



# REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room  
Wednesday, April 20, 2022  
6:30 PM

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## 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](http://www.lansingtown.com), click on button "Town YouTube Channel" (round circle located on far right).

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

### TO SPEAK

DURING PRIVILEGE OF THE FLOOR  
VIA ZOOM - REGISTER WITH THE TOWN CLERK

**Pre-register by emailing [townclerk@lansingtown.com](mailto:townclerk@lansingtown.com) or calling 607-533-4142.**

Privilege of the floor comments may be made via Zoom.

Zoom Meeting Link: <https://us02web.zoom.us/j/89952916006> (for computer or smart phone)

Zoom Meeting ID – 899 5291 6006

Password – 947394

Dial 1-646-558-8656 US (New York) (landline or cell)

4. **Presentation**
  - a. Parks, Recreation and Trails Master Plan Presentation - MJ Engineering, Jackie Hakes - 15 minutes
5. **Privilege of the Floor:** Limited to 20 Minutes with a Maximum of 3 Minutes per Speaker
  - a. Optional Board Member Responses – Maximum 2 Minutes per Board Member
6. **Department Reports**
  - a. **Lansing Community Library Report** – Christine Eisenhut
  - b. **Lansing Youth Services Report** – Meghan Lyons
  - c. **Tompkins County Legislator Report** – Mike Sigler
  - d. **Parks and Recreation Report** – Patrick Tyrrell
  - e. **Highway Report** – Mike Moseley
  - f. **Director of Planning Report** – C.J. Randall
  - g. **Engineer's Report** – Dave Herrick
  - h. **Town Clerk Report** - Debbie Munson

## **7. Consent Agenda**

- [a.](#) Motion Authorizing Supervisor to Sign Lansing Youth Commission Program Agreement for 2022 with Cornell Cooperative Extension
- [b.](#) Motion Authorizing Lansing Town Clerk to Execute Agreement With New York State Office of State Comptroller and Office of Temporary and Disability Assistance for Low Income Household Water Assistance Program
- [c.](#) Motion Authorizing \$25,000 ARPA funds to be used for the Bulkhead Marina Wall Project at Myers Park
- [d.](#) Motion Authorizing the Director of Planning to Prepare Comments Upon the Climate Action Council Draft Scoping Plan and Submit Comments to NYSERDA by June 10, 2022
- [e.](#) Motion Authorizing Town of Lansing Supervisor to Sign Insero & Co. CPAs, LLP Engagement Letter
- [f.](#) Motion Authorizing a Transfer of \$10,000 to the County Due to an Overcollection of Fire District Taxes
- [g.](#) Motion Authorizing Issuance of Request for Proposal for Myers Park Project Architectural/Engineering Design Services
- [h.](#) Motion Scheduling a Public Hearing on Charter Cable Franchise Renewal
- [i.](#) Resolution Appointing Bookkeeper and Hiring Information Aide for Supervisor's Office
- [j.](#) Resolution Authorizing Supervisor to Execute Independent Contractor Agreement with Charmagne Rungay
- [k.](#) Resolution Amending Organizational Resolution # 22-57 for the Year 2022 - Code Enforcement
- [l.](#) Resolution Approving Audit and Budget Modifications and Supervisor's Report

## **8. Resolutions**

### **9. Board Member Reports**

- a. Councilperson Andra Benson
- b. Councilperson Ruth Groff
- c. Councilperson Bronwyn Losey
- [d.](#) Councilperson Joseph Wetmore
- e. Supervisor Ed LaVigne

### **10. Work Session**

- a. Town Center Lands Discussion
- b. Remote Attendance - Possible Local Law

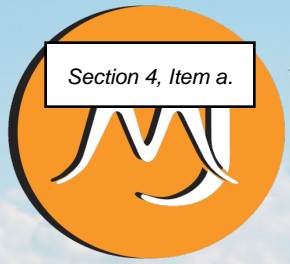
### **11. Executive Session if Needed**

- [a.](#) Motion to Enter/Exit

### **12. 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.



# Town of Lansing

## Parks, Recreation & Trails

## Master Plan

Town of Lansing Town Board  
April 20, 2022, 6:30 pm Via Zoom



# [AGENDA]

1

AGENDA

2

PROJECT AND  
SCHEDULE  
OVERVIEW

3

PARK CONCEPT  
PLANS

4

DRAFT MASTER  
PLAN OVERVIEW

5

NEXT STEPS



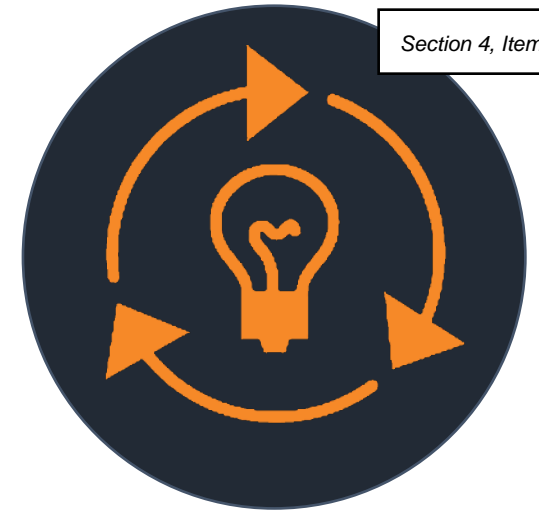
# PROJECT AND SCHEDULE OVERVIEW

# [PROJECT APPROACH]

- Develop a community-supported plan providing guidance for future development and redevelopment of Town parks, recreation and trails

## RE-THINK

The physical space and programming opportunities



Section 4, Item a.



## RE-CONNECT

Physically within the park; visually to the waterfront; and programmatically for the community

## RE-FOCUS

Activities within each park to maximize the space and focus on the pedestrian realm



