNICODE, AND AUTHORIZING SAME**

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

WHEREAS, the town has pursued updates and enhancements to its website and user experience, including archiving online certain agenda, materials, determinations, and information, and such has been piecemeal, largely based upon the existing website; and

WHEREAS, the town pursued options for more comprehensive, integrated solutions and undertook to consult with multiple companies who provide this service to municipalities, and this process revealed that prices and ongoing costs vary widely, services and tools vary widely, expertise in the specific needs of municipalities varies widely, and the service envisioned is very specific and unique, and requires not only a specific skill, but ongoing maintenance and upkeep for administrative and other purposes, such that this is a highly specialized service falling outside the scope of General Municipal Law § 103 and within statutory exemptions, as well as the procurement exemptions in the town's recently updated procurement policies; and

WHEREAS, based upon the key criteria discussed above, the town reduced the list of vendors and providers to the three best known and identified candidate, and presented a range of needs and options and let each vendor make a presentation addressing how the project build-out, testing, and implementation would proceed, duly considering the options and services each vendor could add to increase value and utility to the town and its citizens; and

WHEREAS, a comparison of all proposals across multiple town departments has resulted in a unanimous recommendation to the Board to proceed with Municode for all services, at a project price not to exceed \$29,000, upon terms as are set forth in the Municode proposal, for the following reasons, among others: (1) the town has experience with Municode; (2) the Municode proposal offers each department the additional options sought; (3) Municode has great customer service, historically fast support response times,

and sterling recommendations from other municipalities; (4) Municode’s website designs and programs/applications are more interactive in nature and not as simple or static as other proposals, thus better meeting the parameters and goals outlined by the town; (5) Municode offers the best custom design and template tools to build upon within their hosted environment; and (6) Municode had the best training programs for all departments, allowing each department to be involved with their own pages and informational updates; and

WHEREAS, in consideration of all of the foregoing, the Town Board has hereby

RESOLVED, that the proposed project and services agreement with Municode be and hereby is approved, and that the Town Supervisor be and hereby is authorized to sign such agreement for and on behalf of the Town, at a first-years cost not to exceed \$29,000, and an initial annual hosting, maintenance and customer support services cost of \$2,800 per year, for the first term of such renewable contract.

**g. RESOLUTION DECLARING TWO EXMARK MOWERS, A KUBOTA RTV, AND A KUBOTA 3560 TRACTOR AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

**RESOLUTION 22-02**

**RESOLUTION DECLARING TWO EXMARK MOWERS, A KUBOTA RTV, AND A KUBOTA 3560 TRACTOR AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

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

WHEREAS, the Town’s budget has planned the retirement and replacement of two mowers, a Kubota RTV and a Kubota 3560 Tractor operated and used by the Town Parks & Recreation Department, and the same will be replaced; and

WHEREAS, the equipment named above are thus declared excess property and directed to be sold in a manner as produces fair value, whether at auction or private sale; and

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

RESOLVED, that the two (2) Exmark mowers, one (1) Kubota RTV and one (1) Kubota 3560 tractor be and hereby are declared as excess property of the Town for which no current or future use is anticipated, including due to be replaced through scheduled equipment rotation cycles, and that the Parks & Recreation Department sell the same “as is,” document the sale thereof to verify fair value, and deliver the proceeds of sale thereof to the Town Budget Officer. The Parks & Recreation Supervisor, or his designee, be and each is hereby authorized to sign such bills of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.

**h. RESOLUTION REAPPOINTING MEMBERS TO THE TOWN OF LANSING PARKS AND RECREATION / TRAILS ADVISORY COMMITTEE**

**RESOLUTION 22-03**

**RESOLUTION REAPPOINTING MEMBERS TO THE TOWN OF LANSING PARKS AND RECREATION / TRAILS ADVISORY COMMITTEE**

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, the Parks and Recreation / Trails Advisory Committee 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 and Recreation / Trails Committee and are reappointed 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 and Recreation / Trails Committee with terms to expire December 31, 2023: Katrina Binkewicz, Ronny Hardaway, Becca Lovenheim,, Deborah Trumball, Jack Young, and Patrick Tyrrell.

i. **RESOLUTION APPROVING AUDIT and BUDGET MODIFICATIONS AND SUPERVISOR’S REPORT**

**RESOLUTION 22-04**

**RESOLUTION APPROVING AUDIT and BUDGET MODIFICATIONS AND SUPERVISOR’S REPORT**

The Supervisor submitted his monthly report for the month of December 2021, to all Board Members and to the Town Clerk. The Supervisor’s Report was reviewed by Councilperson Joseph Wetmore. The bills were reviewed by Councilperson Joseph Wetmore and Councilperson Andra Benson. The Supervisor’s Report be approved as submitted and the Bookkeeper is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 013**

DATED		<u>1/19/2022</u>
AUDITED VOUCHER #'s		<u>1183 - 1187</u>
PREPAY VOUCHER #'s		<u>1183 - 1187</u>
AUDITED T & A VOUCHER #'s		<u>97 - 99</u>
PREPAY T & A VOUCHER #'s		<u>97 - 99</u>
<b><u>FUND</u></b>	<b><u>TOTAL APPROPRIATIONS</u></b>	
GENERAL FUND (A&B)	\$	<u>3,568.24</u>
HIGHWAY FUND (DA&DB)	\$	<u>117.70</u>
LANSING LIGHTING (SL1,2,3)	\$	<u>1,460.93</u>
LANSING WATER DISTRICTS (SW)	\$	<u>907.31</u>
TRUST & AGENCY (TA)	\$	<u>5,640.49</u>
WARREN RD SEWER (SS1-)	\$	<u>20.49</u>

**CONSOLIDATED ABSTRACT # 014**

DATED		<u>1/19/2022</u>
AUDITED VOUCHER #'s		<u>1188 - 1246</u>

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	\$ <u>58,272.78</u>
HIGHWAY FUND (DA&DB)	\$ <u>56,799.84</u>
LANSING WATER DISTRICTS (SW)	\$ <u>3,061.49</u>
WARREN RD SEWER (SS1-)	\$ <u>155.00</u>
CHERRY RD SEWER (SS3-)	\$ <u>855.00</u>
DRAINAGE DISTRICTS (SDD1-10)	\$ <u>75.99</u>
PERUVILLE RD CWD#5 (HC)	\$ <u>2,207.50</u>

**CONSOLIDATED ABSTRACT # 001**

DATED 1/19/2022

AUDITED VOUCHER #'s 1 - 40

AUDITED T & A VOUCHER #'s 1 - 4

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	\$ <u>44,893.60</u>
HIGHWAY FUND (DA&DB)	\$ <u>47,051.07</u>
WARREN RD SEWER (SS1-)	\$ <u>123.83</u>
ARPA (HF)	\$ <u>59,030.00</u>
TRUST & AGENCY (TA)	\$ <u>58,347.29</u>

**BUDGET MODIFICATIONS**

**GENERAL FUND A**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A599	A1410.110	From Fund Balance to Town Clerk Clerk Personal Svcs Additional Needed	\$ 150.00
A599	A1420.400	From Fund Balance to Attorney Fees Additional Needed	\$ 10,550.00
A599	A1440.400	From Fund Balance to Engineering Additional Needed	\$ 180.00
A599	A1440.406	From Fund Balance to Engineering - Misc Water Ext Additional Needed	\$ 220.00
A599	A1620.403	From Fund Balance to Town Hall Electric Additional Needed	\$ 165.00
A599	A5132.404	From Fund Balance to Hwy Garage Telephone Additional Needed	\$ 290.00
A599	A5132.410	From Fund Balance to Hwy Garage - Supplies & Main	\$ 1,900.00

## Additional Needed

A599	A5182.403	From Fund Balance to Street Light Contractual Additional Needed	\$ 200.00
A599	A7020.100	From Fund Balance to Parks & Rec Admin- Personal Svcs Additional Needed	\$ 5,380.00
A599	A7020.110	From Fund Balance to Parks & Rec Admin- Personal Svcs Additional Needed	\$ 3,650.00
A599	A7110.110	From Fund Balance to Parks - Personal Svcs Additional Needed	\$ 3,650.00

