



WHEREAS, the Town has developed a local law to amend the Town Code to add three additional levels to the low-income senior and disabled landowner exemptions, and said local law was made the subject of a public hearing on the 19<sup>th</sup> day of February 2026, whereat all persons wishing to be heard and all evidence as submitted were considered; and

WHEREAS, this matter was, and hereby is again, deemed to be a Type II SEQRA Action (see e.g., 6 NYCRR Part 617, §§ 617.5(c)(26) and (33)), such that no further environmental review is required; and

WHEREAS, upon deliberation upon the public hearing and comments and evidence submitted thereat, if any, and the terms and requirements of such local law, the Town Board of the Town of Lansing has RESOLVED as follows:

1. Local Law # 1 of 2026 be and hereby is approved and adopted in the form as presented to this meeting and, in such form, “be it so enacted.”
2. In accordance with the Municipal Home Rule Law, the final adopted version of this local law shall be filed with the Town Clerk and the New York Secretary as required by the Municipal Home Rule Law. A copy shall also be filed with and submitted to the Tompkins County Department of Assessment, so as to allow qualification as early as possible for such exemptions, as well as to meet the deadline for the 2026 assessment rolls.
3. This local law shall be forwarded to the municipal code service for immediate inclusion in the Town Code.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

**LOCAL LAW NUMBER # 1 OF 2026**  
**A LOCAL LAW TO AMEND TOWN CODE § 240-3(A) TO UPDATE TAX EXEMPTION LEVELS**

The Town Board of The Town of Lansing, New York, pursuant to a Resolution dated February 19, 2026, does hereby adopt and pass this Local Law Number # 1 of 2026, and therefore, **BE IT SO ENACTED** as follows:

**SECTION 1 – AUTHORITY & PURPOSE:** This local law is adopted pursuant to the Real Property Tax Law (“RPTL”) Article 4, Title 2, Town Law § 64, and Municipal Home Rule Law § 10, which authorize the Town of Lansing to update and amend tax exemptions allowed under RPTL Article 4, Title 2, to increase low-income senior and disabled individual exemptions.

**SECTION 2 – AMENDMENT OF TOWN CODE CHAPTER 240:** Town Code Chapter 240, § 240-3(A) is amended to read as follows:

(A) Real property located in the Town of Lansing, County of Tompkins; owned by one or more persons, each of whom is 65 years of age or over, or real property owned by husband and wife, one of whom is 65 years of age or over, or persons with disabilities, shall be partially exempt from taxation by said Town for the applicable taxes specified in RPTL § 467 based upon the income of the owner or the combined income of the owners pursuant to the following table:

Annual or Combined Annual Income of Owners	Percentage Assessed Valuation Exempt
up to 33,500.00	65%
\$33,500.00 to \$34,500.00	60%
\$34,500.00 to \$35,500.00	55%
\$35,500.00 to \$36,500.00	50%
\$36,500.00 to \$37,500.00	45%
\$37,500.01 to \$38,500.00	40%
\$38,500.01 to \$39,500.00	35%
\$39,500.01 to \$40,400.00	30%
\$40,400.01 to \$41,300.00	25%
\$41,300.01 to \$42,200.00	20%
\$42,200.01 to \$43,100.00	15%
\$43,100.01 to \$44,000.00	10%
\$44,000.01 to \$44,900.00	5%

**SECTION 3 – SAVINGS AND SEVERANCE:** The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional must not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which must remain in full force and effect.

**SECTION 4 – CODIFICATION:** This local law shall be incorporated into the Town Code Chapter 240, and the incorporator may designate such new section and numerical headings, or other indexed references, as make for a coherent Town Code, sequentially numbered or marked. Nothing in this local law is intended to disrupt or affect the existing Town Code, except to the extent any existing code provision is herein expressly amended, superseded, or repealed. All other provisions of the Town Code are hereby reaffirmed and continued in force and effect, and the codification of these amendments shall follow the procedure for amending the code as set forth in the code, or in the Town’s local laws, including but not limited to Local Law #2 of 2020.

**SECTION 5 – EFFECTIVE DATE:** This local law shall take effect immediately.

**PRIVILEGE OF THE FLOOR – COMMENTS**

**Scoops** – One resident spoke about Scoops stating that it serves as a vital community gathering space and a provider of first jobs for local teenagers, teaching them responsibility and customer service. She noted that local businesses define the character of the Town and that closing a successful business would negatively impact Lansing’s social and economic value.

**TeraWulf Data Center** – One resident stated the Harmful Algae Blooms (HABs) will be worse with the TeraWulf Data Center. Residents and non-residents stated that Privilege of the Floor should be available at the Planning Board Meetings concerning TeraWulf.

**Planning Board Alternate Member Resolution** – Eight residents and non-residents spoke. Public comments centered on the selection process between two candidates: John Duthie (incumbent alternate, Republican) and Aimee Caffrey (Democrat).

Speakers:

- Alleged that the selection process was "broken" and "partisan."
- Noted that Caffrey was initially ranked as the highest qualified candidate, but a second round of interviews was ordered after Duthie and his supporters complained.
- Criticized the second round of interviews because the highest-qualified candidate from the first round, Aimee Caffrey, was passed over in favor of John Duthie, who had performed poorly, in their opinion.

- Alleged the process was influenced by partisan politics and bullying, rather than being a merit-based appointment.

### **TOWN BOARD RESPONSES**

**Privilege of the Floor at Planning Board Meetings** – Councilperson Judy Drake responded stating Privilege of the Floor is not required at all Planning Board meetings and there will be a public hearing regarding the TeraWulf Data Center at a later date.

**Scoops** – Supervisor Ruth Groff clarified that the Scoops discussion, later in the meeting, is not to cancel the lease, but to discuss the details of the lease.

### **DEPARTMENT OF PUBLIC WORKS REPORT – MICHAEL MOSELEY**

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



## **DEPARTMENT OF PUBLIC WORKS REPORT**

*February 2026*

### **NEW DEPARTMENT OF PUBLIC WORKS BUILDING:**

- The Department of Public Works extends its sincere gratitude to Deputy Policay and Investigator Walters for their valuable assistance in the ongoing investigation involving the stolen property from the new DPW project. Their commitment and thorough investigative efforts have been instrumental in building the case.
- Maintenance of erosion controls continue per weekly SWPPP inspections.
- Exterior concrete masonry units (CMU) continue.
- Interior bollards inside Truck Bay.
- Structural Steel for DPW Administrative Office and Bathroom areas.
- Temporary power in place at DPW facility.

### **Onsite Work anticipated for February & March 2026**

- Structural Steel Erection and detailing – Admin / Bathroom Areas
- Wall Panels
- Roof System
- Trims & Gutters
- Continue masonry (CMU) at interior of DPW facility (Maintenance Areas)
- Removal of temporary masonry weather protection at exterior
- Interior mezzanine structural steel – follows interior CMU
- Storm Drainage Structures / Piping – partial to allow for installation of electrical service
- Under slab sanitary
- Water main to resume pending suitable weather
- Generator to resume in Spring

### **WINTER MAINTENANCE:**

- Winter has arrived in Lansing, and our dedicated crew members are working tirelessly to ensure the roads are plowed, salted, and safe for everyone in the community.

### **WATERMAIN BREAK:**

- Crew members worked tirelessly through the night, repairing the watermain break on Ludlowville Road from 8:00 PM until 6:00 AM the next morning, demonstrating exceptional dedication and commitment to restoring service as quickly as possible.
- The team also repaired 3 water valves and one hydrant valve on East Shore Drive.

### **OFFICE:**

- We are pleased to welcome Jordan Betts as the newest member of our team. Jordan has joined us as the Maintenance Supervisor, and we are excited to have him on board. Welcome to Lansing, Jordan!
- The DPW would also like to extend congratulations to Dave Boyes on his transition from Seasonal MEO to full-time MEO!

- The Town of Lansing continues to work hand in hand with the Village of Lansing and the Village of Cayuga Heights regarding the Intermunicipal Agreement for Sewer District One.

**MEETINGS ATTENDED BY THE HIGHWAY SUPERINTENDENT/DIRECTOR OF PUBLIC WORKS:**

- Commissioner Meeting with Bolton Point: *Responsible for passing resolutions that govern Bolton Point.*
- Engineering and Operations Meeting with Bolton Point: *Responsible for the infrastructure of the municipalities that make up Bolton Point.*
- Highway Barn Committee: *Responsible for working with architects, engineers, and construction managers on the design and development of the new Department of Public Works facility.*
- Water, Sewer, and Stormwater Committee (WSSC): *Responsible for evaluating proposals relating to the Town's water, sewer and stormwater. The goal is financial and engineering analysis.*
- Lansing Town Department Heads Meetings.
- Capital Improvement Committee.
- Personnel Management Committee.

Mike also reported:

**Water Main Breaks** – The water main breaks were caused by corrosive soil conditions acting on hardware installed in the 1980s and 1990s. The original hardware was not stainless steel, leading it to rot out and require the replacement of sections with modern materials. The Brickyard Road water main replacement is now out for bid. The project targets 1,300 feet of pipe but may be done in sections. The project will be funded through the Consolidated Water District (CWD) reserves, rather than property taxes.

**PARKS AND RECREATION REPORT – PATRICK TYRRELL**

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



February 2026  
Town Board Report

**RECREATION:**

- Current Programs include Travel Boys and Girls basketball, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Grade Youth Basketball, Basketball Cheerleading, Ice Skating, Skiing, HitCats Winter Baseball Program, Gym Class Super Heros, WaterCats Swimming, MatCats Wrestling, Travel Volleyball, YogaChi, Strength and Stretch, Cardio Step, and Adult Volleyball.
- Lansing MatCats wrestling participated in the Section 4 developmental Youth League Tournament on January 24<sup>th</sup> and League Championships in Groton on Saturday, February 14<sup>th</sup>.
- Watercats Swim Team participated in the Southern Tier Swim League @ Maine Endwell High School on February 7<sup>th</sup>, and will participate in the Niagara Silver Championship Meet at Webster Aquatic Center from February 27<sup>th</sup>-March 1<sup>st</sup>
- We are now providing weekly updates for Recreation programs/events.