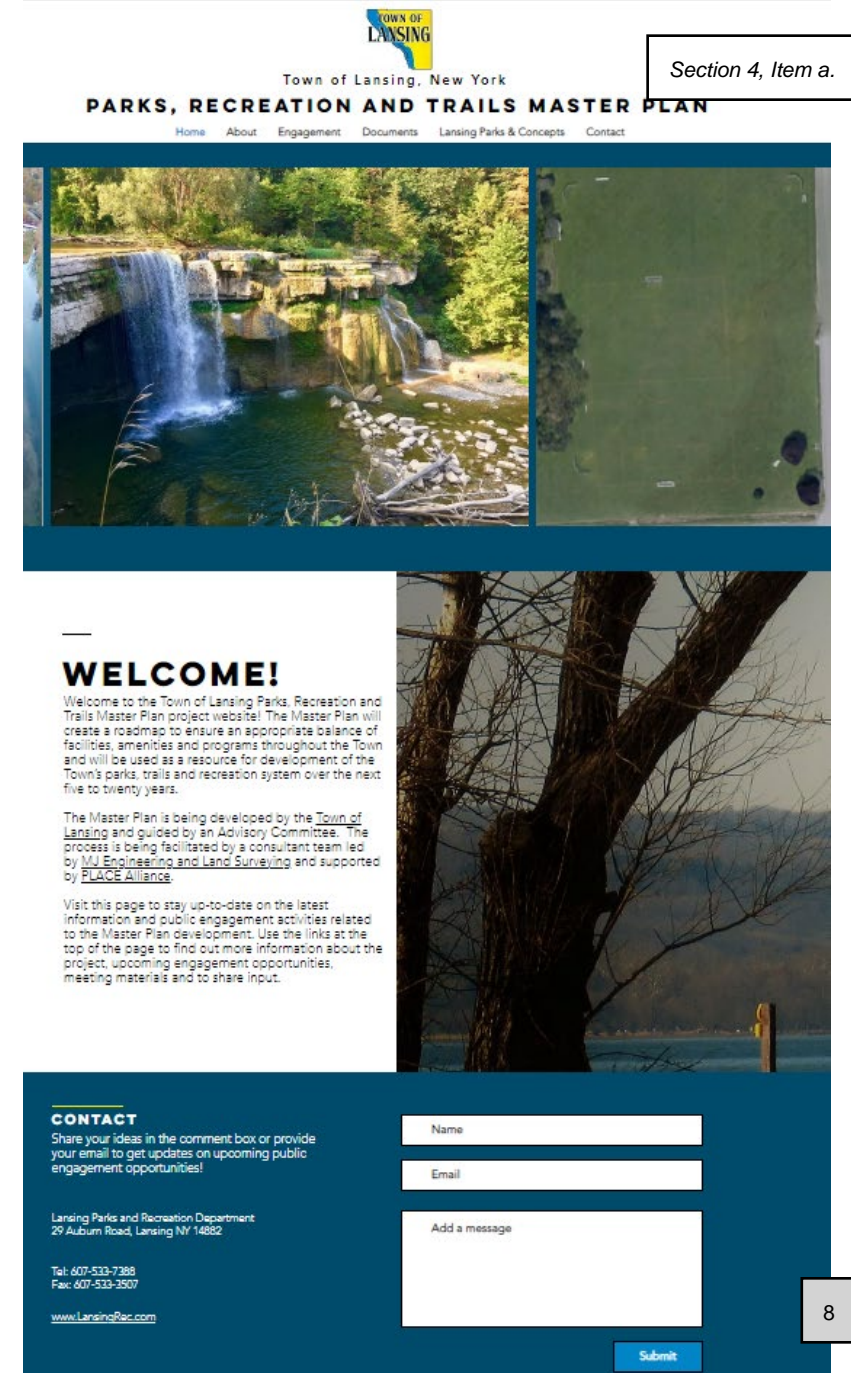
# PROJECT TASKS

- **Task 1:** Review of Existing Data, Plans and Initiatives
- **Task 2:** Inventory of all existing facilities Town-wide
- **Task 3:** Parks, Recreation and Trails Committee Meetings
  - 8 meetings held
  - Monthly coordination calls with key staff
- **Task 4:** Manage Public Engagement
- **Task 5:** Analyze Needs and Trends
- **Task 6:** Public Workshop
- **Task 7:** Draft Parks, Recreation and Trails Master Plan
- **Task 8:** Capital Improvement Implementation Strategy

TOWN OF LANSING  
Town of Lansing, New York  
**PARKS, RECREATION AND TRAILS MASTER PLAN**

Home About Engagement Documents Lansing Parks & Concepts Contact

Section 4, Item a.



**WELCOME!**

Welcome to the Town of Lansing Parks, Recreation and Trails Master Plan project website! The Master Plan will create a roadmap to ensure an appropriate balance of facilities, amenities and programs throughout the Town and will be used as a resource for development of the Town's parks, trails and recreation system over the next five to twenty years.

The Master Plan is being developed by the Town of Lansing and guided by an Advisory Committee. The process is being facilitated by a consultant team led by MJ Engineering and Land Surveying and supported by PLACE Alliance.

Visit this page to stay up-to-date on the latest information and public engagement activities related to the Master Plan development. Use the links at the top of the page to find out more information about the project, upcoming engagement opportunities, meeting materials and to share input.

**CONTACT**

Share your ideas in the comment box or provide your email to get updates on upcoming public engagement opportunities!

Lansing Parks and Recreation Department  
29 Auburn Road, Lansing NY 14882

Tel: 607-533-7388  
Fax: 607-533-3507

[www.LansingRec.com](http://www.LansingRec.com)

Name

Email

Add a message

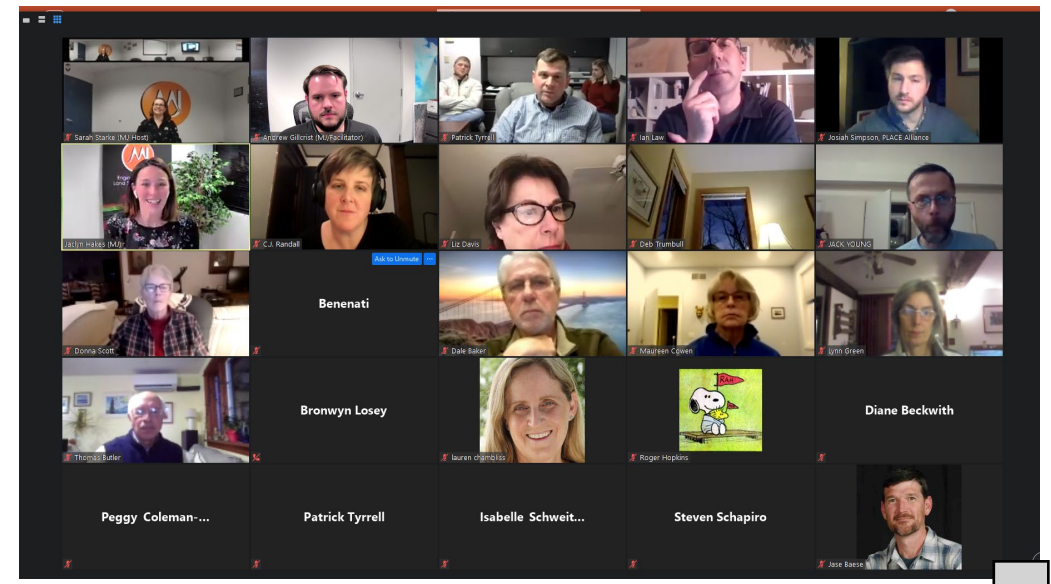
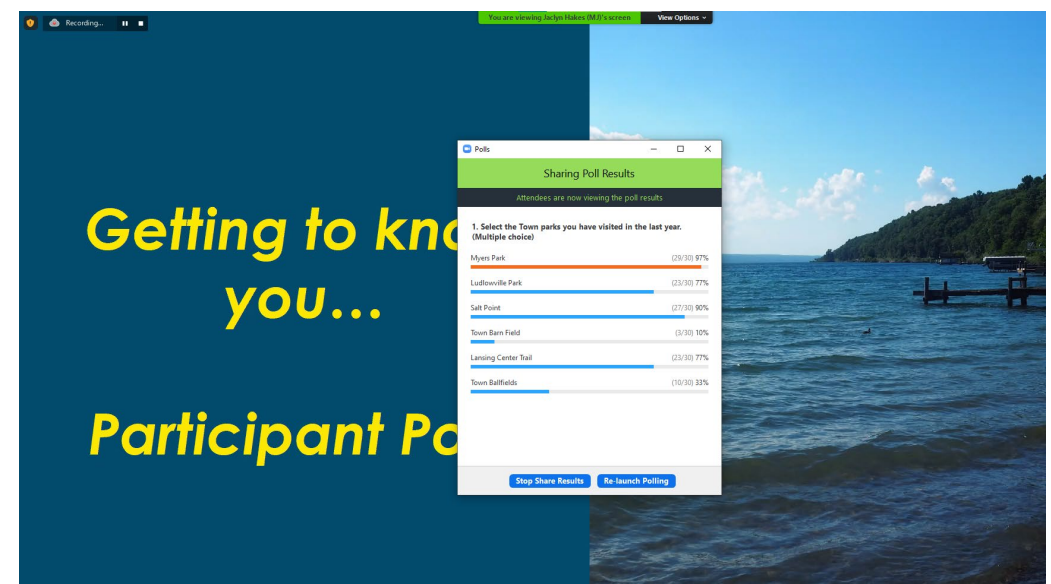
Submit



# [PUBLIC ENGAGEMENT]

Section 4, Item a.