**GENERAL FUND B**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
B599	B3620.110	From Fund Balance to Zoning Clerk Personal Svcs Additional Needed	\$ 650.00
B599	B8010.402	From Fund Balance to Zoning Legal Additional Needed	\$ 3,210.00
B599	B8020.402	From Fund Balance to Planning Board Legal Additional Needed	\$ 900.00
B599	B9030.800	From Fund Balance to Social Security Additional Needed	\$ 850.00
B599	B9089.800	From Fund Balance to Medicare Additional Needed	\$ 151.00

**HIGHWAY FUND DA**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA599	DA5140.400	From Fund Balance to Brush & Weeds Contractual Additional Needed	\$ 29,000.00
DA599	DA5142.100	From Fund Balance to Snow Removal Town Personal Svcs Additional Needed	\$ 49,000.00

**HIGHWAY FUND DB**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DB599	DB5110.100	From Fund Balance to Street Maintenance Personal Services Additional Needed	\$ 21,000.00

**CAPITAL PROJECT - PERUVILLE WATER CWD#5**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
HC8340.400	HC8340.420	From Contractual to Engineering Additional Needed	\$ 2,040.00

**LAKEWATCH LIGHTING DISTRICT FUND SL3**  
**December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
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SL3-599	SL3-5182.400	From Fund Balance to Contractual Additional Needed	\$ 250.00
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**WATER DISTRICT FUND SW  
December 31, 2021**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SW-599	SW-8340.400	From Fund Balance to Transmission & Dist Contractual Additional Needed	\$ 2,150.00

**CONSENT AGENDA MOTIONS M22-01 – M22-05 AND RESOLUTIONS  
22-01 – 22-04**

**RESOLUTION 22-05**

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

RESOLVED, that the Consent Agenda Motions **M22-01 – M22-05** and Resolutions **22-01 – 22-04**, 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 Andra Benson, duly seconded by Councilperson Ruth Groff, and put to a roll call vote with the following results:

Councilperson Andra Benson – Aye	Councilperson Ruth Groff – Aye
Councilperson Bronwyn Losey – Aye	Councilperson Joseph Wetmore – Aye
Supervisor Edward LaVigne – Aye	

Accordingly, the foregoing Motions and Resolutions were approved, carried, and duly adopted on January 19, 2022.

**2022 TOWN BOARD ORGANIZATIONAL RESOLUTIONS**

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

**RESOLUTION 22-06**

**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 his 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 his financial report under Town Law Section 29(10), to submit to the Town Clerk, by March 31, 2022 a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law.

**RESOLUTION 22-07**

**RESOLVED**, that the Municipal Crime Policy be obtained and underwritten by NYMIR and be approved as to the following amounts for the following public officers: (i) \$55,000.00 for Court Clerks; (ii) \$55,000.00 for the Town Bookkeeper and assistants, and part time tax collector, if any; and (iii) \$1,190,000.00 for the Lansing Receiver of Taxes and Deputy Receiver of Taxes.

**RESOLUTION 22-08**



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

**RESOLUTION 22-09**

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

**RESOLUTION 22-10**

**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 22-11**

**RESOLUTION ACKNOWLEDGING APPOINTMENT OF  
ANDRA BENSON AS DEPUTY SUPERVISOR AND  
FIXING 2022 SALARY THEREFOR**

**WHEREAS**, a Deputy Supervisor is needed in case the Supervisor is ill or unable to act in his 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 2022 and Supervisor Edward LaVigne has appointed Andra Benson 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 Andra Benson 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 he is ill or unable to act in his 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 22-12**

**RESOLVED**, that the Supervisor, and Councilperson Andra Benson, are authorized to sign checks drawn on all accounts except the Justice Accounts, Town Clerk's, and the Lansing Receiver of Taxes. The Town Clerk and Supervisor, be authorized to sign checks on the Town Clerk's checking account and the Lansing Receiver of Taxes checking account. 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, Co-Budget Officer/Bookkeeper, and Information Aide in Supervisor's Office be authorized to make transfers on all Town accounts and wire transfers that are necessary throughout the year except the Lansing Receiver of Taxes checking account, the Town Clerk's checking account and the Town Justice accounts at the Tompkins Community Bank; and it is further

**RESOLVED**, that the Supervisor, Co-Budget Officer/Bookkeeper, and Information Aide in Supervisor's Office, are hereby authorized to use the services

provided by the Tompkins Community Bank entitled “Anytime Access and Internet Banking” on all Town accounts except the Town Clerk’s checking account, Lansing Receiver of Taxes checking account and Town Justice accounts; and it is further

**RESOLVED**, that the Town Clerk and Deputy Town Clerk are authorized to make inquiries on the Lansing Water and Sewer District accounts and the Court Clerks are authorized to make inquiries on the Town Justice accounts.

#### **RESOLUTION 22-13**

**RESOLVED**, that the Robert’s Rules of Order (for deliberative assemblies, 11<sup>th</sup> 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 22-14**

**RESOLVED**, that the Lansing Town Board will hold the Regular Town Board Meetings on the third Wednesday of each month at 6:30 PM. Meetings will be held at the Town Hall Board Room, 29 Auburn Road, Lansing, New York. Two additional regular meetings will be held on Wednesday, September 28<sup>th</sup> and November 9<sup>th</sup>, 6:30 PM. Special Meetings will be held as needed.

#### **RESOLUTION 22-15**

**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 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 22-16**

**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 22-17**

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

#### **RESOLUTION 22-18**

**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 22-19**

**RESOLVED**, that Supervisor, Edward LaVigne be named Budget Officer and that Bookkeeper, Charmagne Rumgay be named Co-Budget Officer for the year 2022 to serve at the pleasure of the Town Board.

**RESOLUTION 22-20**

**RESOLVED**, that the annual salaries for Town Officers as compiled in the General Town Budget for 2022 be as follows:

Supervisor	Edward LaVigne	\$30,306.00
Councilperson	Ruth Groff	\$ 9,741.00
Councilperson	Andra Benson	\$ 9,741.00
Councilperson	Bronwyn Losey	\$ 9,741.00
Councilperson	Joseph Wetmore	\$ 9,741.00
Highway Superintendent	Michael Moseley	\$82,466.00
Town Justice	John Howell	\$20,570.00
Town Justice	Maura Kennedy-Smith	\$20,570.00
Town Clerk	Deborah K. Munson	\$52,000.00

and it is further

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

**RESOLUTION 22-21**

**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, Bookkeeper, Deputy Town Clerk, Information Aides in Code and Recreation Office

8 hours/day                      40 hours/week  
Town Clerk, Information Aide in Supervisors Office and Highway Department, Recreation Supervisor, Zoning, Code, Fire Enforcement Officer, Director of Planning, Town Planner, Highway Superintendent, Deputy 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 22-22**

**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 \$25.00/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, 2022; 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 22-23**

**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 22-24**

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

#### **RESOLUTION 22-25**

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

#### **RESOLUTION 22-26**

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

**2022 TOWN LIAISONS**

Agricultural & Farmland Protection Committee	Andra Benson Joseph Wetmore (Alternate) Monika Roth C.J. Randall Larry Sharpsteen Judy Drake	Town Board Town Board  Cornell Coop. Ext. Planning Department Planning Board ZBA
Bolton Point	Ed LaVigne Joseph Wetmore	Town Board Town Board
Broadband Committee	Bronwyn Losey Joseph Wetmore	Town Board Town Board
Cayuga Lake Watershed Management Plan Intermunicipal Organization	Tom Vawter Bronwyn Losey (Alternate)	Town Resident Town Board
Cayuga Medical Center	Andra Benson	Town Board
Conservation Advisory Council	Andra Benson	Town Board
Friends of Salt Point	Patrick Tyrrell	Parks & Recreation Department
Fire Department	VACANCY	
Ithaca – Tompkins County Transportation Council (ITCTC)	Ruth Groff C.J. Randall (Alternate)	Town Board Planning Department
Lansing Advisory Committee on Power Plant Future (LAC – PPF)	Bronwyn Losey Joseph Wetmore (Alternate)	Town Board Town Board
Lansing Housing Authority (LHA)	Andra Benson	Town Board
Lansing Library	Andra Benson	Town Board
Lansing Parks, Recreation & Trails Committee	Ruth Groff Jenna Hoellerer C.J. Randall	Town Board Parks & Rec Dept. Planning Department
Lansing Youth Services	Andra Benson	Town Board
Local Advisory Board of Assessment Review	Ed LaVigne Andra Benson	Town Board Town Board
Planning Board	Joseph Wetmore	Town Board
Tompkins County Environmental Management Council (EMC)	VACANCY	
Tompkins County Council of Governments (TCCOG)	Joseph Wetmore Ed LaVigne (Alternate)	Town Board Town Board
Tompkins County Youth Board	Patrick Tyrrell (Liaison Representative)	Parks & Recreation Department
Tompkins County Youth Services	Lisa Campbell (Lansing Representative)	Town Resident
Water & Sewer Advisory Board	Ed LaVigne	Town Board
Zoning Board of Appeals (ZBA)	Bronwyn Losey	Town Board

**RESOLUTION 22-27**

**RESOLVED**, that Bookkeeper/Co-Budget Officer 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/Co-Budget Officer shall serve as delegate to the Joint Committee on Plan Structure and Design for the year 2022.