**PARKS:**

- We held our boat slip lottery on 2/11 at 6pm, with a few in attendance. We have begun the process of assigning slips.
- A new kayak rack has been built to replace one that has been rotted.
- Equipment maintenance (cleaning, service, and repairs).
- Preparation for 6 new campsites (non-electric) will begin when the weather allows.
- Picnic table repair in preparation for this season.

- Continue to plow the park out to allow a path for walkers. Our walkers are very grateful.

**TRAILS:**

- The crew has been performing some basic maintenance on trails.
- Parking lot has been plowed as needed.

**TOWN HALL/COMMUNITY CENTER:**

- The new Building Maintenance Supervisor built a new shelf to hold the mixing board for the courtroom sound system. This allows more room under the bench.
- HVAC maintenance has been performed in both the Town Hall and the Community Center.
- The Community Center kitchen fire suppression system has been inspected for 2026.
- The stove/oven exhaust fan motor in the Community Center has been replaced.
- There are no further updates on the HVAC system for the Town Hall; space heaters have been running constantly at the west end of the building.
- Website information has been put in Town Board members' mailboxes.
- We've had several issues with doors on both the Community Center and the Town Hall, not latching properly.

As always, thank you to our DPW for loaning their equipment to our department and other collaboration efforts.

This is only a very brief overview of what the Parks & Recreation department does. If you have questions or would like to meet with me one on one, please let me know.

**TOWN CLERK REPORT – DEBBIE MUNSON**

No report.

**LANSING COMMUNITY LIBRARY REPORT – ANNIE JOHNSON**

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

**TOWN BOARD UPDATES  
FROM THE LANSING COMMUNITY LIBRARY  
February 2026**

1. Don't forget that if the Library is closed, you still have access to Libby, Hoopla, and Kanopy!
2. The library continues to provide free delivery to Woodsedge. The library also has a mobile wireless hotspot available for check out. The Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
3. Learn to play American Mah Jongg every Wednesday at 10:00 am.
4. Learn T'ai Chi Fridays from 10:30-11:30
5. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out. Board games, puzzles, story time kits, and STEAM kits are also available.
6. The Library now offers free period products using an Aunt Flow dispenser. There are currently free covid tests available as well.
7. Chair Yoga is offered every Monday at 9:45 am.
8. Winter Wonderland Yoga for the whole family will be on Fridays until March 3rd at 10:30 am.

9. There is a year round book sale at the Library. Book donations are currently paused.
10. Story times for the month, Thursdays at 10:30: “Being Brave” 2/5, “Valentines” 2/12, Stay and Play on 2/19, and “Art and Sensory Play” on 2/26.
11. The Johnson Museum will present “ Imagining Nature’s Textiles” for 3rd and 4th graders on 2/24 from 3:30-5 pm.
12. The Johnson Museum will present “Crack the Code: Egyptian hieroglyphics and clay creations” on February 10th for 5th and 6th graders.
13. The Book Club for Adults is reading “Hello Beautiful” by Ann Napolitano with discussion on 2/17 at 7 pm.
14. The Cozy Winter Reading Challenge will continue all month, just turn in reading logs by the 28th and be entered into the raffle for gift cards to Barnes and Noble.
15. The current art exhibit is botanical paintings and nature photography by Adrienne Hopkins.

**LANSING YOUTH SERVICES REPORT – RICK ALVORD**

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

**Lansing Youth Services February 2026 Report**

**Flight Fanatics Mondays, 1/12 – 2/26 Life Skills: Planning/ Organizing, Problem Solving**

Flight Fanatics is back to visit the world of flight and the local history’s role in aviation history. Each week a new lesson on local history is presented, from the Hangar Theater to the Morse Company, to the Tommy Plane, and the gliding history of Harris Hill. The first week consisted of several paper airplane competitions. Students could build one or multiple planes and learn about their flight patterns, adjusting their planes for each competition. Students are starting to build their solid fuel rockets to launch at Myers Park, weather depending.

**Outdoor Cooking Tuesdays, 1/13 – 2/27 Life Skills: Learning to Learn, Personal Safety**

Outdoor Cooking is all about campfire cooking. The first day consisted of ash cakes, how to find the right coals and safely move them to different areas with homemade tongs. Removal of the cakes was also a lesson, and sometimes hot coals stick to the cakes. While the cold weather kept the group inside for 2 of the days, the group practiced the same techniques, just using the ovens for cooking. They made pizzas and campfire apple pie complete with vanilla ice cream! Skills are growing and ready for the fire!

**6,7 Methods of Music Wednesdays, 1/14 – 2/25 Life Skills: Learning to Learn, Social Skills**

6,7 Methods of Music is brand new for everyone! The first day was all about sharing favorite music, so everyone got to be the DJ for a couple of their favorite songs. This seemed to open an appreciation for different kinds of music that they prefer, and the emotions the songs bring out. Karaoke finished up the day with some intense singing of the “6,7” song, and one boy, a 5th grader surprisingly took the stage right away, showing off his rapping skills! The group has moved on to making digital music using a free music making program that they are learning and creating some great sound! This has been requested for another day so they can continue developing their sound and songs.

**Delicious Desserts Thursdays, 1/15 – 2/26 Life Skills: Teamwork, Disease Prevention**

Delicious Desserts is again a very popular program with a waitlist, double the capacity. Students have been learning how to wash dishes, keep surfaces very clean and sanitized, and keep from crossing ingredients while prepping their food. Fruit Chalet’s were the first dessert made, using peanut butter as glue and pretzels for the infrastructure of a traditional Chalet. The group also made healthy frozen yogurt fruit snacks and one student brought her favorite brownie recipe and was loved by all participants.

**Youth Employment**

Our Youth Employment team is back up and running at the library, and once schedules open up for some employees, they will be back working with Lansing Youth Services Programs. One brand new student is mid-term application and hopeful of getting her started soon, depending on her placement. The last staff meeting employees completed their Sexual Harassment Prevention training and Violence in the Workplace training.

**TOMPKINS COUNTY LEGISLATOR REPORT – MIKE SIGLER**

No Report.

**CONSENT AGENDA**

**a. MOTION AUTHORIZING SUPERVISOR TO SIGN LANSING YOUTH SERVICES 2026 AGREEMENT**

**MOTION M26-03**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN LANSING YOUTH SERVICES 2026 AGREEMENT**

Motion authorizing Town of Lansing Supervisor to sign Lansing Youth Services 2026 Agreement between Tompkins County and Town of Lansing, Term of Agreement January 1, 2026 through December 31, 2026.

**b. MOTION TO AUTHORIZE TOWN OF LANSING TOWN SUPERVISOR TO SIGN ACCESS REQUEST FORM FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE**

**MOTION M26-04**

**MOTION TO AUTHORIZE TOWN OF LANSING TOWN SUPERVISOR TO SIGN ACCESS REQUEST FORM FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE**

Motion to authorize the Town Supervisor to sign the Property Access Request form from the United States Department of Agriculture to place traps for an invasive pest, the European Cherry Fruit Fly on all Town-owned property.

**c. MOTION TO AUTHORIZE THE TOWN OF LANSING SUPERVISOR TO SIGN THE AGREEMENT FOR SERVICES WITH DISCOVER CAYUGA LAKE, INC.**

**MOTION M26-05**

**MOTION TO AUTHORIZE THE TOWN OF LANSING SUPERVISOR TO SIGN THE AGREEMENT FOR SERVICES WITH DISCOVER CAYUGA LAKE, INC.**

Motion to authorize the Town Supervisor of the Town of Lansing to sign the Agreement for Services with Discover Cayuga Lake, Inc., which allows the Town to participate in the Stormwater Coalition consisting of ten municipalities.

**d. RESOLUTION TO RATIFY THE APPOINTMENT OF FULL-TIME MOTOR EQUIPMENT OPERATOR (MEO)**

**RESOLUTION 26-27**

**RESOLUTION TO RATIFY THE APPOINTMENT OF FULL-TIME MOTOR EQUIPMENT OPERATOR (MEO)**

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

WHEREAS, due to a retirement, there is a vacancy for a full-time position of Motor Equipment Operator (MEO) for the Public Works Department; and

WHEREAS, the interview committee has determined that Dave Boyes possesses the necessary knowledge and skills to satisfactorily perform the duties of an MEO; and

WHEREAS, Mike Moseley, Director of Public Works / Highway Superintendent, appointed Dave Boyes as MEO, effective Monday, January 26, 2026; now, therefore be it

RESOLVED, that the Town Board of the Town of Lansing does hereby ratify the appointment made by the Director of Public Works / Highway Superintendent of Dave Boyes as full-time MEO, effective Monday, January 26, 2026; and be it further

RESOLVED, that the hours for the MEO position is scheduled for 40 hours per week, at the hourly wage of \$31.30, which is an estimated annual salary of \$65,097.70, from Public Works account numbers, in Job Classification "C Step 2," with full time benefits; and be it further

RESOLVED, that a mandatory twenty-six (26) week probationary period applies with no further action by the Town Board if there is successful completion of the probationary period as determined by the Director of Public Works / Highway Superintendent.