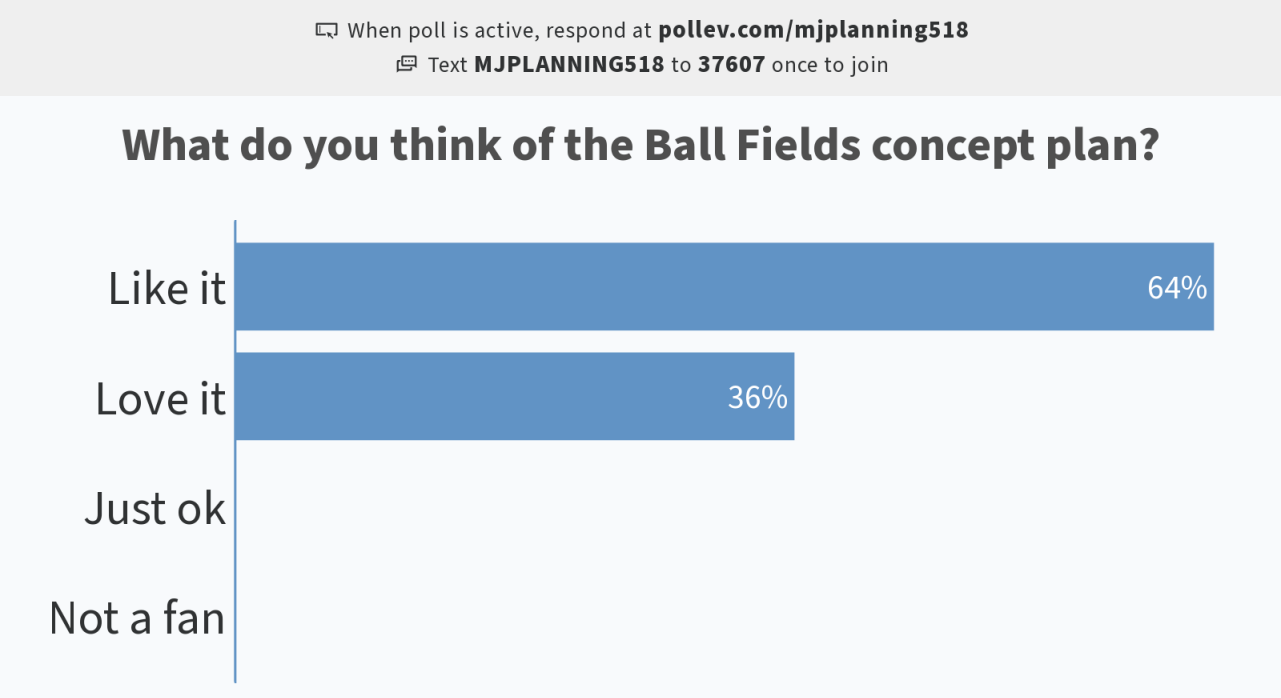
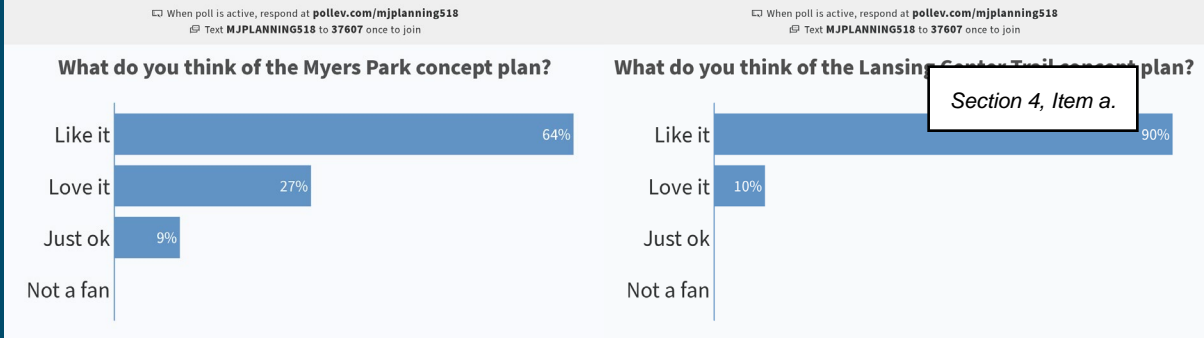
- Online Community Survey
  - October 2020 – December 2020
  - 445 responses
- Key stakeholder interviews
- Public workshops
  - Virtual Workshop #1 – February 2021
  - Virtual Workshop #2 – June 2021
- Project website
- Pop-up Table – June 2021



# [PUBLIC ENGAGEMENT]

## Virtual Workshop #2 – June 2021

- Shared the concepts with the public and gathered initial feedback!