**RESOLUTION 22-28**

**RESOLVED**, that the Town Board appoints, the Highway Superintendent, Parks & Recreation Supervisor, Bookkeeper or Information Aide for Supervisors Office, 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, 2022.

**RESOLUTION 22-29**

**RESOLVED**, that the Attorney for the Town is Guy K. Krogh, and that he, and his firm, Thaler and Thaler, P.C. be consulted on an as needed basis and that the Town Supervisor be authorized to execute the 2022 counsel engagement letter.

**RESOLUTION 22-30**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby appoint Insero & Co. as the Town Accountant(s) for the year 2022, upon further review, with the Town to obtain services on an as needed and upon request basis.

**RESOLUTION 22-31**

**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 22-32**

**WHEREAS**, the Town of Lansing will be attending the New York State Association of Towns Conference and Training Session virtually in February and the Annual Meeting scheduled for February 20-23, 2022;

**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 Councilperson Joseph Wetmore as voting delegate, and Supervisor Edward LaVigne as its alternate voting delegate.

**RESOLUTION 22-33**

**RESOLVED**, as follows:

1. Country Acres Pet Services is the Dog Control Officer for the Town of Lansing;
2. The shelter maintained by Country Acres Pet Services is the Town of Lansing Dog Shelter;
3. The 2022 Dog Control and Shelter Agreement between the Town of Lansing and Country Acres Pet Services is for a term commencing January 1, 2022 and ending December 31, 2022;
4. The Town Supervisor of the Town of Lansing is hereby authorized to sign said agreement.

**RESOLUTION 22-34**



**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 22-35**

**RESOLVED**, that the 2022 Agreement for the Expenditure of Highway Moneys be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent.

**RESOLUTION 22-36**

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

**RESOLUTION 22-37**

**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. In addition, 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. In addition, 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 and check. In addition, plans are in process to start accepting credit card payments in 2022 for permits and fees made by credit card on the Town of Lansing’s OpenGov website.
4. The Lansing Court accepts payments by cash, credit card, certified bank check, or money order.
5. The Town Clerk’s Office, Lansing Court, Planning, Highway and Parks & Recreation Department 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 the Tompkins Community Bank digital check scanner.

#### **RESOLUTION 22-38**

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

#### **RESOLUTION 22-39**

**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, one (1) for Town Clerk and one (1) for Receiver of Taxes.

**RESOLVED**, that the Parks and Recreation Supervisor is appointed the keeper and auditor of the Petty Cash Fund in the Parks and Recreation Department.

**RESOLVED**, that the Bookkeeper is appointed the keeper and auditor of the Petty Cash Fund in the Supervisor's Office.

**RESOLVED**, that the Senior Court Clerk is appointed the keeper and auditor of the Petty Cash Fund in the Court Office.

#### **RESOLUTION 22-40**

**RESOLVED**, that the salaries for the public officers that are a member of the Town of Lansing Planning Board will be paid \$750 with the December vouchers. The Lansing Planning Board Chairperson will be paid \$1,500 with the December vouchers. If a member is appointed after January 1<sup>st</sup> or resigns prior to December 31<sup>st</sup>, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

#### **RESOLUTION 22-41**

**RESOLVED**, that the salaries for the public officers that are a member of the Town of Lansing Zoning Board of Appeals will be paid \$400 with the December vouchers. The Lansing Zoning Board of Appeals Chairperson will be paid \$800 with the December vouchers. If a member is appointed after January 1<sup>st</sup> or resigns prior to December 31<sup>st</sup>, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

#### **RESOLUTION 22-42**

**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.

Norman (Lin) Davidson (12/31/22), Larry Sharpsteen (12/31/24), Sandra Dennis Conlon (12/31/27), Al Fiorille (12/31/25), Deborah Trumbull (12/31/23), Dean Shea (12/31/26), Thomas Butler (12/31/28), Dale Baker (First Alternate) (12/31/22), and Erin Worsell (Second Alternate) (12/31/22)

#### **RESOLUTION 22-43**

**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 Judith Drake.

Judith Drake (12/31/23), Mary Stoe (12/31/24), Richard Hayes (12/31/25) John (Jack) Young (12/31/26), and Susan Tabrizi (12/31/22)

#### **RESOLUTION 22-44**

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

David Stoyell (12/31/22), Richard Hayes (12/31/22), Connie Wilcox (12/31/25), George Gesselein (12/31/24), Charla Hayes (12/31/22), Sharon Jaenson (12/31/23) and Dennis Mogil (12/31/23)

#### **RESOLUTION 22-45**

**RESOLVED**, that the following people are members of the Town of Lansing Water and Sewer Advisory Board.

Mike Moseley, Mark Tyrrell, Guy Krogh, David Herrick, Scott Russell, C.J. Randall, Edward LaVigne, Gregg Weatherby, Steve Riddle, and John Gutenberg

#### **RESOLUTION 22-46**

**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 22-47**

**RESOLVED**, that the following persons are appointed as members of the Town of Lansing Parks, Recreation, and Trails Committee formed pursuant to the Comprehensive Plan of the Town of Lansing and memorialized in Resolution #19-160, with each appointee to serve for a concurrent two-year term expiring upon December 31, 2023.

Patrick Tyrrell (Chairperson), Katrina Binkewicz, Ronny Hardaway, Becca Lovenheim, Deborah Trumbull, and Jack Young

#### **RESOLUTION 22-48**

**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, 2022:

John Fleming, Todd Eldred, Norman "Lin" Davidson, and Al Fiorille

#### **RESOLUTION 22-49**

**RESOLVED**, that the following persons remain as members of the Conservation Advisory Council and the co-chairs are Tom Butler and Carrie Koplinka-Loehr.

Robyn Bailey (12/31/22), Tom Butler (12/31/22), Edward Dubovi (12/31/23), Karen Edelstein (12/31/22), John Fleming (12/31/23), Carrie Koplinka-Loehr (12/31/23), Evan Ogata (12/31/22), Todd Walter (12/31/23), and David Wolfe (12/31/23)

#### **RESOLUTION 22-50**

**RESOLVED**, that the following persons are members of the Lansing Advisory Committee on Power Plant Future and the Chairperson is Sue Ruoff and Vice-Chairperson is Hilary Lambert. All members' terms expire on December 31, 2022.

Hilary Lambert, Dr. William (Bill) Klepack, Robert (Bert) Bland, Derek Osborne, E. Lauren Chambliss, Leon Zaharis, Sue Ruoff, and Ethan Bodnaruk

#### **RESOLUTION 22-51**

**RESOLVED**, that the following persons remain as members of the Broadband Committee and the co-chairs are Joseph Wetmore and Bronwyn Losey. All members terms expire December 31, 2022.

Jase Baese, Chuck Bartosch, Norman (Lin) Davidson, Dan Ferguson, Bronwyn Losey, and Joseph Wetmore

#### **RESOLUTION 22-52**

**RESOLVED**, there is hereby created the Town of Lansing Capital Improvement Committee. Such committee may adopt its own internal procedures and shall be an advisory committee. The committee 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 committee is (are) to be recommended and proposed by the committee 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 committee's recommendations or lack thereof. The following persons are members of the Capital Improvement Committee, and the Chair is Ed LaVigne (Town Supervisor). All members terms expire December 31, 2022.

Town Supervisor Ed LaVigne, Councilperson Ruth Groff, Town Counsel Guy Krogh, Town Engineer David Herrick, Director of Planning C.J. Randall, Chairperson of Planning Board Al Fiorille, Information Aide Mary Ellen Albrecht, Highway Superintendent Mike Moseley and Parks & Recreation Supervisor Patrick Tyrrell.