**e. RESOLUTION TO ASSIGN TASKS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL (CAC)**

**RESOLUTION 26-28**

**RESOLUTION TO ASSIGN TASKS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL (CAC)**

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

WHEREAS, the Conservation Advisory Council (CAC) has completed certain tasks assigned through Resolution 19-49, including a Natural Resources Inventory and an Open Space Conservation Plan for the Town of Lansing; and

WHEREAS, Resolution 19-163 appointed the CAC as the Town's Climate Smart Communities Task Force for the New York State Climate Smart Communities program, which comprises the following ten elements:

1. Build a climate-smart community
2. Inventory emissions, set goals, and plan for climate action
3. Decrease energy use
4. Shift to clean, renewable energy
5. Use climate-smart materials management
6. Implement climate-smart land use
7. Enhance community resilience to climate change
8. Support a green innovation economy
9. Inform and inspire the public
10. Engage in an evolving process of climate action; and

WHEREAS, the CAC has historically not had the staff resources to analyze or coordinate fulfilling many of the listed objectives of the Climate Smart Communities program; and

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

RESOLVED, that the Conservation Advisory Council shall actively pursue the Climate Smart Communities objectives with the goal of attaining Silver Certification; and it is further

RESOLVED, that the Conservation Advisory Council shall have access to the Town Supervisor and the Town Planner, as needed, for the purposes of assistance with data gathering and implementation of objectives, with the Town Supervisor acting as the conduit between the CAC and the Town staff; and it is further

RESOLVED, that the Conservation Advisory Council may promote or host conservation related events, such as Earth Day, to be held on Lansing parks or trails, in addition to all remaining tasks assigned through Resolution 19-49.

**f. RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE JUSTICE COURT RECORDS FOR 2025 HAS BEEN CONDUCTED**

**RESOLUTION 26-29**

**RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE JUSTICE COURT RECORDS FOR 2025 HAS BEEN CONDUCTED**

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

WHEREAS, Resolution 26-13 directs the Supervisor to have Justice Court records and dockets audited in accordance with law, and

WHEREAS, the Supervisor, in accordance with Resolution 26-13, conducted the required audit on February 9, 2026, sent the report to the Town Board, and filed her findings and reports with the Town Clerk, and now be it therefore

RESOLVED, that the Supervisor, having conducted the audit of the Justice Court, shall provide a copy of the report and findings to the New York State Unified Court System in compliance with Section 2019-a of the Uniform Justice Court Act.

**g. RESOLUTION DECLARING 2023 TORO ZERO TURN MOWERS AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

**RESOLUTION 26-30**

**RESOLUTION DECLARING 2023 TORO ZERO TURN MOWERS AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

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

WHEREAS, The Town Parks and Recreation Department has excess property of two 2023 Toro zero turn mowers, that are old and for which no use exists; and

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

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

RESOLVED, that the 2023 Toro zero turn mowers, serial numbers 414977379 and 411445105 be and hereby are declared as excess property of the Town for which no current or future use is anticipated and that the Director of Parks and Recreation, or his designee, sell the same "as is," document the sale thereof to verify fair value, and deliver the proceeds of the sale thereof to the Town Budget Officer. The Director of Parks and Recreation, or his designee, be and each is hereby authorized to sign such bill 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 UPDATING LANSING CENTER TRAIL POLICY BY AMENDING TRAILS MAP AND APPROVING TWO NEW TRAIL ADDITIONS AND CONNECTIONS**

**RESOLUTION 26-31**

**RESOLUTION UPDATING LANSING CENTER TRAIL POLICY BY AMENDING TRAILS MAP AND APPROVING TWO NEW TRAIL ADDITIONS AND CONNECTIONS**

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

WHEREAS, by Resolution (Motion 25-26) dated September 17, 2025, the Town Board approved a formal Lansing Center Trail (“LCT”) Policy (the “LCT Policy”), which included approved mapping for all improvements upon town-owned lands commonly known and referred to as the Lansing Town Center; and

WHEREAS, pursuant to the LCT Policy, changes in trails, capital improvements, new trails, and a plethora of activities on town-owned land must be reviewed and approved, including by the Town Board, and that includes any changes to or modifications of the official LCT map attached to such LCT Policy as Exhibit A; and

WHEREAS, the LCT Policy and the resolutions forming and renaming the Lansing Parks, Recreation & Trails Working Group (“PRTWG”) (Resolutions 19-160 and 23-70, respectively) require:

- (1) That all new LCT trails be examined to specifically confirm that they do not impact or cross streams, wetlands, or riparian areas (see LCT Policy § 5), that they are designed and constructed pursuant to the construction and accessibility requirements of the Policy (see §§ 12(B) and (C)), and that all LCT routes be incorporated into required maintenance and monitoring programs (see §§ 12(D) and (F)); and
- (2) That all new trails, including in the LCT, be the subject of review by the PRTWG and the rendering of advice thereupon to the Director of Parks and Recreation, the Town Board, and the Town Planner, and that such proposals be expressly approved by the Director of Parks and Recreation; and

WHEREAS, pursuant to Town Code Chapter 225 (Stormwater Management), the plan for disturbing and developing such amount of acreage and soils has been submitted to and reviewed by the Town’s Stormwater Management Officer, and it has been determined that no stormwater plan or facilities are required for a project of this size (i.e., less than one acre of total disturbance and not part of a larger plan of development) or at that location (due to there being no aggravating drainage issues, such as impacted wetlands); and

WHEREAS, the Director of Parks and Recreation has verified to the Town Board that all such matters and requirements, procedural or substantive, have been duly met, and that he has specifically approved two new additions to the LCT, specifically including: (i) the Shoemaker Loop Addition; and (ii) the Munson Loop to Conlon Road Extension; each as depicted upon an updated LCT trails map as submitted to this meeting; and

WHEREAS, this is a SEQRA Type II action pursuant to 6 NYCRR 617.5 (22), (26), and (33), including because there are no stormwater facilities needed, no resources (wetlands, streams, riparian corridors) are impacted, and the Munson Loop to Conlon Road Extension, which does traverse through Tompkins County Agricultural District No. 1, does not produce over 2.5 acres in disturbance, and therefore the Town Board finds that no further environmental review is required such that, upon deliberation thereupon by the Town Board, it has been duly

RESOLVED, that the Shoemaker Loop Addition and Munson Loop to Conlon Road Extension are hereby approved; and it is further

RESOLVED, that the map submitted to this meeting is further approved, and the LCT Policy is amended to substitute this map for the current map listed thereupon at Exhibit A; and it is further

RESOLVED, that the prior request of the Town Board for a fully updated map that shows the entirety of the LCT and its routes and neighboring roads and lands is hereby repeated and renewed, and the Director of Parks and Recreation is charged with completing or obtaining such updated mapping on or before December 31, 2026, including so the same may be approved as a new Exhibit A for the LCT Policy.

i. **RESOLUTION TO DISSOLVE CERTAIN OBSOLETE COMMITTEES, INCLUDING COMMITTEES THAT HAVE BEEN REPLACED IN FUNCTION AND DUTIES BY OTHER COMMITTEES**

**RESOLUTION 26-32**

**RESOLUTION TO DISSOLVE CERTAIN OBSOLETE COMMITTEES, INCLUDING COMMITTEES THAT HAVE BEEN REPLACED IN FUNCTION AND DUTIES BY OTHER COMMITTEES**

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

WHEREAS, over the years the Town Board and staff have either formally or informally formed a plethora of committees and working groups that have since become obsolete, have been replaced by current committees, or have had their names go through several iterations, leaving many nonfunctioning committees still being recognized by the Town and creating confusion, and a materially complete list of such committees and agency names includes many of variants of agriculture committees, capital planning committees, municipal infrastructure committees, personnel and workforce committees, technology committees, zoning committees, public information committees, advisory committees, and recreation committees, among others; and

WHEREAS, the Project Review Committee (PRC) is among those committees, it was never created, charged, or formally approved or organized by the Town Board, and a project review is considered an internal administrative responsibility in preparation for a Planning Board meeting by the Planning Department staff, including by inviting other essential staff and professionals deemed necessary to determine the completeness of an application and assist in reviews, such that this is a function of that department's responsibilities and not a committee in the sense of that word as used in either NYS Town Law or the Lansing Town Code; and

WHEREAS, upon deliberation hereupon, the Town Board of the Town of Lansing has hereby RESOLVED as follows:

1. All committees and agencies previously officially or unofficially created for any public or other purpose, other than those specifically listed below, be and hereby are dissolved.
2. Organizational Resolution # 26-19 (January 21, 2026) is hereby repealed to the extent that references to the members of the PRC are removed, and the balance of such organizational resolution is unaffected hereby (i.e., all other appointments or membership listings for the planning board, zoning board of appeals, and the committees and agencies listed below are not affected by this excision).
3. Only the following committees and agencies are recognized as official bodies of the Town of Lansing:
  - Agricultural and Farmland Protection Committee
  - Board of Ethics
  - Capital Improvement Committee
  - Conservation Advisory Council
  - Operations and Code Revision Committee

- Parks, Recreation, and Trails Committee
- Personnel Management Committee
- Water, Sewer, and Stormwater Committee
- Zoning Advisory Committee.

4. Nothing in these resolutions prevent, or are intended to limit or prevent, the creation of new committees or agencies, nor the dissolution of, amendments to, or changes in charges, membership, or operating rules and requirements for any of the existing, recognized boards, committees, and agencies listed above.