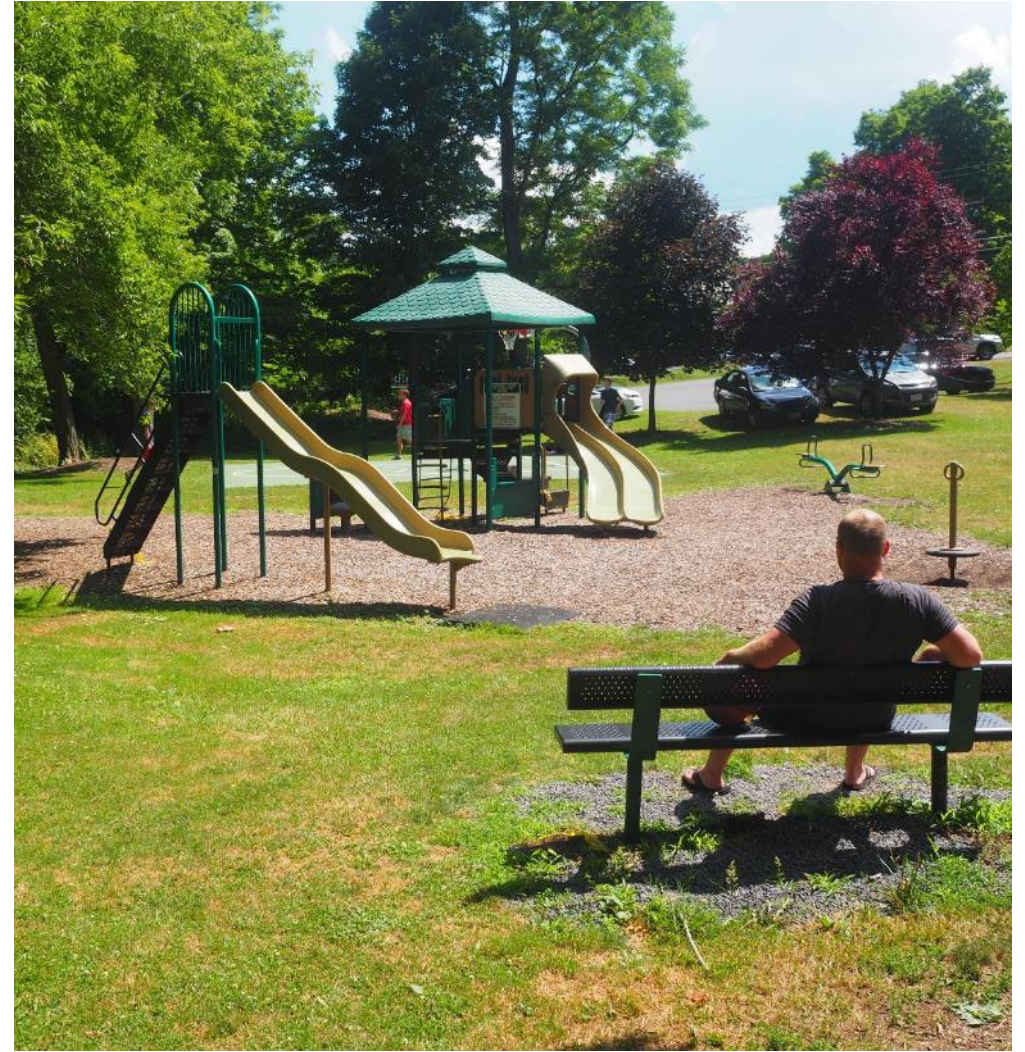
A scenic view of a lake with a park in the background. The text "PARK CONCEPT PLANS" is overlaid in large yellow letters. The background shows a calm lake with a person in a pink kayak in the center. In the distance, there are trees, a parking lot with several cars, and a building. The sky is blue with some clouds. The text is centered and reads "PARK CONCEPT PLANS" in a bold, sans-serif font.

# PARK CONCEPT PLANS

# [PARK CONCEPT PLANS]

Section 4, Item a.

- Ball Fields
- Ludlowville Park
- Myers Park
- Salt Point
- Lansing Center Trail
- Barn Fields

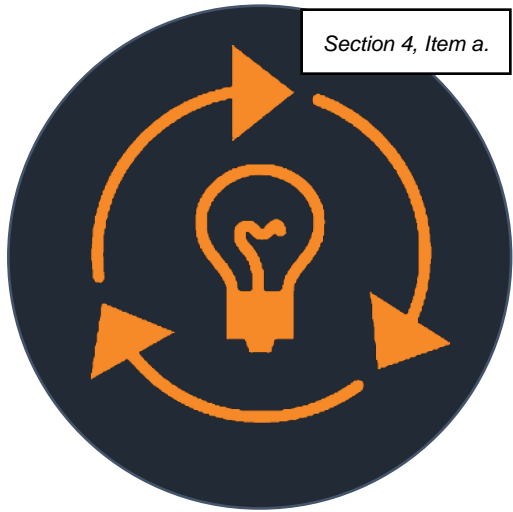


# [PARK CONCEPT PLANS]

- Key Design Principles
- Existing Site Info
- Draft Concept Plan
- Interactive Participant Polls

## RE-THINK

The physical space and programming opportunities



## RE-CONNECT

Physically within the park; visually to the waterfront; and programmatically for the community

## RE-FOCUS

Activities within each park to maximize the space and focus on the pedestrian realm



# [BALL FIELDS]

- **Design Principles**
  - Parking
  - Pedestrian circulation
  - Connections



**Inventory:**

- + 144 Parking stalls
- + Perimeter path (4,600 L.F.)



# Town Ball Fields

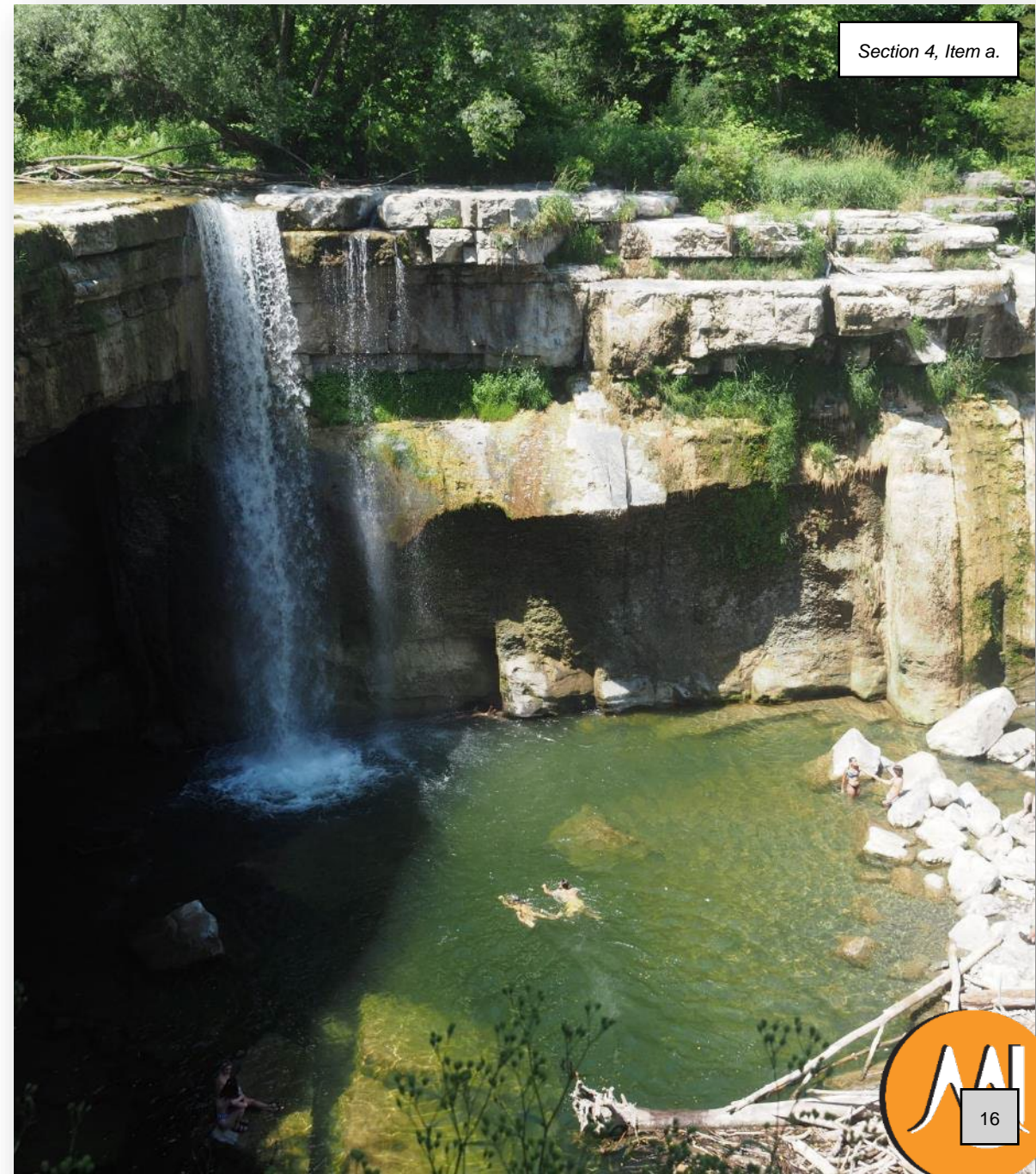
Section 4, Item a.