#### **RESOLUTION 22-53**

**RESOLVED**, there is hereby created the Town of Lansing Code Revision Committee. Such committee may adopt its own internal procedures and shall be an advisory committee. The committee 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 committee is (are) to be recommended and proposed by the committee 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 committee's recommendations or lack thereof. The following persons are members of the Code Revision Committee, and the chair is Ed LaVigne (Town Supervisor). All members terms expire December 31, 2022.

Judith Drake (ZBA Chair), Al Fiorille (Planning Board Chair), Guy Krogh (Town Counsel), Ed LaVigne (Town Supervisor), C.J. Randall (Director of Planning), Scott Russell (Code Enforcement Officer), Joseph Wetmore (Town Board Member), and John Zepko (Town Planner)

#### **RESOLUTION 22-54**

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

## **RESOLUTION 22-55**

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

## **RESOLUTION 22-56**

### **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 \$50 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 of Board of the Town of Lansing is 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 20, 2022 and terminate on December 31, 2022.

## **RESOLUTION 22-57**

**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), 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, and Zoning Officer.

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

**Town Code Chapter 225, Stormwater Management (Stormwater and Illicit Discharges):** Stormwater Management Officer (“SMO”). The Town's Planner 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.

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

**RESOLUTION 22-58**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby approve the following Town Clerk’s 2021 Annual Report, Water and Sewer Collection Report, and Receiver of Taxes Report, as set forth below.

**TOWN CLERK’S 2021 ANNUAL REPORT**

RECEIPTS	
Marriage Transcripts	\$ 420.00
Marriage Licenses	\$ 1,320.00
Decals	\$ 14,655.00
Photocopies	\$ 12.75
Faxes - Outgoing	\$ 8.00
Bad Check Fee	\$ 40.00

Miscellaneous	\$ 7.95
Dog Licenses	<u>\$ 25,590.00</u>
<b>TOTAL RECEIPTS</b>	<b>\$ 42,053.70</b>

DISBURSEMENTS	
Paid to Supervisor for General Fund	\$ 25,465.76
Paid to NYS DEC for DECALS	\$ 13,958.44
Paid to Ag & Markets for Animal Population Control	\$ 1,887.00
Paid to NYS Health Dept. for Marriage Licenses	<u>\$ 742.50</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 42,053.70</b>

Dog Tickets Issued – 72  
Accessible Parking Permits Issued/Renewed – 209  
Notary Signatures – 1218

**2021 TOWN OF LANSING**  
**WATER AND SEWER COLLECTION**

MONTH	WATER	PENALTY	TOTAL
January	\$5,086.81	\$198.57	\$5,285.38
February	\$181,963.20	\$605.65	\$182,568.85
March	\$22,863.87	\$1,245.35	\$24,109.22
April	\$1,798.12	\$152.14	\$1,950.26
May	\$185,085.52	\$434.05	\$185,519.57
June	\$15,569.99	\$712.37	\$16,282.36
July	\$3,292.96	\$136.52	\$3,429.48
August	\$214,418.81	\$75.15	\$214,493.96
September	\$19,146.28	\$1,185.80	\$20,332.08
October	\$4,513.51	\$535.99	\$5,049.50
November	\$204,915.38	\$0.00	\$204,915.38
December	\$10,368.03	\$450.49	\$10,818.52
TOTAL	\$869,022.48	\$5,732.08	\$874,754.56

**CHERRY ROAD SEWER COLLECTION**

MONTH	SEWER	PENALTY	TOTAL
January	\$63.75	\$6.38	\$70.13
February	\$3,028.13	\$0.00	\$3,028.13
March	\$3,315.00	\$28.42	\$3,343.42
April	\$0.00	\$0.00	\$0.00
May	\$3,798.96	\$0.00	\$3,798.96
June	\$3,130.44	\$13.76	\$3,144.20
July	\$0.00	\$0.00	\$0.00
August	\$4,874.19	\$0.00	\$4,874.19
September	\$533.01	\$23.04	\$556.05
October	\$1,227.49	\$129.65	\$1,357.14
November	\$3,708.11	\$0.00	\$3,708.11
December	\$2,681.25	\$27.52	\$2,708.77
TOTAL	\$26,360.33	\$228.77	\$26,589.10

**WARREN ROAD SEWER COLLECTION**

MONTH	SEWER	PENALTY	TOTAL
January	\$0.00	\$0.00	\$0.00
February	\$29,695.04	\$7.97	\$29,703.01
March	\$859.38	\$20.64	\$880.02
April	\$338.75	\$13.24	\$351.99
May	\$28,439.64	\$8.60	\$28,448.24

June	\$3,790.76	\$13.76	\$3,804.52
July	\$252.07	\$0.00	\$252.07
August	\$30,841.56	-\$4.73	\$30,836.83
September	\$1,873.44	\$15.48	\$1,888.92
October	\$165.00	\$0.00	\$165.00
November	\$31,291.30	\$0.00	\$31,291.30
December	\$206.25	\$0.00	\$206.25
TOTAL	\$127,753.19	\$74.96	\$127,828.15
	WATER/SEWER	PENALTY	TOTAL
GRAND TOTALS	\$1,023,136.00	\$6,035.81	\$1,029,171.81

2021 Return of Taxes - Town of Lansing

ORIGINAL WARRANT	\$14,417,540.97
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DUE TO SUPERVISOR	\$4,200,590.84	DUE TO COUNTY	\$10,216,950.13
Adjustments			

ADJUSTED DUE SUPERVISOR	\$4,200,590.84	ADJUSTED DUE COUNTY	\$10,216,950.13
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TOTAL ADJUSTED WARRANT	\$14,417,540.97
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COLLECTED	
1st Installments	\$509,504.78
Service Charge (for 1st installments)	\$25,475.25
Full Payments	\$13,023,512.37
Penalties	\$7,247.45
Late Notice Fees	\$91.00
Bad Check Fees	
TOTAL COLLECTED	\$13,565,830.85
Bank Interest	\$399.35
TOTAL COLLECTED PLUS INTEREST	\$13,566,230.20

PAYMENTS TO SUPERVISOR		RECONCILE WITH COUNTY	
1/27/2021 ck #841	\$4,200,590.84	Franchise Tax	\$341,268.08
		2nd Install Due	\$509,503.71
		paid 2/18/2021 #843	\$7,500,000.00
		paid 3/5/2021 #845	\$1,000,000.00
		paid 4/9/2021 #847	\$491,158.23
		Unpaid Taxes	
		Returned to County	\$375,020.11
		Sub Total	\$10,216,950.13
		TOTAL FOR RECONCILE	\$10,216,950.13
		(Subtract from Adjusted County Warrant)	
TOTAL PAID SUPERVISOR	\$4,200,590.84	BALANCE DUE TO COUNTY	\$0.00
BALANCE DUE TOWN	\$0.00		

OTHER PAYMENTS TO	OTHER PAYMENTS
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TOWN		TO COUNTY	
		Service Charge (for 1st install) paid 2/18/2021 #844	\$25,475.25
Penalties	\$7,247.45		
Late Notice Fees	\$91.00		
Bad Check Fees	\$0.00		
SUB TOTAL	\$7,338.45		
Interest in checking account	\$399.35		
Total Other to Town	\$7,737.80		
Paid to Supervisor-ck #846 4/9/2021	\$7,727.66		
Paid to Supervisor-ck #848 5/6/2021	\$10.14		
Balance due to Supervisor (other payments)	\$0.00		
BEGINNING TOTAL IN CHECKING		\$0.00	
Total Collected plus interest	\$13,566,230.20		
Warrant Paid to Town	\$4,200,590.84		
Other Payments to Town	\$7,737.80		
Warrant Paid to County	\$8,991,158.23		
Franchises	\$341,268.08		
Other Payments to County	\$25,475.25		
ENDING TOTAL IN CHECKING		\$0.00	
Full Payment Bills Collected	4,478	New Apportioned Bills	8
First Installments Collected	214	Total In Lieu of Taxes	\$20,392.40
Unpaid Bills	102		

**RESOLUTION 22-59**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby approve the following 2022 Town of Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees.

