



BUDGET TOWN BOARD MEETING

Lansing Town Hall Board Room
Wednesday, November 08, 2023
6:30 PM

AGENDA

SUBJECT TO CHANGE

Meeting is open to the public and streamed live on YouTube.

VIEW THE MEETING LIVE - TOWN OF LANSING YOUTUBE CHANNEL

To find our YouTube Channel - Go to www.lansingtown.com, click on the “YouTube” Icon (red square) located on the bottom left corner of our Home Page.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Resolutions**
 - a. Resolution Establishing 2024 Water Rates
 - b. Resolution Establishing 2024 Sewer Rates for Warren Road Sewer District
 - c. Resolution Establishing 2024 Sewer Rates for Cherry Road Sewer District
5. **Public Hearing on Proposed 2024 Assessment Rolls for Town Water, Lighting, Drainage and Sewer Districts**
 - a. Motion to Enter/Exit
6. **Public Hearing on Proposed 2024 Town of Lansing Assessment Rolls and Preliminary Budget**
 - a. Motion to Enter/Exit
7. **Discussion**
 - a. Town Hall Heating System
8. **Resolutions**
 - a. Resolution Approving the Special Districts Budget and Town Budget for the Fiscal Year 2024
 - b. Motion to Replace Existing Board Application Process
9. **Work Session**
10. **Executive Session if Needed**
 - a. Motion to Enter/Exit
11. **Adjourn Meeting**
 - a. Motion to Adjourn Meeting

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact the Town Clerk's Office at 607-533-4142. Request should be made 72 hours prior to the meeting.

RESOLUTION ESTABLISHING 2024 WATER RATES FOR THE TOWN OF LANSING CONSOLIDATED WATER DISTRICT AND USERS THEREOF, INCLUDING DISTRICT EXTENSIONS AND OUTSIDE USERS

RESOLUTION 23-

RESOLUTION ESTABLISHING 2024 WATER RATES FOR THE TOWN OF LANSING CONSOLIDATED WATER DISTRICT AND USERS THEREOF, INCLUDING DISTRICT EXTENSIONS AND OUTSIDE USERS

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

WHEREAS, the Town of Lansing is a member municipality of the Southern Cayuga Lake Intermunicipal Water Commission (“Bolton Point”) and a signatory to Bolton Point’s Intermunicipal Cooperative Agreements as periodically updated since 1979 (the “Agreement”); and

WHEREAS, the Town and the Consolidated Water District (“CWD”) purchase water from Bolton Point as a supplier for the CWD, CWD extensions and districts, outside users, fire-fighting and other municipal purposes, and for use and consumption by residents; and

WHEREAS, the 2024 water rate from Bolton Point is \$6.33 per thousand gallons, and the Town must set its rates for the CWD and its districts and users; and

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

RESOLVED, that the Town Board of the Town of Lansing does hereby establish the following water rates for the Town of Lansing residents within the Town of Lansing Consolidated Water District for the year 2024.

Water Rate (SCLIWC)	\$ 6.33 per thousand gallons
Operation and Maintenance Fee (TOL)	<u>\$ 1.16 per thousand gallons</u>
TOTAL RATE	\$ 7.49 per thousand gallons

BE IT FURTHER RESOLVED, that #1, #2, #4 and #5 accounts are not included in the current Town of Lansing Consolidated Water District. Therefore, the Town Board of the Town of Lansing does hereby establish the following water rates for the Town of Lansing residents in the #1 accounts being Algerine and Lansing Station Roads, #2 and #4 accounts being Drake Road and #5 accounts being Peruville Road. This rate will also include future water district extensions established in the year 2024.

Water Rate (SCLIWC)	\$ 6.33 per thousand gallons
Operation and Maintenance Fee (TOL)	<u>\$ 1.92 per thousand gallons</u>
TOTAL RATE	\$ 8.25 per thousand gallons

BE IT FURTHER RESOLVED, that #9 account Outside User Agreement residents using CWD services and water must pay 2 times the combined water and tax rate of the users that are not included in the current Town of Lansing Consolidated Water District, as outside users must equalize the taxed capital costs of the CWD that inside users must pay. This rate will be charged until such time as the applicant’s lands are brought within the Consolidated Water District.

Water Rate (SCLIWC)	\$ 6.33 per thousand gallons
Operation and Maintenance Fee (TOL)	\$ <u>10.17</u> per thousand gallons
TOTAL RATE	\$ 16.50 per thousand gallons

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on November 8, 2023.