## Legend

- A** Adult Softball Field
- B** Sports Fields (little league, soccer, football)
- C** Bathrooms
- D** Existing Pavilion
- E** Concession Stand
- F** Basketball Court
- G** Play Structures
- H** New Pedestrian Connections
- I** Perimeter Path
- J** BBQ Station
- K** Bike Racks

# [LUDLOWVILLE PARK]

- **Design Principles**
  - Parking
  - Restrooms
  - Safer access to falls
  - Maintain quiet character and scale of park







**Inventory:**  
 + 10 parking stalls

# Ludlowville Park

Section 4, Item a.

## Legend

- (A)** Bathroom
- (B)** Expanded parking area
- (C)** Pedestrian path
- (D)** Accessible overlook
- (E)** Formalized trail to waterfall
- (F)** Explore opportunities to utilize north part of property
- (G)** Explore opportunities for neighborhood connections

# [MYERS PARK]

- **Design Principles**
  - Parking (car & trailer)
  - Pedestrian circulation
  - Enhance views / access to lake
  - Restrooms
  - Create more defined spaces

Section 4, Item a.



# Myers Park

Section 4, Item a.

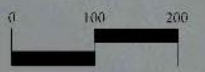
## Inventory:

- + 193 Parking stalls
- + 75 Boat trailer stalls
- + 19 RV campsites
- + 3,630 L.F. of lake front without cars
- + 5 Campsites



## Legend

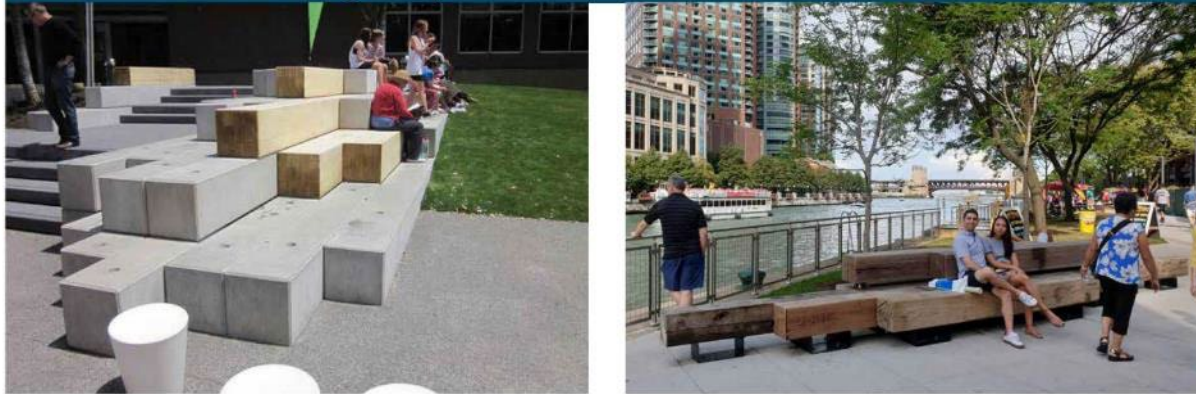
- (A) RV Campsites
- (B) RV Bathrooms with Showers
- (C) New Bathrooms
- (D) Existing Pavilion
- (E) Moved Pavilion
- (F) Gazebo
- (G) Expanded Beach
- (H) Basketball Court
- (I) Volleyball Court
- (J) Kayak Facility
- (K) Canoe/Kayak Drop Off
- (L) Canoe/Kayak Launch
- (M) High Tensile Structure
- (N) Riverbank Plantings
- (O) Lakefront-Marina Promenade
- (P) Open Lawn
- (Q) Event Lawn
- (R) Boat Launch
- (S) Playground
- (T) Campsites
- (U) Bike Racks



High Tensile Structures (Myers Park, 'M')



Creative Seating (Myers Park, Lakefront Promenade 'O')



Trellis Swings (Myers Park, Lakefront Promenade 'O')



Pavilion Carts (Myers Park)



Section 4, Item a.

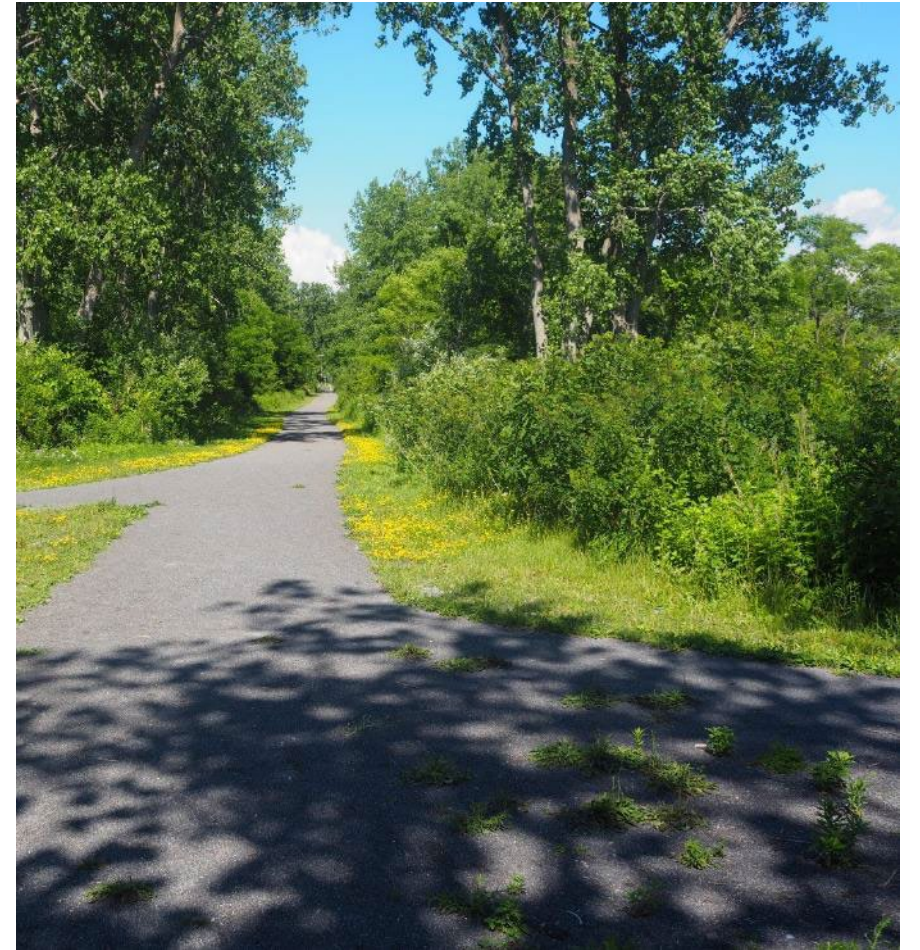
# Proposed Park Amenities

## Conceptual Precedents

# [SALT POINT]

- **Design Principles**
  - Maintain 'preserve' character
  - Improve lake access & viewing points
  - Define parking

Section 4, Item a.