**BE IT FURTHER RESOLVED**, that these 2022 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.

**2022 MYERS PARK MARINA  
BOAT SLIP FEE SCHEDULE**

BOAT LENGTH PER/FT	If paid in full by	If paid in installments:		
		Feb. 15, 2022	1st payment due = Feb. 19, 2022 2nd payment due = March 19, 2022	
			RESIDENT: \$50/ft	NON-RESIDENT: \$55/ft
MIN. 19'	\$ 950.00	1st = \$475.00 2nd = \$475.00	\$1,045.00	1st = \$522.50 2nd = \$522.50
20'	\$1,000.00	1st = \$500.00 2nd = \$500.00	\$1,100.00	1st = \$550.00 2nd = \$550.00
21'	\$1,050.00	1st = \$525.00 2nd = \$525.00	\$1,155.00	1st = \$577.50 2nd = \$577.50
22'	\$1,100.00	1st = \$550.00	\$1,210.00	1st = \$605.00

		2nd = \$550.00		2nd = \$605.00
23'	\$1,150.00	1st = \$575.00 2nd = \$575.00	\$1,265.00	1st = \$632.50 2nd = \$632.50
24'	\$1,200.00	1st = \$600.00 2nd = \$600.00	\$1,320.00	1st = \$660.00 2nd = \$660.00
25'	\$1,250.00	1st = \$625.00 2nd = \$625.00	\$1,375.00	1st = \$687.50 2nd = \$687.50
26'	\$1,300.00	1st = \$650.00 2nd = \$650.00	\$1,430.00	1st = \$715.00 2nd = \$715.00
27'	\$1,350.00	1st = \$675.00 2nd = \$675.00	\$1,485.00	1st = \$742.50 2nd = \$742.50
28'	\$1,400.00	1st = \$700.00 2nd = \$700.00	\$1,540.00	1st = \$770.00 2nd = \$770.00
29'	\$1,450.00	1st = \$725.00 2nd = \$725.00	\$1,595.00	1st = \$797.50 2nd = \$797.50
30'	\$1,500.00	1st = \$750.00 2nd = \$750.00	\$1,650.00	1st = \$825.00 2nd = \$825.00
BOAT SLIPS WITH ELECTRIC ADD \$200.00				

2022 PAVILION INFORMATION

PAVILION	SIZE	CAPACITY	RES. FEE	Non- Res. FEE
A	40’x30’	150	\$55.00	\$60.00
B	50’x30’	200	\$75.00	\$80.00
C	40’x34’	150	\$55.00	\$60.00
D	48’x36’	200	\$75.00	\$80.00
E	36’x28’	100	\$55.00	\$60.00
F	36’x28’	100	\$55.00	\$60.00
G	36’x28’	100	\$55.00	\$60.00
Ballfield		150	\$55.00	\$60.00

2022 PARK AND MARINA FEE SCHEDULE

	RESIDENTS	NON-RESIDENTS
<b>PARK ADMISSION</b> (per car)	FREE	\$7.00
Admission will be charged daily	With Myers	
Non-Resident season admission pass – \$40	Park resident	
Non-Resident season admission pass Senior Citizen – \$25	sticker	
<b>LAUNCHING</b>		
- per launch	\$ 6.00	\$ 8.00
- season permit	\$50.00	\$70.00
- Sr. Citizen season permit	\$40.00	\$60.00
<b>DRY DOCK</b>		
Seasonal – April 1 <sup>st</sup> – Nov. 1 <sup>st</sup>	\$350.00	\$450.00

<b>KAYAK</b>	\$100.00	\$125.00
Seasonal – April 1 <sup>st</sup> – Nov. 1 <sup>st</sup>		
<b>TRANSIENT DOCKING</b>	\$5 (4 hr max)	\$5 (4 hr max)
Must dock in designated area only!		
<b>CAMPING</b> (per night)	\$36.00	\$40.00
Water, Electric & WIFI included on every site.		
<b>BOATS</b>	\$50/FT	\$55/FT

(Senior Citizen age is 62. There is NO senior citizen discount for daily admission, dry dock, camping, kayak racks or pavilion rentals)

**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.

**LANSING PARKS AND RECREATION**

**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 2<sup>ND</sup> 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 Schedule**  
**(Effective January 20, 2022)**

<b>Town of Lansing</b> <b>Building Permit Fees</b> <b>(Effective January 20, 2022)</b>	<b>The fees set forth shall be doubled if work is commenced prior to the issuance of a Permit.</b>
Residential (One- & Two-Family Residences, Modulares, Mobile Homes on private lots, Additions, Finished basements, plumbing)	\$.45 per sq ft \$.15 per sq ft for an attached garage *Basement is not included in sq ft if it is not finished
Mobile Homes on Rental Lots	\$200
Garages, Storage Buildings, Workshops, Sheds, & Pole Barns	\$.25 per sq ft \$100 minimum
Commercial Remodeling	\$5.50 per thousand of estimated construction cost (\$75 min)
Residential Remodeling	\$5.50 per thousand of estimated construction cost when sq ft rule does not apply (\$75 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.	\$75 - Portable/ Storable pool \$100 - Above Ground Pool \$150 - Inground Pool
Prefabricated sheds	\$75 if plans are pre-approved on file \$100 if plans require review
Deck	\$100
Roof	\$100
Solar (residential- ground and roof mounted)	\$150
Solar (commercial)	Up to 5 acres- \$750 Over 5 acres- \$750 + \$100 per acre
Demolition	\$50
Signs	\$100
Fireworks Display	\$300 per event

Mass Gathering	\$200
Solid Fuel Burning Appliance- wood, pellet, coal	\$100
Code Compliance Letter	\$100
Zoning Compliance Letter	\$50
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	\$100 per hour (2 hr 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 \$100 fee will be added to the previous month. If the expired permit is past due between 61 and 90 days an additional \$150 will be added to the previous month. An appearance ticket will be issued for any expired permit past due 91 days and a \$200 per month penalty for every month after 91 days.

**Town Of Lansing Planning Fee Schedule**

(Effective January 20, 2022)

**SITE PLAN REVIEW**

<b><u>Estimated Project Cost</u></b>	<b><u>Review Fee</u></b>	<b><u>Each Public Hearing</u></b>
\$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 2022 ORGANIZATIONAL RESOLUTION 22-06 – 22-59**

### **RESOLUTION 22-60**

## **RESOLUTION ADOPTING 2022 ORGANIZATIONAL RESOLUTION 22-06 – 22-59**

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

RESOLVED, that the Organizational Resolutions **22-06 – 22-59** 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 Bronwyn Losey, duly seconded by Councilperson Andra Benson, and put to a roll call vote with the following results:

Councilperson Andra Benson – Aye  
Councilperson Bronwyn Losey – Aye  
Supervisor Edward LaVigne – Aye

Councilperson Ruth Groff – Aye  
Councilperson Joseph Wetmore – Aye

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on January 19, 2022.

## **2021 TOWN HISTORIAN’S REPORT – LOUISE BEMENT**

The following report was available as a handout and on Town of Lansing website.

Lansing Town Historian  
Louise Bement  
2021 Report

As usual, I wrote and mailed close to 200 Lansing Historical Association newsletters four times a year.

I attended the Municipal Historians of Tompkins County meetings by Zoom this year as group meetings were discouraged by the COVID virus.

In January, I copied and mailed information on Milliken Station to Charles Woolever in Honeyoye Falls. He is interested in small Short Line railroads and Milliken has their own small one.

In April, Frank Bower came to the Archives building to read our files about the overhead bridge that is being replaced over Salmon Creek.

Tom Sill and a friend also came to read the files about the bridge.

Fannie Welch and I often work at the Archives on Saturday mornings.

In May, Lisa Campbell asked me to give a talk about the history of Myers Park for a group of older men. I was glad that I had recently written a brochure about the park that can be handed out at the entrance to the park in the summertime.

In July, a young man came to do research on the Barr family of Ludlowville.

In December, I worked at the Archives with Jo Hass's grandson. He was interested in the Outhouse book that Jo and Lou Barr had written.

The COVID virus has caused this year to be one in which I didn't see many people coming to do research.

This is a short report because of the virus, but I have kept busy reading and writing about the history of Lansing.

**2021 TOMPKINS COUNTY YOUTH SERVICES REPORT – LISA CAMPBELL**

The following report was available as a handout and on Town of Lansing website.