**j. RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH TOWN OF ITHACA FOR CODE ENFORCEMENT SERVICES**

**RESOLUTION 26-33**

**RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH TOWN OF ITHACA FOR CODE ENFORCEMENT SERVICES**

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

WHEREAS, Article IX, Section 1(c) of the New York State Constitution and Article 5-G of the General Municipal Law empower local governments in the State of New York to enter into agreements amongst themselves for the provision of joint services, and Executive Law § 381(2) states “Two or more local governments may provide for joint administration and enforcement of the uniform code, the state Energy Conservation Construction Code, or both, by agreement pursuant to Article 5-G of the General Municipal Law”; and

WHEREAS, the Town of Lansing has identified that there may be certain circumstances, such as but not limited to natural or other disasters, illness of a Code Enforcement Officer or Official (“CEO”), lack of a CEO, additional work load, or any other reason for which a municipality may not have an available CEO, which may require assistance from, or the shared services of, another municipality in Tompkins County for the purposes of administering and enforcing the New York State Uniform Codes (“Code”); and

WHEREAS, the provisions of §§ 20 and 138 of the Town Law, when read with § 3 of the Public Officers Law, provide that a CEO is a public officer and thus must be a resident of that Municipality, and like provisions of law exist for and apply to villages and cities respecting the application of § 3 of the Public Officers Law; and

WHEREAS, the Town of Lansing governing board (i) has adopted, prior to undertaking to obtain services under this Agreement, a superseding local law respecting the residency requirements for their CEOs as public officers, or (ii) have formally and properly adopted this agreement under General Municipal Law Section 119-o regarding mutual sharing plans, or (iii) have undertaken both of the above steps to authorize the provision of Code Services pursuant to the requirements of law to ensure that, at all times, a duly qualified and trained CEO may act when the CEO of the Town of Lansing is not available to provide the required Code Services; and

WHEREAS, this is a Type II Action under the State Environmental Quality Review Act Section 617.5, which requires no environmental review; and

WHEREAS, the Town of Lansing would benefit from services from the Town of Ithaca, now therefore be it

RESOLVED, the Lansing Town Board hereby authorizes the Town Supervisor to execute a Memorandum of Understanding with the Town of Ithaca to permit the Town of Lansing to purchase code enforcement services at an hourly rate of \$36.00 on an as-needed basis and subject to Town of Ithaca availability with no additional cost for pro-rated fringe benefits for the time period beginning February 23, 2026 through December 31, 2026.

**k. RESOLUTION CORRECTING THE TOTAL CLAIMS PAID IN THE A FUND ON ABSTRACT 14 DATED JANUARY 21, 2026**

**RESOLUTION 26-34**

**RESOLUTION APPROVING CORRECTION TO THE TOTAL CLAIMS PAID IN THE A FUND ON ABSTRACT 14 DATED JANUARY 21, 2026**

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

The Summary by Fund information on Abstract 14 presented and approved by the Town Board on January 21, 2026 contained a clerical transposition of numbers error on Voucher # 1326 within the A fund. The voucher reviewed by Town Board members was correct and the correct amount of \$578 was paid to the vendor. However, the Summary by Fund presented at the January 21, 2026 meeting was not updated and contained the incorrect amount of \$587, resulting in a difference of \$9.00 in the A Fund total. The total A fund amount presented was \$64,074.46, although it should have been \$64,065.46.

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

**RESOLUTION 26-35**

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

The Supervisor submitted her monthly report for the month of December 2025, to all Board Members and to the Town Clerk. The Supervisor’s Report was reviewed by Councilperson Judy Drake. The bills were reviewed by Councilperson Judy Drake and Councilperson Laurie Hemmings. The Supervisor’s Report be approved as submitted and the Bookkeeper or the Accountant is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 002**

TOWN OF LANSING				
Abstract # 002				
Summary by Fund				
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND TOWNWIDE	8,243.38	98,100.67	106,344.05
B	GENERAL FUND OUTSIDE VILLAGE	198.84	42,750.54	42,949.38
DA	HIGHWAY FUND TOWNWIDE	346.33	134,025.82	134,372.15
DB	HIGHWAY FUND OUTSIDE VILLAGE	213.28	12,682.83	12,896.11
HG	DPW FACILITY PROJECT	582.63	52,271.40	52,854.03
SL1-	LUDLOWVILLE LIGHTING DISTRICT	124.86		124.86
SL2-	WARREN ROAD LIGHTING DISTRICT	810.54		810.54
SL3-	LAKEWATCH LIGHTING DISTRICT	995.19		995.19
SS1-	WARREN RD SEWER	208.02	40,124.07	40,332.09
SS3-	CHERRY ROAD SEWER DISTRICT	24.14	9,000.31	9,024.45
SW	LANSING WATER DISTRICTS	4,143.58	234,426.38	238,569.96
TA	TRUST & AGENCY	1,490,010.99	78,691.26	1,568,702.25
<b>Total:</b>		<b>1,505,901.78</b>	<b>702,073.28</b>	<b>2,207,975.06</b>

02/17/2026  
10:26:10

**CONSOLIDATED ABSTRACT # 201**

TOWN OF LANSING				
Abstract # 201				02/19/2026
Summary by Fund				10:49:27
Code	Fund	Prepays	Unpays	Totals
HG	DPW FACILITY PROJECT		1,225,917.15	1,225,917.15
<b>Total:</b>			<b>1,225,917.15</b>	<b>1,225,917.15</b>

Budget Modifications for February 19th, 2026 Town Board Meeting

**YEAR END BUDGET MODIFICATIONS FOR 2025 BUDGET CYCLE**

**General - A Fund**

February 19th, 2026 for December 31st, 2025 Closing

FROM	TO	FOR	AMOUNT
A1620.400 - (Buildings - Contractual)	A1110.120- (Court Clerk- Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,327.16
A1620.400 - (Buildings - Contractual)	A1220.140 - (Accountant/Finance)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,311.71
A1620.400 - (Buildings - Contractual)	A1410.110 - (Deputy Town Clerk PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,209.66
A1410.120 - (Receiver of Taxes PS)	A1410.130 - (PT Clerk PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 0.01
A1410.400 - (Town Clerk - Contractual)	A1410.140 - (Town Clerk - Admin Assistant)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 424.05
A7110.110 - (Parks - Personal Services)	A7020.100- (Parks & Recreation Admin - Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,423.16
A7110.110 - (Parks - Personal Services)	A7020.110- (Parks & Recreation Admin - Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 559.55
A7310.400 - (Youth Program - Contractual)	A7140.100 - (Playground/Rec Fields PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 1,893.54
A7560.400 - (Other Performing Arts)	A7620.100 - (Adult Recreation PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 93.50

A9040.800 - (Workers Comp Insurance)	A9050.800 - (Unemployment Insurance)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 263.31
A8790.400 - (Natural Resources - Trails Plan)	A1440.400 - (Engineering - Contractual)	To correct coding for Myers trails study	\$ 19,960.50
A8745.400 - (Flood & Erosion - Contractual)	A8790.400 - (Natural Resources - Trails Plan)	This is a budget modification to correct the overage for this project (overage will occur after coding is corrected)	\$ 2,049.70
A3310.100 - (Traffic Control - PS)	A4989.401 - (Health - Contractual - AED's)	To update budget to reflect AED training (offsetting \$2,889 grant received from PERMA on revenue side)	\$ 3,289.83

This is a General Journal only to correct coding

**General - B Fund**

February 19th, 2026 for December 31st, 2025 Closing

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
B3620.400 - (Safety Inspector - Contractual)	B3620.110 - (Zoning/Planning - Admin Assistant)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 262.59
B3620.400 - (Safety Inspector - Contractual)	B3620.120 - (Zoning/Code/Fire Enforcement Office)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 144.50
B3620.400 - (Safety Inspector - Contractual)	B3620.140 - (Code Enforcement Officer)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 324.19

**Highway Fund Outside Village - DB Fund**

February 19th, 2026 for December 31st, 2025 Closing

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DB9089.800- (Medicare)	DB9050.800- (Unemployment Insurance)	To cover small insurance overage for year end closing	\$ 91.99

**Warren Road Sewer Fund - SS1**

February 19th, 2026 for December 31st, 2025 Closing

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SS1-8120.100 (Sanitary Sewers- HWY Pers. Serv)	SS1-8110.100 (Sewer Admin. - Personnel Service)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 0.37

**Cherry Road Sewer Fund - SS3**

February 19th, 2026 for December 31st, 2025 Closing

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
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SS3-8120.100 (Sanitary Sewers- HWY Pers. Serv)	SS3-8110.100 (Sewer Admin. - Personnel Service)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 0.47
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**Water Districts Fund - SW**

**February 19th, 2026 for December 31st, 2025 Closing**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SW9040.800 (Workers Comp Ins.)	SW9710.705 (Bond - Interest - Peruville Rd CWD5)	To cover penny rounding difference in payment for year end closing	\$ 0.01

**Water Districts Fund - SW**

**February 19th, 2026 for December 31st, 2025 Closing**

SW2089 - (Grants Awarded - Vac Truck)	SW8340.200- (Transmission & Distribution - Equipment)	To book revenue received from OSC for Vac Truck Grant	\$139,666.21
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**m. CONSENT AGENDA MOTIONS M26-03 – M26-05 AND  
RESOLUTIONS 26-27 – 26-35**

**RESOLUTION 26-36**

**CONSENT AGENDA MOTIONS M26-03 – M26-05  
AND RESOLUTIONS 26-27 – 26-35**

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

RESOLVED, that the Consent Agenda Motions **M26-03 – M26-05** and Resolutions **26-27 – 26-35**, 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 Judy Drake, duly seconded by Councilperson Joseph Wetmore, and put to a roll call vote with the following results:

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

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on February 19, 2026.

**MOTION AMENDING TOWN EMPLOYEE HANDBOOK TO ADD § 522  
REMOTE WORK POLICY**

**MOTION M26-06**

**MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK,  
TO ADD § 522 REMOTE WORK POLICY**

Councilperson Judy Drake, moved to approve the following amendment to the Town of Lansing Employee Handbook, with the addition of § 522 entitled “Remote Work Policy”, with the effective date of such addition deemed to be February 19, 2026, with such addition § 522 to now be wholly added to read as follows:

## 522 *Remote Work Policy*

**I. Purpose and Objective.** The Town of Lansing's priority is service to the public. The purpose of this policy is to establish, define and standardize remote work guidelines and procedures for all supervisors and eligible employees without sacrificing service to the public. All departments must be staffed and available to the public during all business hours; Monday-Thursday 7:30am-4:00pm, Friday 7:30am-Noon.