RESOLUTION ESTABLISHING 2024 SEWER RATES FOR WARREN ROAD SEWER DISTRICT IN THE TOWN OF LANSING

RESOLUTION 23-

RESOLUTION ESTABLISHING 2024 SEWER RATES FOR WARREN ROAD SEWER DISTRICT IN THE TOWN OF LANSING

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

WHEREAS, on June 15, 2011 by Resolution 11-101, the Town Board adopted an updated formula for sewer charges; and

WHEREAS, the Town Clerk, hereby recommends an increase of \$14.75 per quarter (\$59 annually) in Sewer District fees which are billed a flat rate; and

WHEREAS, vacant parcels will be charged an Operation and Maintenance annual flat fee of \$88.50 which will be placed on the Town and County Tax Bill starting with the 2024 tax year; and

WHEREAS, dwellings that are not hooked up to sewer with water accounts will be billed \$88.50 Operation and Maintenance annual flat fee. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning February 2024 in the amount of \$22.13 per quarter; and

WHEREAS, dwellings that are hooked up to sewer but do not have a water account will be billed an annual flat fee of \$354.00 which will be placed on the Town and County Tax Bill starting with the 2024 tax year, and

WHEREAS, dwellings that are hooked up to sewer that have water accounts will be billed an annual flat fee of \$354.00. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning February 2024 in the amount of \$88.50 per quarter,

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

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the above increase and formula for the Warren Road Sewer District in the Town of Lansing.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on November 8, 2023.

**RESOLUTION ESTABLISHING 2024 SEWER RATES FOR
CHERRY ROAD SEWER DISTRICT IN THE TOWN OF LANSING**

RESOLUTION 23-

**RESOLUTION ESTABLISHING 2024 SEWER RATES FOR
CHERRY ROAD SEWER DISTRICT IN THE TOWN OF LANSING**

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

WHEREAS, on June 15, 2011 by Resolution 11-101, the Town Board adopted an updated formula for sewer charges; and

WHEREAS, the Town Clerk, hereby recommends an increase of \$21.50 per quarter (\$86 annually) in the Cherry Road Sewer District fees which are billed a flat rate; and

WHEREAS, vacant parcels will be charged an Operation and Maintenance annual flat fee of \$95.25 which will be placed on the Town and County Tax Bill starting with the 2024 tax year; and

WHEREAS, dwellings that are not hooked up to sewer with water accounts will be billed \$95.25 Operation and Maintenance annual flat fee. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning February 2024 in the amount of \$23.81 per quarter; and

WHEREAS, dwellings that are hooked up to sewer but do not have a water account will be billed an annual flat fee of \$381.00 which will be placed on the Town and County Tax Bill starting with the 2024 tax year, and

WHEREAS, dwellings that are hooked up to sewer that have water accounts will be billed an annual flat fee of \$381.00. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning February 2024 in the amount of \$95.25 per quarter,

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

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the above increase and formula for the Cherry Road Sewer District in the Town of Lansing.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on November 8, 2023.

RESOLUTION APPROVING THE SPECIAL DISTRICTS BUDGET AND TOWN BUDGET FOR THE FISCAL YEAR 2024

Town Board Discussion

The Preliminary Budget for Fiscal Year 2024 for Town of Lansing was available as a handout.

RESOLUTION 23-

RESOLUTION APPROVING THE SPECIAL DISTRICTS BUDGET AND TOWN BUDGET FOR THE FISCAL YEAR 2024

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

WHEREAS, the Town Board of the Town of Lansing, having duly held public hearings on November 8, 2023, upon the Preliminary Budget approved by this Board and filed with the Town Clerk for the fiscal year commencing January 1, 2024, including the lighting, water, drainage districts, and sewer Special District Budgets for 2024, and the Town Board having heard all persons desiring to be heard in the matter, and the matter of the Budget for this Town for such fiscal year having been fully discussed and considered, and

WHEREAS, the Town Board, at such meeting, having discussed the changes and final updates to such Preliminary Budget, and as so amended, duly approved and established the same as the annual Budget for this Town for the fiscal year beginning January 1, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the said Budget approved and filed as aforesaid, for 2024, is hereby amended as follows:

Changes to Preliminary Budget for Final Adopted Budget

- 1) **A1610.400 (Technology Contractual) – Currently \$102,750, Increase to \$113,750 per updated quote from Edmunds**
 - a. **Updated quote also includes, Employee Self Service Portal, HR Admin, Fleet Maintenance, Inventory and Work Orders**
- 2) **A1950.400- Taxes & Assessments Municipal Prop – in light of September budget mod and increased assessment, change to \$10,500 from \$8,750**
- 3) **A7320.110- Increase to \$19,373 from \$19,074 after receiving actual budget from Cornell Coop Ext**
- 4) **A7320.400- Increase to \$57,229 from \$53,936 after receiving actual budget from Cornell Coop Ext**
- 5) **A9060.800 (Health Ins.) – Increase to \$225,000 based on new allocation formulas**
- 6) **A1289- Drop In – Program suspended for 2024, revenue needs to be removed.**
- 7) **A3821- State Aid- Youth Drop In – Need to remove, program suspended for 2024**