Tompkins County Youth Board  
Lisa Campbell  
2021 Report

*2021 continued as an unprecedented, unexpected, and difficult time for agencies, organizations, families, and communities. The COVID-19 pandemic has changed every aspect of what we consider "normal" everyday life. Communities came together in a variety of ways and supported each other.*

**2021**

*The main accomplishment from this past year is the way we've stayed positive and made progress despite the challenges we are facing. We have brainstormed how technology can better be used for board participation and discussions. We've looked at ways the pandemic has revealed new opportunities for collaboration between agencies. And of course, we've made sure the needs of youth remain a priority in our individual municipalities and throughout the County.*

*Ian Schachner, TCYS Board/Leadership team member*

**2021 Department Highlights**

**Tompkins County Youth Services Department (TCYSD) continued outreach and support to our municipalities.**



Youth commissions were introduced to an assessment driven Municipal Planning Group Vitality & Accountability Assessment. The assessment focuses on group structure & governance, organization, meetings & leadership, planning, oversight, guidance & accountability, advocacy & coordination, and youth leadership & voice. Each commission is unique, and planning will be unique to each community.

TCYSD staff and/or Board members attended monthly commission meetings throughout the County.

Municipal Youth Commissions are now featured on the County website.

Meghan Lyons, newly hired Coordinator of Community Youth Services works directly with the municipalities.

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**Ongoing trainings to support youth included**

Dr. Sheri Madigan, Clinical Psychologist, Associate Professor, and Canada Research Chair in the Department of Psychology at the University of Calgary and the Alberta Children's Hospital~ Child Mental Health during the pandemic

**\*This training along with many others is available for viewing on the TCYSD website**

***Supporting Young People's Mental Health & Wellness***

Presenter: Melanie Little, Director of Education & Youth Services, Mental Health Association in Tompkins County

***Youth and the anxiety/stressors that they face returning to school and social settings during COVID.*** Psychologist Dr. Conner of Northeast Pediatrics lead the conversation on how these anxieties may appear and what we can do to help youth during this transition.

***Kindness, Acceptance, and Inclusion in the Age of COVID-19***

Tompkins County Bullying Prevention Task Force

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**Resource Allocation Committee Recommendation for agency funding cycle**

All board members were sent the RAC Report for review.

In 2017, we began a new funding cycle of agency services. Our funding cycles typically last for 3 years. Due to the department experiencing some major changes and going through a period of adjustments and transition, it was decided to extend the funding cycle for two years through 2021. Then with the COVID-19 pandemic, we decided it would be best to extend current funding for one more year through 2022. The Board has been engaged in a review of the grant funding process. The Board had an opportunity in 2021 to hear from a few of the currently funded agencies through presentations included at Board meetings.

Resilience and commitment to youth during the pandemic has been shown by our youth serving agencies despite their inability to hold in-person programming, having many of their staff furloughed for months, most summer camps cancelled, and municipal buildings closed to the public.

During these times, all our funded agencies found creative ways to stay in contact with youth, provide some programming through the Zoom platform, provide youth with materials they would need to enable them to do their schoolwork, virtually see and stay connected with their friends and peers, and participate in virtual programming.

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**All funding provided to youth service agencies by the Tompkins County Youth Services Department is provided to agencies that are contributing to reach the Achieving Youth Results goals and improve the indicators.**

**Updated on website 11/21 Achieving Youth Results (AYR) tracks countywide indicators or data allowing us to build an action plan to support youth as we attempt to reach six goals.** While there are no perfect indicators to measure how well young people are doing, this is an opportunity to showcase how the work of various community partners makes progress toward a set of community goals.

**Economic Security** – Youth will be prepared for their eventual economic self sufficiency

**Education** – Youth will leave school prepared to live, learn, and work in their community

**Engagement** – Children and youth will demonstrate commitment to their community as contributing members of their families, schools, and neighborhood

**Family** – Families will provide children with safe, stable and nurturing environments

**Physical and Emotional Health** – Children and youth will have optimal physical and emotional health

**Community** – Tompkins County will provide children, youth, and families with healthy, safe, and thriving environments

**Runaway Homeless Youth (RHY) Program** Runaway and Homeless typically means “Couch Surfing” for this age group (11 to 17 years of age), and COVID-19 has drastically reduced the available Couch Surfing Options for these Youth. Couch surfing describes situations where Runaway Homeless Youth are living in unstable and/or temporary living arrangements such as the couches or spare bedrooms of friends, lovers, or other family members.

In late 2020, Family and Children Services of Ithaca, notified County Youth Services that the difficult decision had been made to close their Open Doors Program due to funding constraints. The Open Doors Program (RHY population ages 12 to 17) provided support to Host Homes, coupled with intensive case management to reunite families. This closing has left a huge gap in RHY Services within our County, causing other agencies to try and garner solutions to issues beyond their operational scope. In addition to crisis housing are the physical, mental and emotional challenges these youth often face.

The Department was charged with allocating the funding to meet the needs of youth typically served by the Open Doors program. The Youth Services Department had ongoing conversations with local nonprofits and for-profit organization looking to find another agency to fill the gap left by the closing of the Open Doors Program. It became apparent that the funding that was in place was not enough to operate a full program. The Tompkins County Youth Services Department requested and has had approved by the legislature \$80,000 in target funding. This will be combined with the \$73,000 already in place and be earmarked to enhance and sustain the operation of a local Runaway and Homeless Youth (RHY) Program focused on youth ages 12 to 17. **Months of multi-agency assessment advocacy and collaboration drove this positive outcome for vulnerable youth. RHY agency bids closed December 22 and will be reviewed this month.**

#### *Of note*

***Need for youth to be assessed regarding social, mental health, and physical needs*** during/post COVID-19. Could use Student Survey or create new Needs Assessment.

***Kate Shanks-Booth, Director, has been voted Vice-President*** of the Central and Southern Tier New York Association of Youth Bureaus Group and has applied to become a voting member of the New York State Runaway and Homeless Youth (RHY) Advisory Committee to the NYS Office of Family and Children’s (OCFS).

2022 RHY Request for Proposal (RFP) was posted on the Tompkins County Purchasing Page.

#### **Have recommendation to Full Board by January/February Meeting 2022**

##### **Update on new County RFP Online Process**

Pros/Cons – This process is exclusively online, and it can be a very difficult system to use. It may discourage some community partners from applying or reapplying. However, while it does remove our staff/community relationships one step back from the process, it also creates a sense of fairness/transparency in the process.

The time added by this new process may shift our timeline to get the 2023 RFP out in the upcoming spring.

**TCAT under 18 Free Fare conversation** is progressing and should be rolled out by Fall of 2022.

**Youth Dept. Staff has continued to help with COVID-19 Vaccination Clinics and other Emergency Operations Center's (EOC) request for assistance.**

**Starting Jan 2022, Theresa Albert** will be the Dept's contact for agencies. She and Bridgette Nugent (who will keep the Results Bases Accountability data piece) have been meeting with each of our funded agencies via Zoom to discuss this transition and answer any questions.

**Learning Web Update:** After a long and successful career as the Director of Youth Outreach at the LW, Mona Smiley has accepted the job of Community Justice Center Project Director of the Reimagining Public Safety Collaborative.

### **Advisory Board Goals**

The Board has open seats. Board member recruitment has been challenged by the pandemic.

Board member participation in general meeting and committee work strengthens our knowledge and allows us to be informed decision makers. I have seen an increase in active Board member involvement this year. An impressive feat given the circumstances created by the pandemic. This is directly related to the commitment by TCYSD staff to provide us with opportunities for active involvement.

Local youth commissions have seen an increased presence of Board members at their meetings throughout the County. Many Board members lacked an understanding of why these commissions operate and what they accomplish.

### **2020/2021 Youth Services Advisory Board Goals**

1. Educate and strengthen knowledge of processes and funded programs to better inform decision making.
2. Enhance connections between TCYSD's Board and Local Municipal Elected Boards/Youth Commissions/Community.
3. Revamp the TCYSD's Board's vision for and efforts around recruitment, on-boarding, and advocacy

### **LANSING COMMUNITY LIBRARY REPORT – CHRISTINE EISENHUT**

The following report was available on Town of Lansing website and as a handout.