# Salt Point Natural Area

Section 4, Item a.

**Inventory:**  
+ 39 Parking stalls  
+ 13 Creek access parking stalls  
+ 2,600 L.F. Stone dust walking trails



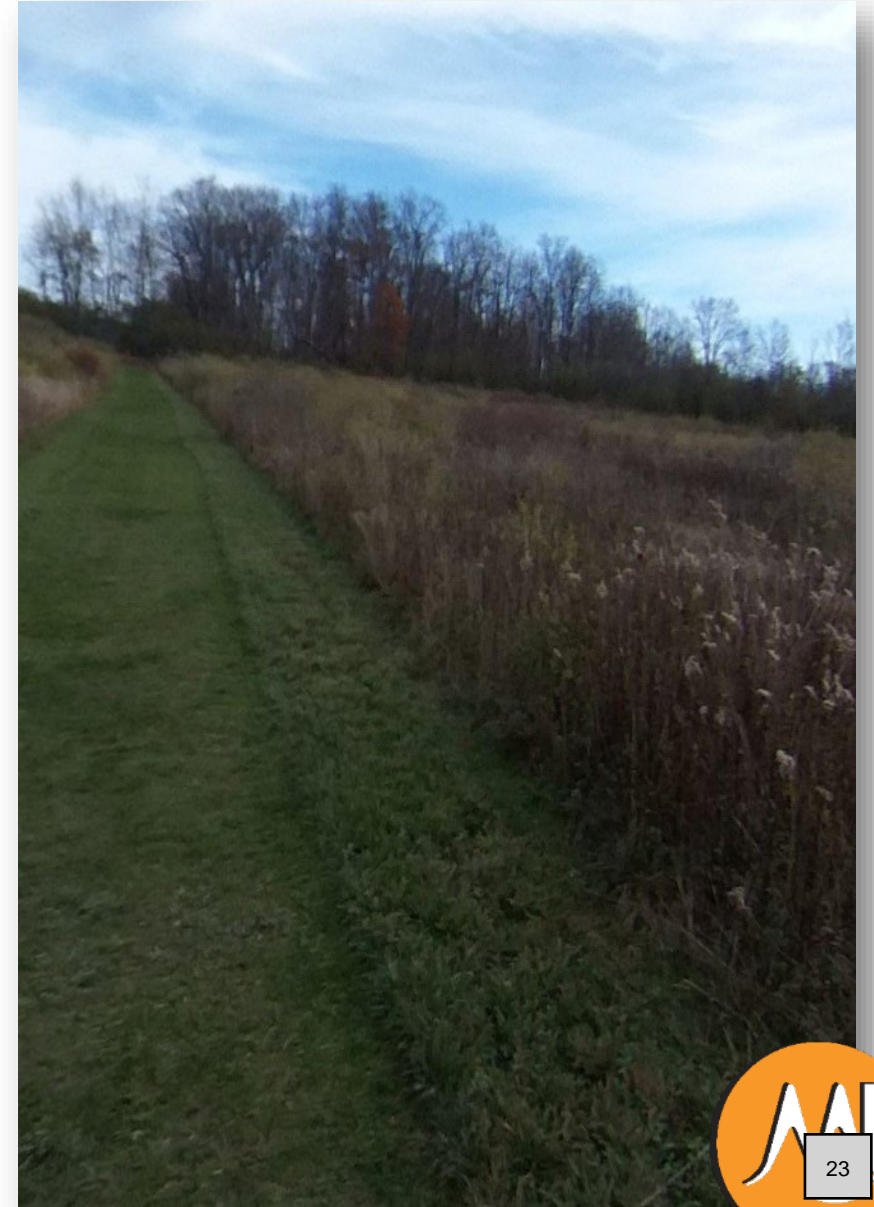
## Legend

- A 2 Port-a-John bathroom shelters
- B Information Kiosk
- C Improved Lake Access
- D Improved Lake Viewing/Swimming
- E Improved Creek Viewing/Access
- F Bike Racks

# [LANSING CENTER TRAIL]

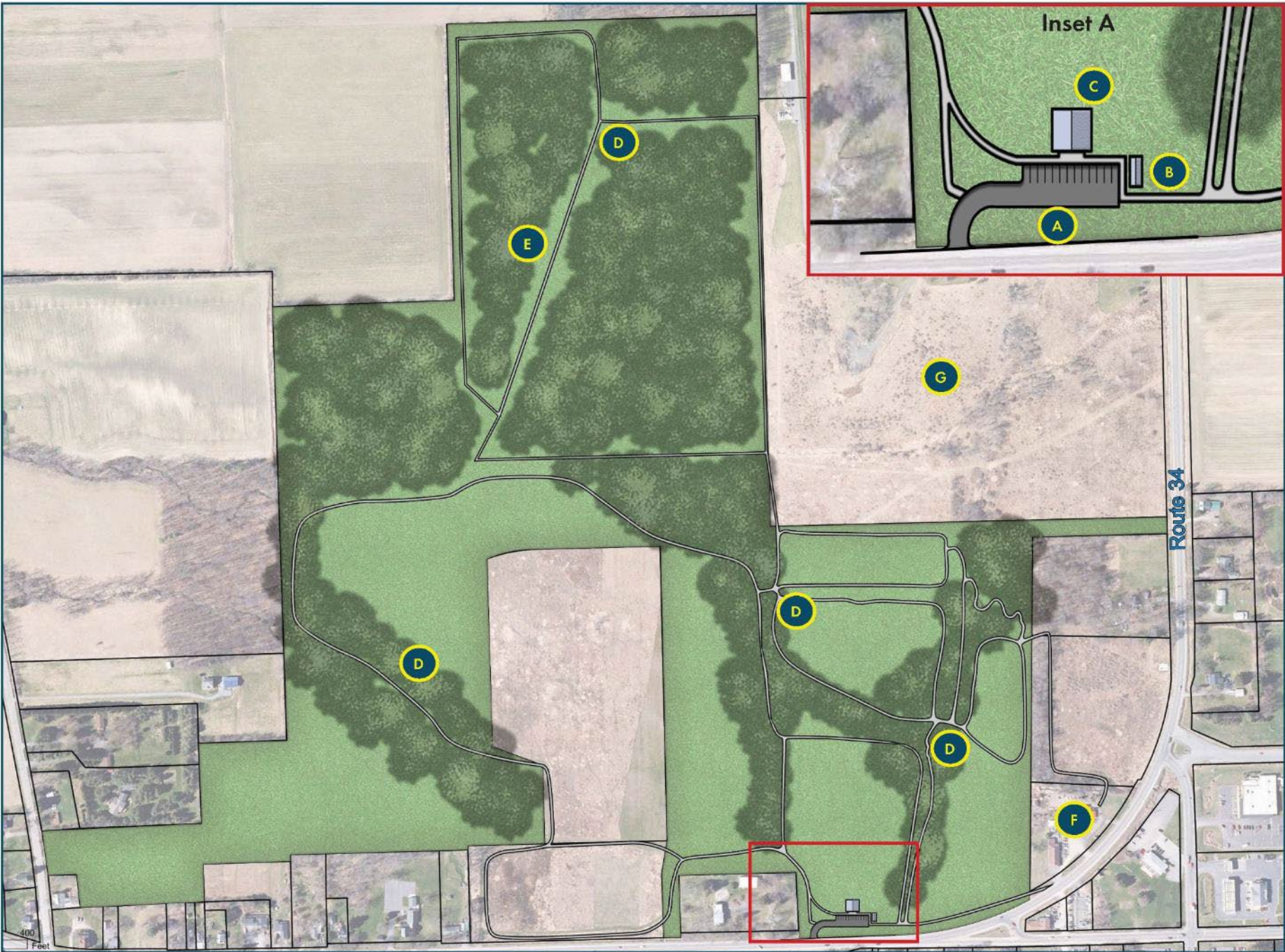
Section 4, Item a.