This policy is not a universal employee benefit intended to be available to every Town employee, rather, it is a work option used at the Department Head's discretion for employees who hold positions with duties and responsibilities that can reasonably be performed outside of the Town office environment. The option of utilizing remote work is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of office space, reduce operational costs, and accommodate special needs of employees. It is recognized that as a public employer, the Town has an obligation to ensure that employees and work resources are being used efficiently and productively. The Town encourages the use of this Remote Work Policy where it will be to the mutual benefit of the employee, the department, the Town, and the Town's stakeholders while maintaining the expected level of service to the public.

**II. Eligibility.** To be eligible for remote work, the employee must be a regular full-time or regular part-time employee in good standing with no documented attendance or disciplinary issues and have been employed with the Town for a minimum of three (3) months. The employee must also demonstrate the following;

- A history of job performance exhibiting the ability to work well independently with minimal supervision which meets or exceeds their supervisor's expectations.
- A portion of the employee's assigned duties can be performed away from the Town-owned office space with similar functionality and processing time.
- A Remote Work Agreement must not create an added burden of time or expense to co-workers, other departments, or diminish services provided by the Town.

Department Heads will determine suitability for remote work on a case-by-case basis. While the Town has a Remote Work Policy in place, each department must make its own assignments in accordance with the duties and expectations of the employees' position and the in-office staffing requirements of the department.

For purposes of this policy, whenever the term "Supervisor" is used, it is understood that this also includes the Department Head.

**III. Procedures.** Employees and supervisors who participate in a Remote Work Agreement are expected to educate themselves on this policy and their responsibilities regarding Remote Work. All employee remote work assignments must comply with the guidelines set forth in this policy.

- Every remote work assignment must have a Remote Work Agreement completed and approved in advance. Flexibility may be granted on occasion for ad hoc, unplanned circumstances. In these cases, the Supervisor must give approval before the employee begins remote work, and send an email stating the approval with a cc to Human Resources.
- The employee and their Supervisor will collaborate to create a mutually suitable Remote Work Agreement including the tasks or scope of work to be completed at the remote work site, the time frame(s) for completion, if applicable, and how work will be reported and evaluated.
- Both parties must sign the agreement and submit the original to Human Resources for review by both Human Resources and the Town Supervisor. Once the agreement has received the necessary approval(s), the original will be placed in the employee's personnel file. The Supervisor and employee will be given copies for their records.
- Requests for changes or updates to an existing agreement must be submitted and approved before changes can be implemented.

## **IV. Guidelines**

**A. Remote Work Assignments.** Offering the opportunity to work remotely is a management option; remote working is not a universal employee benefit. All remote work is at the discretion of the Supervisor and voluntary for the employee.

- The option to work remotely does not alter the terms or conditions of employment, the employees' job description, compensation, benefits, or the duties and responsibilities of the employees' position.
- Employees are required to follow all position expectations, Town policies and procedures, and collective bargaining agreements.
- Working from a remote location on a recurring basis may be available for a maximum of 2 (two) days per week. "Recurring" indicates the same remote days and hours worked every week.
- If a Town Hall, DPW, or Town-wide closure or emergency excuses non-remote employees from working, remote workers are also excused from work. If the remote employee chooses to work, and the Supervisor approves the extra working hours, the employee will be compensated for both the 'emergency closure' hours and the actual worked hours, including hours which would be considered at the overtime rate of pay.
- In the case where an emergency (e.g., power failure at home or other remote work location) prevents work at the remote workspace, the remote worker may be required by their Supervisor to report to their regular Town office, adjust their schedule, or utilize benefit time off hours.
- Departments are authorized to establish policies and procedures as a supplement to these guidelines in order to meet the specific needs of the Department, subject to approval of Human Resources and the Town Supervisor. Department specific guidelines may not override or dismiss the procedures or guidelines set forth in this policy.
- An employee who is out of work on FMLA, disability or worker's compensation who are not permitted or are excused from work, are also not permitted to work remotely. If an employee wishes to work remotely, a Return-to-Work permission from their health care provider must be on file with Human Resources before any work can be done. In addition, the Supervisor must approve an alternate remote schedule before remote work can start.
- All State and Federal Labor Laws applicable to the regular work office are applicable to employees working remotely.

#### **B. Employee and Supervisor Responsibilities**

- Review and comply with all Town policies while working remotely, including attendance, IT and Computer use policies as well as this Remote Work Policy.
- Maintain accurate time records of all hours worked and adhere to break and attendance schedules as agreed upon within their Remote Work Agreement and applicable labor laws.
- Ensure the remote workers' schedule overlaps with those of their team members for as long as is necessary to complete their job duties effectively.
- The employee must dedicate their full attention to their job duties during their established work hours and be available by phone and email to co-workers within their department as well as co-workers in other departments.
- Working remotely does not allow for any deviation in approvals required to change work schedules. For instance; If a remote workers' schedule is 7:30-5:00 with a ½ hour lunch break, this schedule must not deviate without Supervisor approval.
- Overtime may only be worked with prior approval of the employees' Supervisor.
- The remote worker must bring to their Supervisor's attention immediately if there are any internet connection or access issues which results in limitation to their work productivity and capabilities.
- Must be flexible with their remote work schedule, including being available to attend in-person meetings, or coming into the office when department staffing is short. At the Supervisor's discretion, flexibility may be given to work an alternate remote day in the same week.
- Remote workers cannot schedule in-person meetings at their remote workplace.
- Supervisors should, at a minimum, evaluate the efficacy and effect of remote work on an annual basis, to determine if a remote work assignment is having a negative effect on the workload or morale of other employees as well as evaluation of the work productivity of the remote worker.

**C. Expenses.** The employee is responsible for setting up and establishing a suitable work environment for purposes of working remotely.

- The remote work area should be free from obvious safety hazards and suitable for the type of work being performed by the employee. The Town will not be responsible for costs associated with setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- The employee is responsible for all expenses related to maintaining their remote workspace as required to perform job functions and responsibilities. This may include homeowners/rental insurance, utility and internet costs if a reliable internet connection is required for full job functionality.
- It will be the employee's responsibility to determine any income tax implications of maintaining a remote workspace. The Town will not provide tax guidance, nor will the Town assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.
- Remote work will not be considered enough of a reason on its own, for the employee to be eligible for a Cell Phone Allowance.

**D. Equipment & Supplies.** The Town may provide specific equipment, depending on the employee's assignment and responsibilities. This may include a laptop, computer hardware (such as one full-size monitor, keyboard & mouse), power cords, software, email, voice-mail, and/or other primary equipment as deemed necessary. No additional secondary equipment such as printers or a second computer monitor will be provided by the Town.

- All equipment, software, and data provided by the Town to the employee for remote work must only be used by the employee or other authorized persons (i.e.; IT personnel) for Town business.
- The Town will be responsible for support, repair, and maintenance of Town equipment only, excluding internet connectivity issues. IT personnel or the Town's IT contractor will determine whether support can be completed from the remote workspace or if the equipment must be brought back to the office. The Town will not cover expenses, including mileage, for transporting Town-owned equipment to and from the remote workspace.
- When the employee uses their own equipment, the employee is responsible for maintenance and repair of that equipment. The remote worker will be responsible for any damage from negligence or misuse, or from a power surge if no surge protector is used.
- Office supplies, such as pens and paper, will be provided by the Town as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's Supervisor in writing.

**E. Information Security and Management.** Remote workers agree to review and comply with all Town IT and Computer Use policies and the guidelines set forth. In addition, remote workers are reminded:

- Physical documents that contain personally identifiable information must not be removed from Town offices or buildings.
- Exercise caution if using personal electronic devices for Town communications and work, as all will be subject to Freedom of Information Law requests.
- Transport and store equipment in a safe and secure manner and keep all equipment password protected.
- Refrain from using Town-owned equipment for personal use, downloading suspicious, unauthorized or illegal software.
- Take measures to preserve and protect against the disclosure of any confidential information, and ensure that no other individuals are able to access Town systems or information.
- Immediately report any information breaches, unauthorized disclosures of information, access to Town systems, or violations of any policies of the Town, including this Remote Work Policy.

**V. Termination, Mutual Cancellation or Suspension of a Remote Work Agreement.**

- The Town reserves the right to modify or terminate such agreement with ten (10) days’ notice, at any time for any reason. Termination of a remote working arrangement is not grievable under personnel policies. In no circumstances are employees entitled to due process related to any Town decision on Remote Work issues, including approvals or denials.
- Remote Work is a voluntary program. Employees may decline remote work if the option presented is infeasible. The employee may also discontinue the arrangement at any time, unless otherwise specified in the Remote Work Agreement.
- Remote Work may be temporarily suspended due to the Town’s operational and staffing needs.
- The Town will not be responsible for costs, damages, or losses resulting from termination of an employee’s participation in the remote working program. The Remote Work Agreement is not a contract of employment and may not be construed as such.
- Upon termination of remote work agreement or employment, all employer property will be returned by the termination date or other date arranged by Human Resources.

**VI. Workers’ Compensation.** Employees are expected to maintain a home workspace that is free from safety hazards and other dangers to the employee and Town-issued equipment. Employees working remotely are covered by workers’ compensation for job-related injuries that occur in the course and scope of employment. However, when the employee is working from home, workers’ compensation does not cover injuries that are not job related and the Town assumes no liability for injuries to the employee or others occurring in the employee’s home work space outside the agreed-upon work hours. The Town is not liable for loss, destruction, or personal injury that may occur in or to the employee’s home and/or non-employee property. This includes family members, visitors, or others who become injured within or around the employee’s home. Employees are responsible for the timely reporting of workers’ compensation injuries per normal protocol.