#### **TOWN BOARD UPDATES FROM THE LANSING COMMUNITY LIBRARY January 19, 2022**

1. The Library will be closed from January 14-17 for painting and repairs.
2. The Friends of the Library will host a Book Sale from January 18-29<sup>th</sup>. It will be set up downstairs in the Community Room and will be open the same hours as the Library.
3. The Library will be hosting a three month series (on Zoom) about food and nutrition. January's topic was Making the Most of a Meal with Emily Holdorf, a registered dietician. In February, Eric Lindstrom will discuss his book *The Skeptical Vegan*. In March, Sarah Curless, a SNAP-Ed NY Nutrition educator for Tompkins County will share recipes for healthy eating.
4. Pages to Projects – Book Selection – *The Trouble with Chickens* by Kevin Cornell.
5. The Tween Book Club selection is – *The Great Treehouse War* by Lisa Graff.

6. Virtual story time will begin on January 27<sup>th</sup>.
7. The Library continues to provide free delivery to Woodsedge.
8. The Library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out.
9. The LCL's Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.

#### **LANSING YOUTH SERVICES REPORT – MEGHAN LYONS**

The following report was available on Town of Lansing website and as a handout.

#### **Lansing Youth Services Town Board Report January 2022**

LYS's next meeting will be via Zoom on January 20th at 6pm

1. **Game On!** - Students enjoyed an array of board and table-top games like 'Throw the Avocado', 'Apples to Apples', 'Jenga', card games, 'Connect 4' tournaments, and many more. Some students even shared their own games from home. The group also loved to play games that got them moving like 'Red Light/Green Light', 'Among Us', 'Sardines', and 'Magic Keys'. 17 youth were served in this program.
2. **Outdoor Adventure** - With the cooler weather arriving, the group shifted to the woods behind the high school and focused on their fire making skills in the new location. Cooking usually accompanied the fire. The youth also practiced camouflaging and coal burning spoons. 12 youth were served in this program.
3. **Art and Soul** - Crafting was the heart of this program. The youth made crafts that were sold at the Annual Lansing Artisan Fair. Ornaments, cards, and holiday decorations were this year's projects, each student also made extra crafts to take home with them. 16 youth were served in this program.
4. **Iron Chef** - Youth cooked delicious foods and learned about kitchen safety each day. The group made ice cream, pizza, pasta, and pies. During the down time youth also played games and participated in quiet activities. 12 youth were served in this program.
5. **Artisan Fair** - The artisan fair finally returned this year and was held in a new location, which happened to be where our programs have been operating, the banquet room of All Saints Church. Student volunteers from the program operated the table, interacting with patrons, making change, managing the inventory, and learning lots about customer service and professionalism. 16 youth were served in this program.
6. **Youth Employment Program** - High School students have been in the process of filling out applications and learning new skills associated with being an employee. New job placements have begun.
7. LYS met on December 16<sup>th</sup> via Zoom.
8. LYS 2021 Goals were reviewed and evaluated at the December meeting. LYS decided to continue with 2021 Goals.
9. LYS reviewed DEI statement option. Options included: PEERS (Perspectives, Embrace, Equitable, Respect for all, Students) or (Promoting, Equity, Empowerment, and Respect for all Students) or (Perspectives, Empowering, Equity, and Respect for all Students). Travis agreed to work with youth in programming on these possibilities.

10. LYS viewed Tompkins County Justice, Equity, Diversity, Inclusion (JEDI) video on youth thoughts on equity in Tompkins County (video features a Lansing youth).

**LYS 2022 Goals:**

1. Create orientation packet for new members - outlines of fiscal revenue and funded programs. Set expectations to visit programs/uniform template to monitor programs.
2. Conduct community needs assessment (focus on impacts of the pandemic)
3. Use DEI statement to track metrics and funded programs
4. Incorporate more youth input at meetings for feedback into program decisions.

**TOMPKINS COUNTY LEGISLATOR REPORT – MIKE SIGLER**

Reviewed the following with the Town Board and the report was available on Town of Lansing website and as a handout.

**Tompkins County Legislator  
Michael Sigler  
January 19, 2022**

Hello and thank you for having me again. I want to thank Dominick Recckio again from who's reports I draw liberally.

The Legislature was sworn in January 4<sup>th</sup>. We have five new legislators this term. Veronica Pillar and Travis Brooks from the City of Ithaca, Greg Mezey from Dryden, he also owns the marina here in town, Lee Shurtleff from Groton and Randy Brown in Newfield.

We've all been assigned our committees. I'll be on Health and Human Services again. I thought that a great slot with the pandemic shifting to endemic stage and housing will now be a part of that committee. I'll still be involved heavily in economic development with a seat on the Industrial Development Agency (IDA). It's likely I'll have to also be at the Planning, Environmental Quality committee quite a bit. I'm also on Public Safety. With reimagining safety taking form, I thought that also a good slot. I'll also be representing the Legislature at the Chamber of Commerce.

Legislature Chairwoman Shawna Black (D-Ithaca) delivered remarks reflecting the state of Tompkins County. In it, Black referenced several Reimagining plans including the Tompkins County Sheriff's Office "implementing a pilot program to respond to non-emergency calls in new ways. This pilot will open the doors for better understanding of how we can respond differently when a law enforcement officer is not needed on scene, freeing up officer time to respond in emergency situations and further reducing disproportionate minority contact with the criminal justice system." This will be a challenge and will require a lot of work to protect residents, but also to protect those working for us at the County.

Last year was productive for the County. On the IDA, we passed a labor law, enshrining a percentage of union workers that must be on a project or that project must put in for a waiver. That was years in the making and I was happy to head up the sub-committee that brought that forward. We also successfully attracted a new manufacturer to Dryden that will create more than 88 new jobs. I think going forward, you'll see an IDA that invests itself in attracting manufacturing. At the County, we completed successful contract negotiations with Road Patrol and White-Collar bargaining units, bringing us up-to-date with three of four bargaining units. A compensation study will be done this year to see how we should adjust pay at the County.

Last night, the legislature voted 8 to 6 to increase the salary of the County Sheriff. Legislator Deborah Dawson (D-Lansing), who chairs the Budget, Capital, and Personnel Committee added context to the resolution that a special issue arose with the Sheriff's salary – since the most recent election in 2018 the County's pay structure has led to the Undersheriff's position being paid nearly \$10,000 more per year than the Sheriff, and Lieutenants also earning more than the Sheriff. Dawson added that this law would create

a structure for the department going forward where the Sheriff will always make more than the Undersheriff and no future Legislature would have this same situation arise.

At the meeting I said, “I am glad this was brought forward. It would be one thing if the pay wasn’t so disparate... I’m looking at this from a basic point of fairness.”

The Alcohol & Drug Council broke ground on the open-access detox center yesterday. This is a new addition to the Village of Lansing and a long time coming. This is a center where patients stay for a number of weeks. It’s not a come and go situation. There were some worries it would become a magnet for drug use but being that patients don’t come and go it’s hard to see that situation evolving.

In closing, I want to acknowledge the passing of the first County Administrator, John Murphy. Murphy helped pass the first county charter 53 years ago. A major change in government structure that created a new position of Commissioner of Budget and Administration that assumed many of the budgetary and management responsibilities formerly held by the Board of Supervisors and the elected County Treasurer. That then led to the creation of the County Executive position.

It wouldn’t be a report with something on COVID-19. I’m happy to report we are seeing major declines in our caseload. We are no longer doing contact tracing for most cases. We are still following CDC guidance which admittedly at times is confusing. We still recommend vaccination as it is preventing the hospitalizations.

Thank you.

#### **PARKS AND RECREATION REPORT – PATRICK TYRRELL**

Reviewed the following with the Town Board and the report was available on Town of Lansing website and as a handout.

### **Parks & Recreation January 2022 Town Board Meeting**

#### **PARKS**

- The lake is finally low enough, we were able to start the marina wall project.
- Kayak racks, dry dock and boat slip applications for the 2022 season have been sent out and have already started to come in. We are filling up quickly.
- Camping & Pavilion reservations opened last week. We did \$20,000 in booking for camping in the first few days.
- We received \$750,000 for the Parks and Recreation Grant, thank you to C.J. for all her work to make this happen.
- We are very close to having completed the Parks, Recreation and Trails Master Plan.
- Silt curtain for the Marina bulkhead project was installed last Friday, therefore the boat launch will not be useable until the project has been completed.