- **Design Principles**
  - Parking
  - Restrooms
  - Interpretive signage



# Lansing Center Trail

Section 4, Item a.



## Legend

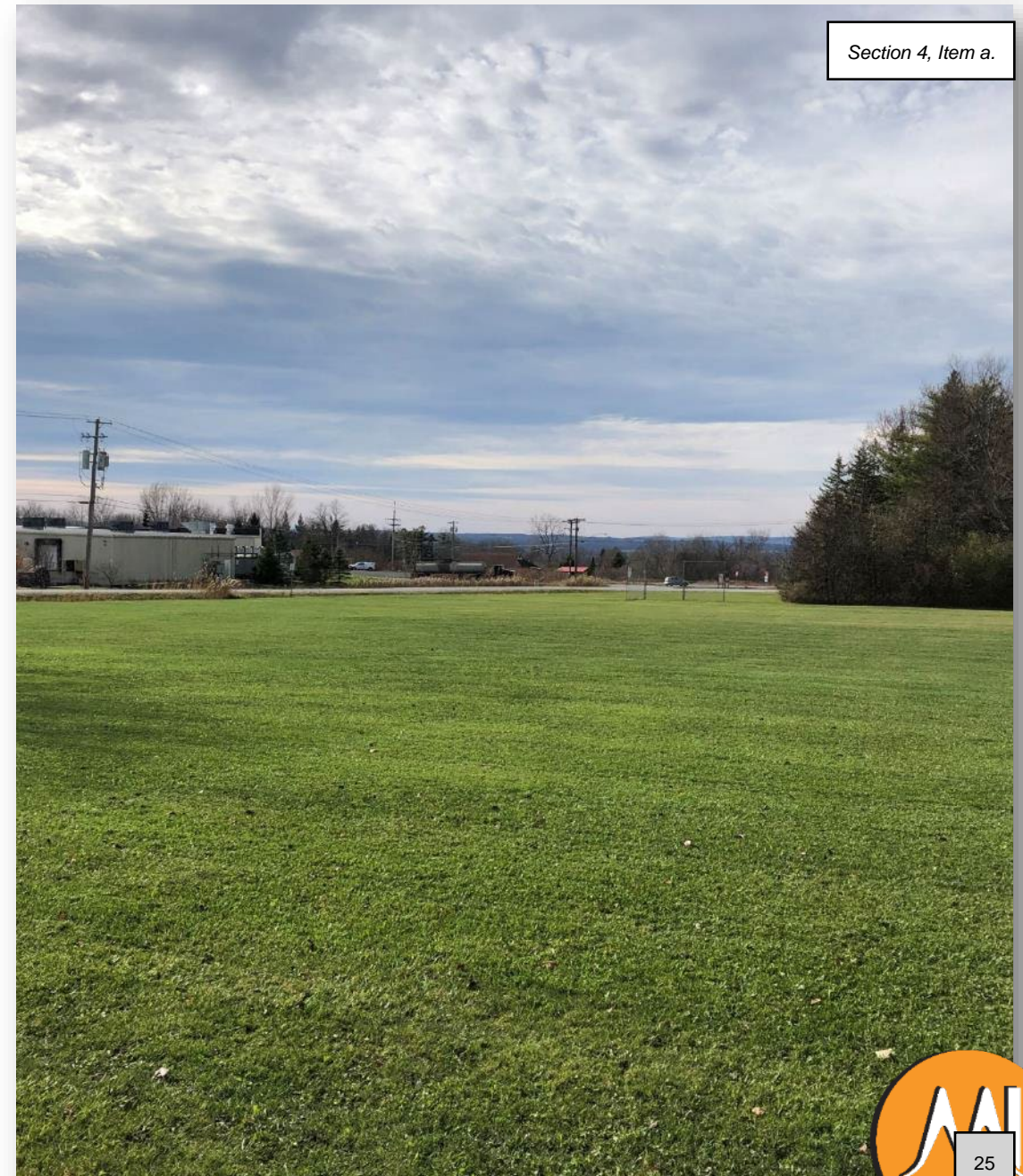
- (A) Formalized parking area
- (B) Kiosk
- (C) Bathroom
- (D) Interpretive signage
- (E) Address drainage for wet trails
- (F) Explore opportunities for additional parking
- (G) Explore opportunities for trail expansion



# [BARN FIELDS]

## ■ Design Principles

- Parking
- Restrooms
- Pedestrian safety
- Opportunities for use as flex space
- Protective fencing
- Additional recreation amenities



Section 4, Item a.

**Inventory:**  
**+ 42 Parking stalls**

Route 34



# Town Barn Field

Section 4, Item a.

## Legend

- (A) Formalized parking area
- (B) Crosswalk
- (C) Pedestrian path
- (D) Bathroom
- (E) Playground
- (F) Picnic area
- (G) Pavilion
- (H) Protective fence
- (I) Vegetative buffer
- (J) Address drainage and regrade field