**VII. Exceptions.** The Town Supervisor has the discretion to make exceptions to this Policy in the best interest of the Town, such as declared emergencies or other unique situations mandating remote work outside of a pre-approved agreement.

**VIII. Non-Compliance.** Employees who have been approved for remote work and who have been found to have violated this policy will be subject to discipline, up to and including termination of employment. The Town Supervisor shall be advised of any breaches of this policy and will be responsible for appropriate remedial action, which may include revocation of the privilege to work remotely and disciplinary action, including suspension or termination of employment.

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5

Opposed – 0

**MOTION AMENDING TOWN EMPLOYEE HANDBOOK TO ADD § 707  
ADDITIONAL TIME OFF POLICY FOR EXEMPT (SALARIED) EMPLOYEES**

**MOTION M26-07**

**MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK,  
TO ADD § 707 ADDITIONAL TIME OFF POLICY FOR  
EXEMPT (SALARIED) EMPLOYEES**

Councilperson Judy Drake, moved to approve the following amendment to the Town of Lansing Employee Handbook, with the addition of § 707 entitled “Additional Time Off Policy for Exempt (Salaried) Employees”, with the effective date of such addition deemed to be February 19, 2026, with such addition § 707 to now be wholly added to read as follows:



WHEREAS, the Town Board of the Town of Lansing adopted the Town of Lansing Flag and Banner Display Policy on June 20, 2018, governing the display of flags and banners on Town property, including Town Hall; and

WHEREAS, the Policy provides that, in the event a flag is the subject of a permit application and is not included on the list of approved flags, the Town Clerk shall forward the application to the Town Board for determination; and

WHEREAS, the Policy further provides that the Town Board shall determine whether such flag is generally recognized on a national or international level and was created or issued as:

- (i) an officially recognized flag of the United States; or
- (ii) a flag created or issued in relation to a national observance month proclaimed by Act of Congress, Presidential Proclamation, or Executive Order; and

WHEREAS, an application has been submitted requesting approval to display the Pan-African flag at the Town of Lansing Town Hall; and

WHEREAS, the Pan-African flag is internationally recognized as a symbol of unity, pride, and shared heritage among people of African descent; and

WHEREAS, the Pan-African flag is customarily used in connection with federally recognized observances in the United States such as Black History Month, African-American heritage celebrations, and other national commemorations; and

WHEREAS, the Town Board finds that the Pan-African flag is nonpartisan in nature, is not associated with political advocacy, and is consistent with the intent and requirements of the Town of Lansing Flag and Banner Display Policy; and

WHEREAS, the Town Board has reviewed the permit application and determined that the Pan-African flag satisfies the criteria set forth in the Policy and that the proposed display at Town Hall complies with all applicable provisions thereof;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Lansing hereby determines that the Pan-African flag is generally recognized on an international level and is customarily associated with national observances recognized by the United States; and

BE IT FURTHER RESOLVED, that the Pan-African flag is hereby added to the Town of Lansing’s list of approved flags under the Town of Lansing Flag and Banner Display Policy, adopted June 20, 2018; and

BE IT FURTHER RESOLVED, that the display of the Pan-African flag at the Town of Lansing Town Hall is hereby approved in accordance with said Policy.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

**RESOLUTION OF THE LANSING TOWN BOARD OPPOSING RACIAL PROFILING AND HARMFUL IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) ENFORCEMENT ACTIONS**

Councilperson Judy Drake voted no on this Resolution, stating that federal immigration enforcement is outside the jurisdiction of Town operations, which should remain focused on land use, highways, parks, code enforcement, and courts.

**RESOLUTION 26-38**

**RESOLUTION OF THE LANSING TOWN BOARD OPPOSING RACIAL PROFILING AND HARMFUL IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) ENFORCEMENT ACTIONS**

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

**WHEREAS**, Immigration and Customs Enforcement (ICE) has conducted raids, door-to-door enforcement actions, and armed operations that have sometimes relied on race, ethnicity, language, or appearance rather than individualized evidence; and

**WHEREAS**, such actions have resulted in the questioning, detention, arrest, and murder of U.S. citizens, including Native Americans, raising serious concerns about targeting based on appearance or ancestry; and

**WHEREAS**, Indigenous peoples, the original inhabitants of this land, have been wrongfully detained during ICE operations, reflecting a long history of systemic discrimination; and

**WHEREAS**, ICE has conducted door-to-door operations without judicial warrants in ways that raise concerns about racial profiling and potential violations of constitutional protections against unreasonable searches and seizures; and

**WHEREAS**, ICE enforcement actions have involved militarized tactics and the use of force, including shootings that have resulted in loss of life, causing harm to families, communities, and bystanders, including Americans with lawful status; and

**WHEREAS**, these enforcement practices, which sometimes detain individuals based on appearance, language, or ancestry rather than conduct, are reminiscent of historical practices such as slave catching, which targeted people based on race and heritage; and

**WHEREAS**, ICE operations have targeted sensitive locations, including schools, churches, and hospitals, creating risks for children, patients, medical professionals, educators, and other vulnerable members of the community; and

**WHEREAS**, immigration infractions are civil matters under federal law, not criminal offenses, and ICE's statutory authority is limited to civil immigration enforcement rather than general law enforcement; and

**WHEREAS**, the expansion and militarization of ICE enforcement, including raids and door-to-door operations, was intensified during the administration of President Donald J. Trump, contributing to increased fear and concern in communities across the United States; and

**WHEREAS**, these practices create a climate of fear and mistrust in our community, discouraging residents from reporting crimes, seeking emergency assistance, accessing education and health care, participating in civic life, or worshiping with their community; and

**WHEREAS**, racial profiling and the use of lethal force by any government agency are incompatible with equal protection under the law, undermine public safety, and erode trust in government institutions; now therefore be it

**RESOLVED**, that the Lansing Town Board expresses strong opposition to racial profiling by ICE, including enforcement actions that target individuals based on race, ethnicity, appearance, language, or perceived immigration status; and be it further

**RESOLVED**, that the Town Board expresses concern about ICE raids, door-to-door operations, warrantless detentions, and the use of force, including actions that have resulted in loss of life; and be it further

**RESOLVED**, that the Town Board expresses concern regarding the detention, harassment, injury, or loss of life affecting U.S. citizens, immigrants with legal status, and Native Americans, recognizing such outcomes as deeply harmful to civil and human rights; and be it further

**RESOLVED**, that the Town of Lansing affirms that no resident should be stopped, questioned, detained, injured, or killed by a federal agency because of who they are or how they look, and that schools, churches, and hospitals should never be targeted in enforcement actions; and be it further

**RESOLVED**, that the Town Board recognizes that immigration infractions are civil matters under federal law, that ICE’s statutory authority does not make it a general criminal law enforcement agency, and that enforcement practices should reflect these limits; and be it further

**RESOLVED**, that the Town Board calls on federal authorities to review and end enforcement practices that rely on racial, ethnic, or ancestry-based profiling and that pose risks of harm, loss of life, or community fear, while upholding constitutional rights, human dignity, and the sanctity of human life; and be it further

**RESOLVED**, that a copy of this resolution shall be transmitted to State Senator Lea Webb, State Assemblymember Anna Kelles, Governor Kathy Hochul, U.S. Senator Charles Schumer, U.S. Senator Kirsten Gillibrand, and U.S. Representative Riley, as well as any other appropriate state and federal representatives, to formally express the Town of Lansing’s concerns.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

**RESOLUTION APPOINTING ALTERNATE MEMBER TO THE TOWN OF LANSING PLANNING BOARD**

**Town Board Tabled This Resolution – No Vote Taken**

**RESOLUTION 26-**

**RESOLUTION APPOINTING ALTERNATE MEMBER TO THE TOWN OF LANSING PLANNING BOARD**

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

WHEREAS, the Planning Board had three members whose terms expired on December 31, 2025; and

WHEREAS, the Town appointed two of the three members at the January 21, 2026, meeting, and requested that the interview committee conduct a second interview with John Duthie and Aimee Caffrey; and

WHEREAS, the Interview Committee conducted the interviews and recommended John Duthie to the Planning Board as an Alternate Member; and

WHEREAS, the appointment requires John Duthie to complete the mandatory New York State and Town of Lansing training requirements; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it

RESOLVED, that John Duthie is hereby appointed as an Alternate Member to the Town of Lansing Planning Board for a one-year term effective February 19, 2026 through December 31, 2026, to serve at the pleasure of this Board; and further

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

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

**Town Board Tabled Above Resolution – No Vote Taken**

**RESOLUTION APPROVING PURCHASE OF TWO 2026 CHEVROLET 1500 PICKUP TRUCKS FOR USE IN THE DEPARTMENT OF PUBLIC WORKS**

**RESOLUTION 26-39**

**RESOLUTION APPROVING PURCHASE OF TWO 2026 CHEVROLET 1500 PICKUP TRUCKS FOR USE IN THE DEPARTMENT OF PUBLIC WORKS**

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

WHEREAS, the Town of Lansing has long had capital management and equipment plans consisting of a balance of reserve funds and budgeted cash, and in 2025 certain capital needs of the DPW were discussed, including how to fund the purchase of the same in 2026 without incurring debt; and

WHEREAS, the Department of Public Works has now confirmed and identified its need for two (2) Chevrolet Silverado 1500 pickup trucks and has utilized the New York State Office of General Service (NYSOGS), NYS Vehicle Marketplace Contract # 23166 and Vehicle Marketplace Group List # 404440 two (2) Chevrolet Silverado 1500 pickup trucks for pricing such equipment; and

WHEREAS, the Town Board has fully reviewed such needs and the options for the same, and the Director of Public Works/Highway Superintendent now wishes to use funds from accounts DB5110.200, DA5130.200, DA5142.200, SW8340.200, SS1-8120.200 seeks verification from the Town Board to make such purchase; and