#### **RECREATION**

- After school skating began this week. We had 82 students between the Middle School and Elementary School sign up.
- Ski club began last week. It was a successful first week.
- 2<sup>nd</sup> & 3<sup>rd</sup> grade basketball as well as travel basketball began after the break.
- Drop-in will hopefully begin February 2<sup>nd</sup>.
- The roof on the side entrance of the Community Center has been rebuilt, thank you Scott and Tyler for all your work.
- There was a very nice article in the *Tompkins Weekly* about Jeff Boles and the baseball field that was dedicated to him.
- Gym space continues to be an issue at school, we are still working hard to obtain the Girls Residential Property to hopefully alleviate this issue.



## **OTHER**

- New stairs have been built into the back landing at the Parks and Rec shop.
- Town Hall copier lease is expiring, we are working on getting quotes.
- Our guys have been busy helping the highway with plowing and learning routes, so they'll be ready if they get the call.
- We'll be working over the next couple of weeks to transform the Town's current computer network into a cloud-based system.
- We'd like to thank Doug Dake again for his many years of service to the Town. We really appreciate all you have done for the Parks & Recreation Department.
- We would like to welcome Town Board Member Ruth Groff and we look forward to working with you.

Bulkhead Project (sea wall by lighthouse) – Pat stated digging will begin tomorrow.

Ball Field – Supervisor Ed LaVigne reported one of the ball fields has been dedicated to Jeff Boles. Ed read a thank you letter from Jeff Boles.

Myers Park Grant – Supervisor Ed LaVigne stated the \$750,000 grant will not cover all costs.

## **HIGHWAY REPORT – MICHAEL MOSELEY**

Reviewed the following with the Town Board and the report was available on Town of Lansing website and as a handout.

### **HIGHWAY REPORT January 2022**

#### **PLOWING SNOW & ICE MAINTENANCE**

Crews worked to clear roads of snow and ice from 268 lane miles of road.

#### **BRUSH**

Crews worked with contractor to mulch brush pile. Performed brush maintenance along road right of ways.

#### **POND CLEANING**

Crews worked to clean ponds behind the Bolton Point facility.

#### **MISCELLANEOUS**

Patched potholes around Town, repaired spots around Town that were damaged by flooding earlier in the year.

Mike thanked his crew and Patrick's for all their hard work plowing roads.

Road Reports – Town Board will review the reports and discuss with Town Counsel at the February 16<sup>th</sup> meeting. Engineer's Report will be on the February 16<sup>th</sup> work session.

## **DIRECTOR OF PLANNING REPORT – C.J. RANDALL**

Reviewed the following with the Town Board and the report was available on Town of Lansing website and as a handout.

### **CORE PLANNING FUNCTIONS**

- **Planner conducting classification and review of development applications**
- **Data and GIS Services**
  - Reviewed software services agreement for OpenGov cloud-based software for planning and permitting with Town Supervisor and counsel on 12/2
- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Council staff support**



- Assisted with member appointment process on 12/2
- Reviewed Cayuga Lake Scenic Byway Overlay District geographic extent on 12/2
- Discussed Open Space Index scope of work on 12/2
- **Planning Board staff support**
  - Assisted with member appointment process on 12/13
  - Dollar General Retail Store and Lot Line Adjustments – East Side of NYS Route 34B north of Lansing Station Rd
    - Public Hearing slated for 12/20/21 postponed to 1/24/22
- **Zoning Board of Appeals staff support**
  - 456 Ridge Rd – Area Variance appeal to emplace fence granted 12/14
- **Interdepartmental Infrastructure Coordination**
  - Coordinated and attended monthly Department Head meeting on 12/1
  - Coordinated and attended Town Center Committee meeting on 12/1
  - Coordinated and attended Water & Sewer Advisory Committee meeting on 12/1
- **Attended Ithaca-Tompkins County Transportation Council (ITCTC) Joint Planning & Policy Committee meeting on 12/21**
- **Attended Tompkins County Conservation Partners meeting on 12/16**

#### **LAND USE POLICY WORK PROGRAM**

Scope of work and schedule of adoption located at: <https://bit.ly/RAZoningupdate>

- **Land Use Ordinance Update**
  - Drafted Code Revision Committee process diagram
- **Environmental Protection Overlay Districts**
  - Reviewed geographic extent of Cayuga Lake Scenic Byway Overlay District with CAC on 12/2

C.J. also reported on grants:

- Water Quality Improvement Project (WQIP), NYSDEC program – Tompkins County did not receive any water quality improvement money
  - Town of Lansing applied for two (2) grants
    - Vacuum truck
    - Salmon Creek Stream Realignment Project
    - Soil and Water Conservation District and DEC will help Town with re-applying for both
    - Department of State – Salmon Creek Stream Realignment Project among top five in watershed

Supervisor Ed LaVigne stated the Town is looking at a new position for part-time building and safety inspector and doing shared services for code officer with the Town of Ithaca.

#### **MOTION TO ENTER EXECUTIVE SESSION**

Supervisor Ed LaVigne moved to **ENTER EXECUTIVE SESSION TO DISCUSS MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR MATTERS LEADING TO SAID DISMISSAL, REMOVAL, PROMOTION, APPOINTMENT, EMPLOYMENT, DISCIPLINE DEMOTION, OR SUSPENSION AT 7:58 PM.**

Councilperson Joseph Wetmore seconded the motion.

All in Favor – 5

Opposed – 0

### **MOTION TO EXIT EXECUTIVE SESSION**

Supervisor Ed LaVigne moved to **EXIT EXECUTIVE SESSION AT 8:34 PM.**

Councilperson Joseph Wetmore seconded the motion.

All in Favor – 5

Opposed – 0

### **ENGINEER'S REPORT – DAVE HERRICK**

No report.

### **BOARD MEMBER REPORTS**

**Andra Benson** – reported the following:

Lansing Library – written report above

Lansing Youth Services – written report above

Conservation Advisory Council (CAC) – working on Cayuga Lake scenic byway overlay district

**Bronwyn Losey** – reported the following:

NYSERDA – clean energy campaign

- Presentation in February 2022

Lansing Advisory Committee on Power Plant Future (LAC-PPF)

- Cryptocurrency
  - Schedule special meeting
    - Invite Irene Weiser and Jordan Decker

Cryptocurrency – Supervisor Ed LaVigne reported:

- Put Irene Weiser's presentation on the Town website
- Moratorium – need to have parameters
- LAC-PPF take lead on this

Broadband / Data Center – Supervisor Ed LaVigne reported:

- Appalachian Regional Commission (ARC) Grant
  - Dark Fiber RFP's
    - Could go up East side of lake or go to North Lansing (where there is no internet)
      - Broadband committee recommends going to North Lansing
- Old power plant giving \$450,000 for broadband
- Money from County and Federal Government

**Ruth Groff** – reported the following:

- Attended Association of Towns (AOT) training
- Ithaca Transportation Council (ITCTC) – planning meeting
  - Dryden rail trail
  - Projects for other municipalities

**Joseph Wetmore** – reported the following:

- Planning Board
  - Overlay district
    - Conservation Advisory Council (CAC)
    - Code revision committee

**Edward LaVigne** – reported the following:

- Website – need accurate information available
- Highway building project – proposal soon

- OpenGov – Planning / Code and Highway departments
- Bolton Point – on four (4) committees

### **WORK SESSION MEETING ITEMS OF DISCUSSION**

#### **Board of Ethics**

- Appointing Members – resolution will be ready for the February 16, 2022 Town Board meeting

### **MOTION TO ENTER EXECUTIVE SESSION**

Councilperson Joseph Wetmore moved to **ENTER EXECUTIVE SESSION TO DISCUSS THE PROPOSED ACQUISITION/SALE/LEASE OF REAL PROPERTY WHEN PUBLICITY MIGHT AFFECT VALUE AT 9:08 PM.**

Supervisor Ed LaVigne seconded the motion.

All in Favor – 5                      Opposed – 0

### **MOTION TO EXIT EXECUTIVE SESSION**

Supervisor Ed LaVigne moved to **EXIT EXECUTIVE SESSION AT 9:31 PM.**

Councilperson Ruth Groff seconded the motion.

All in Favor – 5                      Opposed – 0

### **MOTION TO ADJOURN MEETING**

Councilperson Joseph Wetmore moved to **ADJOURN THE MEETING AT 9:32 PM.**

Councilperson Bronwyn Losey 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