- 8) Preliminary Budget Fund Balance \$ -88,725.79
- a. Adopted Budget Fund Balance increase would be \$49,995.79
- 9) B8010.400 (Zoning Contractual)- Removed \$100,000 for Zoning Consultant to correct coding, moved to:
- a. B8010.411- Put \$100,000 here for correct coding of Zoning Consultant
- 10) B8020.433- Conservation Advisory Council – Per Ruth Groff request, increase by \$10,000 to \$16,000
- 11) B9060.800 (Health Ins.) - Increased from \$70,000 to \$80,000 based on new allocation formulas
- 12) Preliminary Budget Fund Balance Used \$377,739.84
- a. Adopted Budget Fund Balance Used would be \$397,739.84 after these changes
 - b. This would use more than half of the current fund balance in this fund and is not advised.
- 13) DA9060.800 (Health Ins)- Lowered from \$200,000 to \$145,000 per new allocation formulas
- 14) Decrease DA1120 (Sales Tax) from \$125,000 to \$75,000
- 15) Preliminary Budget Fund Balance \$-96,607.90
- a. Adopted Budget Fund Balance increase would be \$101,607.90
- 16) DB9060.800 (Health Ins)- Decreased from \$160,000 to \$150,000 per new allocation formulas
- 17) Increase DB1120 (Sales Tax) from \$1,150,000 to \$1,200,000
- 18) Preliminary Budget Fund Balance used \$310,124.78
- a. Adopted Budget Fund Balance Used would be \$250,124.78
- 19) SS1-9060.800 – Added code, and allocated \$4,000
- 20) SS1-1030 – Per rate change increased from \$4,277.50 to \$4,779
- 21) SS3-9060.800- Added code, and allocated \$2,000
- 22) SS3-1030 – Per rate change increased from \$368.75 to \$476.25
- 23) SW8310.401- Water Administration- Engineer
- a. Suggest changing to correct code SW1440.400
- 24) SW8310.402- Water Administration- Legal
- a. Suggest changing to correct code SW1420.400
- 25) SW8310.403- Water Administration- Fiscal Advisors
- a. Suggest changing to correct code SW1380.400
- 26) SW8320.400- Source of Supply – Contractual- Increase from \$750,000 to \$790,000
- a. SW8320.401- Source of Supply- Lansing Station- Increase to \$19,000 per rate increase
 - b. SW8320.402- Source of Supply- Drake Rd CWD#2- Increase to \$1,900 per rate increase
 - c. SW8320.403- Source of Supply- Drake Rd CWD#4- Increase to \$3,500 per rate increase

- d. **SW8320.404- Source of Supply- Peruville Rd- Increase to \$1,200 per rate increase**
- 27) **SW9060.800- Increase from \$15,500 to \$45,000 per allocation formula**
- 28) **SW2140- Metered Water Sales – per rate increases, this should be increased to \$909,000**
 - a. **SW2141- Metered Sales-Lansing Station – Increase to \$24,000 per rate increase**
 - b. **SW2142- Metered Sales- Drake Road CWD#2- Increase to \$2,400 per rate increase**
 - c. **SW2143- Metered Sales- Drake Road CWD#4- Increase to \$4,200 per rate increase**
 - d. **SW2145- Metered Sales- Peruville Rd- Increase to \$1,350 per rate increase**

RESOLVED, that the proposed Preliminary Special Districts Budget and the proposed Preliminary Town Budget, as so amended, be and hereby are approved and adopted as the Town of Lansing Final Budget for the Fiscal Year 2024; and be it further

RESOLVED, that the Clerk of the Town shall prepare and certify as provided by law duplicate copies of the said annual Budget hereby adopted and deliver one of such copies to the Supervisor of the Town, and that the Supervisor shall present such copy to the Board of Legislators of the County, as required by law.

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

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on November 8, 2023.

MOTION TO REPLACE EXISTING BOARD APPLICATION PROCESS

MOTION M23-

MOTION TO REPLACE EXISTING BOARD APPLICATION PROCESS

Councilperson _____, moved to replace “Town of Lansing Appointed Board Application Process (Conservation Advisory Council - Planning Board - Zoning Board of Appeals), Motion 20-05 approved at the March 18, 2020 Town Board Meeting, with the following BOARD/COUNCIL VACANCIES POLICY:

BOARD/COUNCIL VACANCIES

Vacancies upon Planning Board, Zoning Board of Appeals (ZBA), Conservation Advisory Council (CAC), and Board of Ethics (BOE) will be advertised by the Town Clerk's office. Prior to interview, the Town Board shall refer, for comment and advice as to such appointment(s), the name and application materials of each candidate to the applicable board/council that has a vacancy to be filled. All applicants will be interviewed by the whole Town Board (with at least a quorum present). The board/council with a vacancy may appoint less than a quorum of its members who may participate in the formulation of questions, interview process and the discussion of candidates. The Department Head that works most closely with such board/council may participate in the formulation of questions, interview process and the discussion of candidates.

Councilperson _____, seconded the motion.

All in Favor –

Opposed –