WHEREAS, upon and after due deliberation upon this matter, the Town Board of the Town of Lansing has determined as follows, and now be it therefore

RESOLVED, that the Town Board affirms that funds from DB5110.200, DA5130.200, DA5142.200, SW8340.200 for \$22,573.50 and SS1-8120.200 for \$3,706 are intended to be used for equipment purchases for the Department of Public Works; and it is further

RESOLVED, that the Director of Public Works/Highway Superintendent or his designee be and hereby are authorized to affect the following purchase per NYSOGS: two (2) Chevrolet Silverado 1500 Pickup Trucks, not to exceed \$ 94,000 from DB5110.200, DA5130.200, DA5142.200, SW8340.200, SS1-8120.200.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

**RESOLUTION APPROVING PURCHASE OF 2026 CHEVROLET 2500 PICKUP TRUCK FOR USE IN THE DEPARTMENT OF PUBLIC WORKS**

**RESOLUTION 26-40**

**RESOLUTION APPROVING PURCHASE OF 2026 CHEVROLET 2500 PICKUP TRUCK FOR USE IN THE DEPARTMENT OF PUBLIC WORKS**

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

WHEREAS, the Town of Lansing has long had capital management and equipment plans consisting of a balance of reserve funds and budgeted cash, and in 2025 certain capital needs of the DPW were discussed, including how to fund the purchase of the same in 2026 without incurring debt; and

WHEREAS, the Department of Public Works has now confirmed and identified its need for a Chevrolet 2500 pickup truck and has utilized the New York State Office of General Service (NYSOGS), NYS Vehicle Marketplace Contract # 23166 and Vehicle Marketplace Group List # 404440 Chevrolet Silverado 2500 for pricing such equipment; and

WHEREAS, the Town Board has fully reviewed such need and the options for the same, and the Director of Public Works/Highway Superintendent now wishes to use funds from accounts DB5110.200, DA5130.200, DA5142.200, SW8340.200, SS1-8120.200 seeks verification from the Town Board to make such purchase; and

WHEREAS, upon and after due deliberation upon this matter, the Town Board of the Town of Lansing has determined as follows, and now be it therefore

RESOLVED, that the Town Board affirms that funds from DB5110.200, DA5130.200, DA5142.200, SW8340.200 for \$12,480 and SS1-8120.200 for \$2080 are intended to be used for equipment purchases for the Department of Public Works; and it is further

RESOLVED, that the Director of Public Works/Highway Superintendent or his designee be and hereby are authorized to affect the following purchase per NYSOGS: One Chevrolet Silverado 2500 Pickup Truck, not to exceed \$52,000 from DB5110.200, DA5130.200, DA5142.200, SW8340.200, SS1-8120.200.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

**MOTION TO ENTER EXECUTIVE SESSION**

Councilperson Joseph Wetmore moved to **ENTER EXECUTIVE SESSION TO DISCUSS MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON /CORP, OR MATTERS LEADING TO SAID DISMISSAL, REMOVAL, PROMOTION, APPOINTMENT, EMPLOYMENT, DISCIPLINE, DEMOTION, OR SUSPENSION AT 7:31 PM.**

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5                      Opposed – 0

**MOTION TO EXIT EXECUTIVE SESSION**

Councilperson Joseph Wetmore moved to **EXIT EXECUTIVE SESSION AT 8:09 PM.** Supervisor Ruth Groff seconded the motion.

All in Favor – 5                      Opposed – 0

Supervisor Ruth Groff stated that Town Counsel Guy Krogh will write a Local Law changing Planning Board Alternates from two to three Members, for the March 18, 2026 Town Board Meeting. There will be a resolution to approve the Local Law and a resolution to approve both John Duthie and Aimee Caffrey as Planning Board Alternate Members.

The Local Law will also create an additional alternate member on the Zoning Board of Appeals.

**BOARD MEMBER REPORTS**

**Laurie Hemmings**

No report.

**Joseph Wetmore**

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

**Joseph Wetmore  
Town Board Member Report  
February 2026**

**Planning Board**

**Monday, January 26·6:30 – 8:30pm**

Nolan Hatfield presented a proposal for a minor subdivision of his 2.68-acre property located at 374 Holden Road (TPN 4.-1-9.21) in the Agricultural (AG) Zoning District. The project involves dividing the existing parent parcel into two lots: Parcel A, consisting of 1.61 acres, and Parcel B, consisting of 1.07 acres. The action is classified as an Unlisted, Uncoordinated Action under SEQR, and completion of SEAF Part 2 is required. Following sketch review and discussion, the Board scheduled a public hearing for February 23, 2026.

Karyn Rushlow applied for an exempt subdivision (lot line adjustment) of her 19.02-acre property located at 163 Drake Road (TPN 37.1-1-15.22) in the B2 Zoning District. The proposal divides the existing parent parcel into Parcel A, consisting of 16.73 acres at 163 Drake Road, and Parcel B, consisting of 2.29 acres. The action is classified as a Type II Action under SEQR, requiring no further environmental review. Karyn and George Rushlow were present to discuss the project and explained that they wish to retain the existing hedgerow and incorporate it into the 71 Drake Road property. Following discussion, the Board approved the exempt subdivision with conditions.

**Monthly Check-In | Lansing Smart Growth Zoning Update (C1003123)**

**Friday, February 6·10:00 – 11:00am**

The committee discussed the status of the grant, including which portions of the required paperwork still need to be completed and who will be responsible for each item. There was also discussion regarding which expenses are eligible for reimbursement under the grant terms, to ensure proper documentation and compliance.

The committee reviewed the public participation plan to confirm that all state-required elements are included. It was noted that the Town intends to go beyond the minimum requirements to ensure meaningful public engagement throughout the process.

Joe also reported:

**Yellow Barn Solar** – Joe suggested LaBella do the inspections on the site. Town Board will need to vote on this when the contract is submitted.

**Association of Towns (AOT) Conference (NYC)** – “Everyone” is receiving an increase in the number of FOILs. Personal e-mail address is not foilable.

**Christine Montague**

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

**Christine Montague  
Town Board Member Report  
February 2026**

**Conservation Advisory Council, Feb 4**

- After discussion of tasks for the CAC at the January Town Board meeting, Ruth Groff presented a draft resolution clarifying tasks at the CAC meeting. The CAC will continue moving forward on the Climate Smart Communities program, and promote events like Earth Day for educational purposes. The resolution will make clear that if the CAC needs help from staff at the Town Hall, that they will go through Ruth. One idea that was discussed as part of educational events was to promote habitat management by doing a BioBlitz in the town-owned meadow. The resolution was adjusted to clarify that activities such as these are tasks that were assigned through the original Resolution 19-49.
- Members of the CAC volunteered to investigate some activities for Earth Day, such as doing the BioBlitz, designing a meadow mowing and maintenance plan, and promoting and organizing neighborhood cleanup efforts.
- They discussed how to start designing a climate resiliency plan, and will start by looking at neighboring towns’ plans. The County Health Dept had told Ruth that they were working on an emergency plan, but we have not seen that yet. Members of the group remembered a Lansing emergency plan was developed, and they will contact those who were involved in writing it.
- Ashley Seifert from Southern Tier 8 Regional Economic Board is now our Climate Smart Communities (CSC) program rep. She has been asked to be at the next CAC meeting. Ed Dubovi will send to everyone the list of CSC tasks for which the town can get points.
- 

**Lansing Housing Authority, Jan 26**

- A full building inspection was performed in all the units at Woodsedge, and minor repairs were needed. Later in the month, the Town Code Enforcement personnel came to check all units as well, and those repairs have been completed.
- Residents were worried about mold or mildew in some apartments, and the maintenance company hired a contractor to determine the cause and severity of the problem. The report indicated work that could be completed by the maintenance company and found no widespread mold issue.

Christine also reported:

**Association of Towns (AOT) Conference (NYC)** – attended classes on Collective Bargaining and 250 Years of Land Use Law

**Judy Drake**

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

**Judy Drake  
Town Board Member Report  
February 2026**

**Capital Improvement Committee - January 26, 2026 - cancelled**

**Lansing Business Alliance - January 27, 2026-**

Provided update on Town Board actions. Discussed outcome from January pancake breakfast and preparing for February breakfast.

**Lansing Fire Commissioners - February 2, 2026 -**

Calls for month: Fire: 42 EMS: 70 No Response=0 Total Calls: 113  
Total Calls for Year:  
Approved adding a Blue Cabinet at Fire Station #3 -Route 34B Ridge Road.

**Personnel Management Committee – February 4, 2026**

Committee reviewed and referred to Town Board the Remote Work Policy and Additional Time Policy. Committee discussed positions and agreed that the recruitment for Director of Planning position should begin. Committee reviewed the purpose of Social Media policy and were supportive of having a townwide Facebook page to push out information about the town.

**Ag Committee – February 5, 2026**

Steve Nedrow was elected chair. Committee discussed how to get involved with 250<sup>th</sup> Anniversary event. Ruth and I answered questions about large solar projects and data center project. Christine Hass provided insight as to the data center project and process through Planning Board.

**Lansing Zoning Board of Appeals - February 11, 2026 - meeting cancelled**

**Parks, Trails -Working Group - February 12, 2026 –**

Attended meeting to hear an update on Greenway master plan.

**Other meetings:**

- 1/22/26: Met with Pat to review parks and trails committees and studies.
- 1/29/26: Met with Pat and Mikey regarding preparing for Maintenance Supervisor starting.
- 2/5/26: Met with Mikey -general updates on department.

Judy also reported:

**Personnel Management Committee** – working on new job descriptions for Director and Assistant Director of Parks and Recreation

**Ruth Groff**

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

**Ruth Groff  
Supervisor Report  
February 2026**

My job continues to envelop all aspects of town business, with a plethora of topics including taxpayer questions, day-to-day administration, meetings with external organizations and internal committees, personnel issues, and coordinating the Town Board meeting agenda with the Town Clerks.

As I temporarily oversee the Planning Department, I rely on the professional input from MRB Group and current staff. We recently hired Nathaniel Rogers to fill the position of Planner, and I am receiving positive feedback from both the MRB Group and our current staff. Coming to us from Cayuga County Planning, he has hit the ground running. I recently assigned Nathaniel the task of locating the last town center plan that was developed many years ago. With his background, my hopes are that he can help me get the Town Board involved in breathing some new life into discussions about what to do with those plans and what to do with the many acres of land that the town owns. I continue to act as the grant administrator for the Zoning Update grant from the New York Department of State.

I have been a member of the negotiating team for the Yellow Barn Solar (YBS) project, with guidance from Matt Eldred at the law firm of Harter, Secrest, & Emery. Matt has a state-wide reputation of being one of the best attorneys specializing in energy. Together with Joseph Wetmore and the team from Groton, we are in the final stretch of the process with YBS and the New York State Office of Renewable Energy Sitings (ORES).

**EXTERNAL COMMITTEES/ORGANIZATIONS:**

**Tompkins County Council of Governments (TCCOG):** January 22, 3pm

Darby Kylie, representing the Tompkins County Water Resource Council (TCWRC), gave a presentation about Total Maximum Daily Load (TMDL) of phosphorous in Cayuga Lake. The slides that were presented identified the sources of phosphorous loading as well as the required reductions via land use. TCWRC has asked for recommendations for the type of training that would be most effective, and to what audience.

There had been four committees within TCCOG, but it was recommended that three of them are no longer viable or needed, and two additional working groups were formed. A resolution was put forth regarding structure and administration of TCCOG. That resolution received several amendments during the meeting, and the amended resolution passed unanimously.

**Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point):**

- **Personnel and Organization Committee:** January 28, 1pm  
The committee approved the December minutes, then heard reports from the Shop Steward, Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Shop Steward had nothing new to report. The Production and Distribution Managers shared lists of trainings that their staff attended. The General Manager told of events that he and his staff participated in, as well as upcoming events with BOCES, TC3, and professional events that BP attends or participates in. Human Resources explained plans for the coming year, and the Finance Manager shared the roll out of new rates for the municipalities, preparations for the annual audit, and highlighted plans for the year.
- **Budget and Finance Committee:** February 5, 3:45pm  
The financials continue to stay in line with prior years and with budget, and there were no questions about the vouchers. The Audit Engagement letter was signed.
- **Commissioners' Meeting:** February 5, 4:00pm

The Commissioners approved the January minutes, then heard reports from the Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Production and Distribution Managers shared lists of trainings that their staff attended. The General Manager told of events that he and or his staff participated in, as well as upcoming events with BOCES, TC3, and professional events that BP attends or participates in.

**Town Supervisors:** February 9, 10am

The meetings are generally without an agenda but rather are a forum for Town Supervisors within Tompkins County to meet and discuss issues that are faced by Supervisors, sort of a lessons-learned session to share with each other so we can be more efficient in our jobs. The new Supervisor for the Town of Groton, Crystal Young, was introduced to the group.

**Group of Six:** February 12, 10am

This group is comprised of the Supervisors and Mayors from the six municipalities that utilize and have an agreement with the Ithaca Wastewater Treatment Plant.

**Ithaca Tompkins County Transportation Council – Policy Committee:** February 17, 1pm

**INTERNAL COMMITTEES AND/OR MEETINGS:**

**January 2** – Had lunch with Ray Burger, Planning Director for Town of Dryden, and Nathaniel Rogers, Planner for Town of Lansing, to introduce the two of them and to talk about best practices for a planning department.

**January 3** – Met with representatives from the Village of Cayuga Heights and the Village of Lansing to discuss the Town of Lansing’s suggested edits to the intermunicipal sewer agreement. Some sections were agreed upon right away, but some will require a little research and data analysis by the Town Engineer.

**February 4:**

**8am** – Personnel Management Committee

**10am** – Meet and greet for the Collier’s consultants and Nathaniel Rogers, who has agreed to be the Chair of the Zoning Advisory Committee.

**11am** – Water, Sewer, and Stormwater Committee: Brought Mike Moseley up to date on the outcome of the meeting with the villages, and reviewed an update on the Brickyard Road/Buck Road water main replacement.

**3:30pm** – met with Dean Shea to come up with questions for the Planning Board alternate interviews

**February 5** – Attended the Agriculture and Farmland Protection Committee meeting, where they elected a chair and vice-chair.

**February 6** – Monthly check in meeting with NYS Department of State (DOS) and consultants from Collier’s to review compliance with grant requirements. The Collier’s team shared their draft community participation plan with Allison, our representative from the DOS. They have scheduled the public participation for March 10 at Town Hall.

**February 9** – I performed the mandatory annual Justice Court Audit.

**February 10** – I participated in the interviews of candidates for Planning Board Alternate Members.

**February 19** – Monthly review of Department of Public Works (DPW) project with the construction manager.

**WORK SESSION MEETING ITEMS OF DISCUSSION**

**Department of Public Works Building**

Ruth gave the Town Board the Construction Manager’s Monthly Report and change orders which she approved, stating the project is still under budget. They are available for the public to view in the Town Clerks Office.

**Allocation of Host Community Agreement (HCA) Funds**

Ruth stated:

The Town anticipates receiving substantial funds from the Yellow Barn Solar Project (50% at the start of construction, 50% at the start of operations (2027-2028). The Board reached a consensus on a tiered plan for these one-time funds:

Priority Tier	Description
1. Housekeeping	Repay approximately \$165,000 in interfund loans. Receive \$50,000 from Yellow Barn Solar for legal/engineering reimbursements.
2. Reserves	Replenish depleted reserves, specifically the Parks and Trailways reserve approximately \$150,000 and Highway equipment funds.
3. Capital Projects	Fund critical projects: Myers Park restroom/shower upgrades, Ludlowville Park trail safety (steps/railings), and Community Center furnace replacement.

Grant Strategy-

- The Board discussed hiring a contract grant writer to leverage HCA funds. Members noted that certain projects, particularly trails and parks, could receive up to 80% matching funds through state grants, effectively multiplying the impact of the HCA revenue.
- Judy stated the HCA money should not be used for a grant writer – that should be paid for out of operational funds.
- Laurie stated the grant writer should be a contractor, not an employee. She would like to see more parkland for the community.

Reserve Policies-

- The reserve policies need to be updated.
- Ruth stated, for the March 18, 2026 Town Board Meeting, she will have some suggestions for Reserve Funds dollar amounts.

**Noise Law**

This should be a basic law, similar to other municipalities and assigned to the Operations and Code Revision Committee. Guy Krogh will share noise laws with the Operations and Code Revision Committee. Ruth will inform the Committee they have been charged with this.

**Scoops Lease**

Discussion and decision to extend lease to December 31, 2026. Additional discussion needed later to decide what to do after December 31, 2026.

### **Old Highway Building**

Discussion regarding the bathroom and what the building will be used for. Nice to have bathroom for people walking the trails. Should there be a public bathroom there? Septic needs to be replaced – what size is appropriate?

### **Social Media Policy**

This policy was discussed for review by both the Personnel Management Committee and Operations and Code Revision Committees to ensure it addresses both internal management and Town-wide communication needs.

### **Operations and Code Revision Committee and Personnel Management Committee**

Town Board needs to give charges to both committees – will discuss at a later time.

### **Town Hall Meetings**

Town Board discussion and decision to improve dialogue with residents:

- Informal quarterly meetings
- Begin in April 2026
- Two (2) Town Board Members at each meeting (members will rotate)
- Residents ask questions and receive answers from Town Board Members
- Meetings will be 1 to 1.5 hours
- Put on YouTube
- Maybe have “themes”
- Maybe have staff person there

### **Liaisons for Internal Boards and Committees**

The Board debated the necessity of liaisons to internal boards (Planning Board and Zoning Board of Appeals). Guy Krogh advised that such positions are "extraordinarily unusual" and could lead to claims of bias or undue influence in quasi-judicial matters. Should the chairperson of boards / committees come to Town Board Meetings? Are the boards / committee's submitting minutes / notes to the Town Clerk or Town Board? The Board decided to table the dissolution of liaisons until they can solicit feedback from the Planning Board and ZBA chairs regarding what type of communication structure would serve them best. This will be on the Working Session for March 18, 2026 Town Board Meeting.

Zoning Advisory Committee (ZAC) needs to have a liaison to fulfill grant requirements.

### **Code and Planning Fee Structure**

Shaun Logue from the MRB Group is working on this. The Town Board will receive the draft, once it is ready.

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

Councilperson Judy Drake moved to **ENTER EXECUTIVE SESSION TO DISCUSS MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON /CORP, OR MATTERS LEADING TO SAID DISMISSAL, REMOVAL, PROMOTION, APPOINTMENT, EMPLOYMENT, DISCIPLINE, DEMOTION, OR SUSPENSION AT 9:47 PM.**

Councilperson Joseph Wetmore seconded the motion.

All in Favor – 5                      Opposed – 0

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

Councilperson Joseph Wetmore moved to **EXIT EXECUTIVE SESSION AT 10:20 PM.**

Supervisor Ruth Groff seconded the motion.  
All in Favor – 5                      Opposed – 0

**MOTION TO ADJOURN MEETING**

Councilperson Joseph Wetmore moved to **ADJOURN THE MEETING AT 10:21 PM.**  
Supervisor Ruth Groff seconded the motion.  
All in Favor – 5                      Opposed – 0

Minutes taken and executed by the Town Clerk. Executive Session minutes were taken by Guy Krogh, Town Counsel, and executed by the Town Clerk.

Respectfully submitted,

Deborah K. Munson, RMC  
Town Clerk