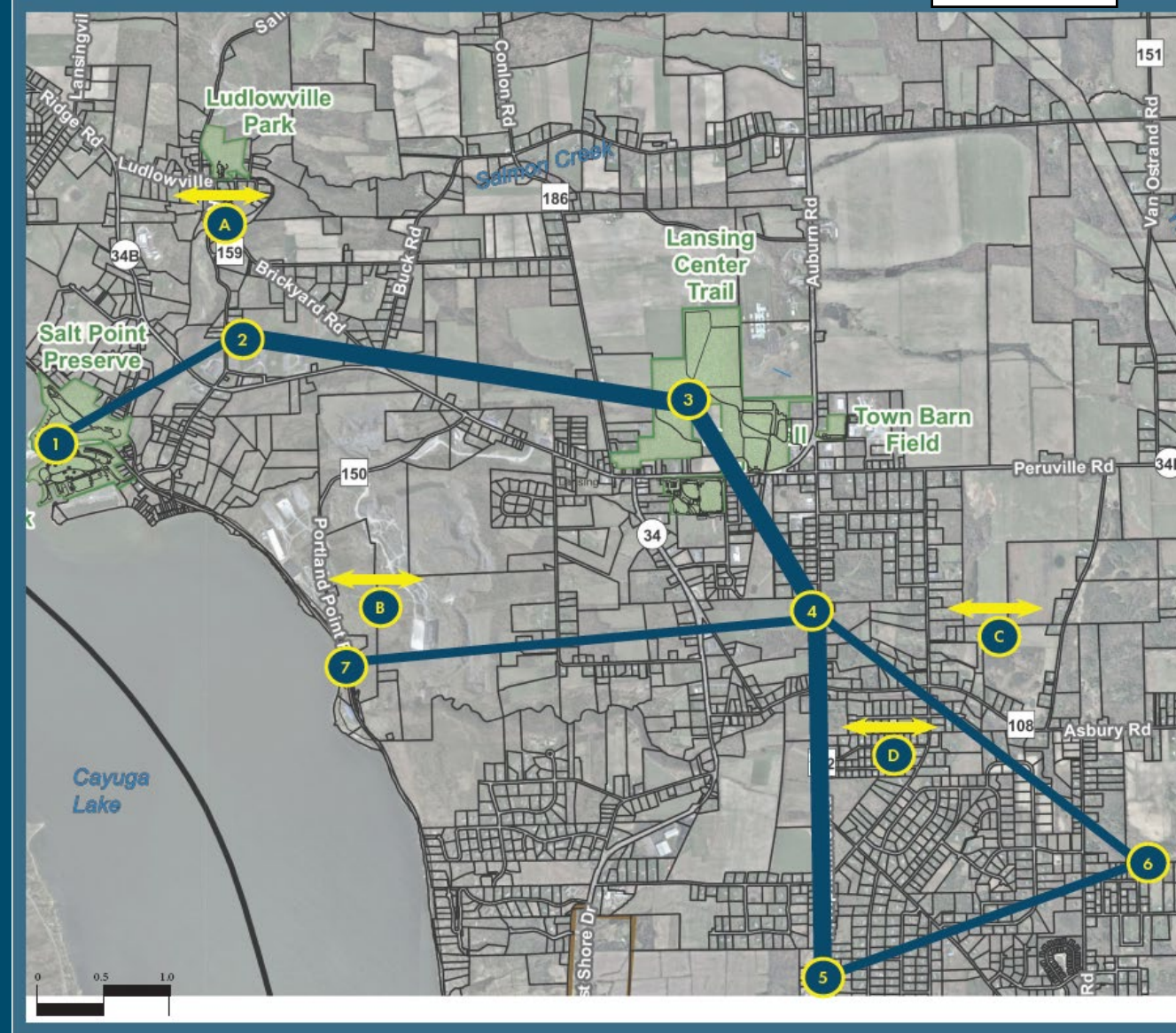
# LANSING CONNECTED

## Major Nodes:

1. Myers Park and Salt Point Preserve
2. Lansing Schools
3. Town Center
4. Residential Neighborhoods
5. Village of Lansing
6. Lake View, Village Solars and Whispering Pines neighborhoods

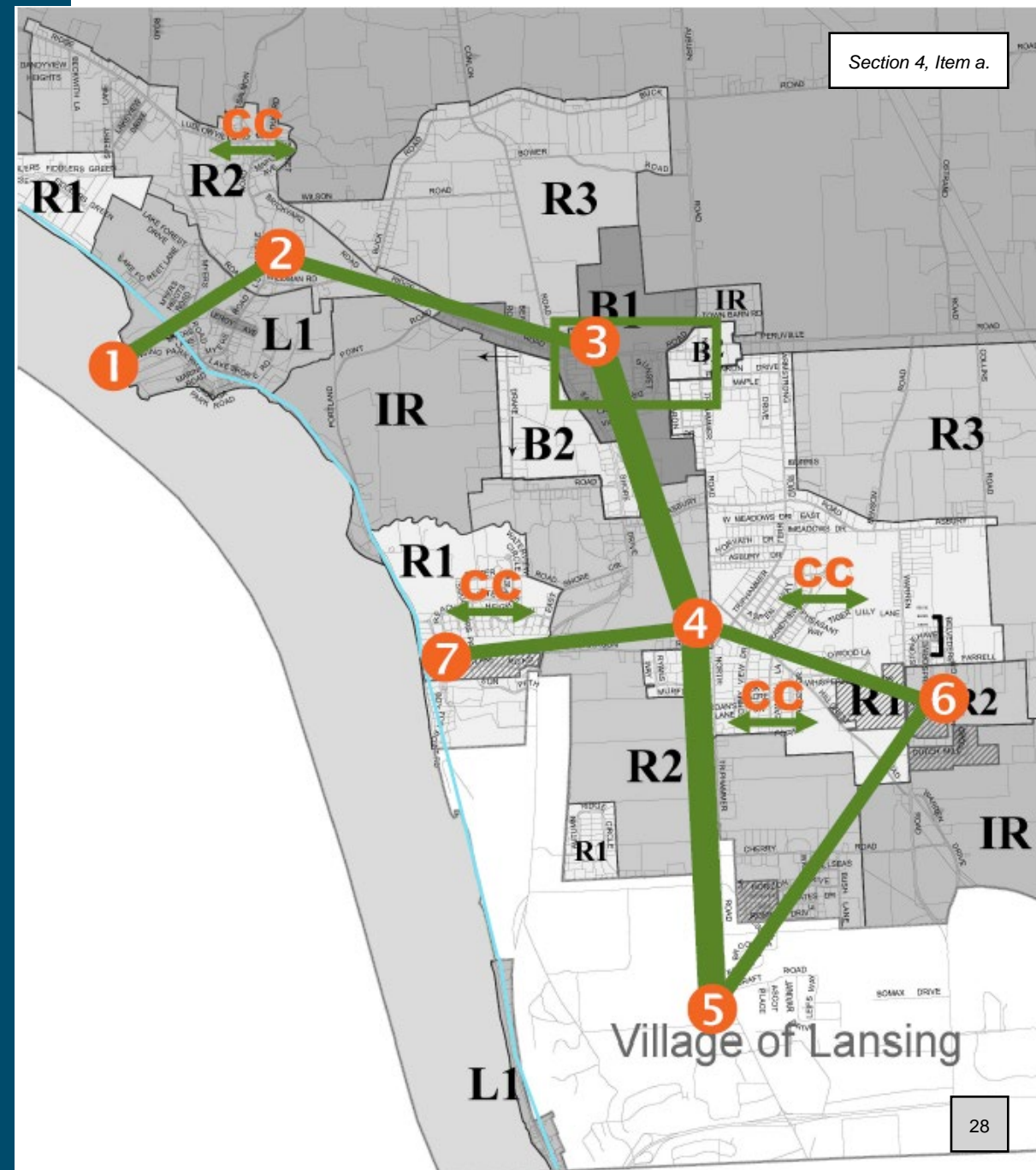
## Community Connections A-D:

These notations identify areas where short spurs are needed to fully connect adjacent neighborhoods and to provide access to the Town's central and spur trails



# LANSING CONNECTED

- Concept plan being refined
- Identification of nodes
- Additional input from Committee

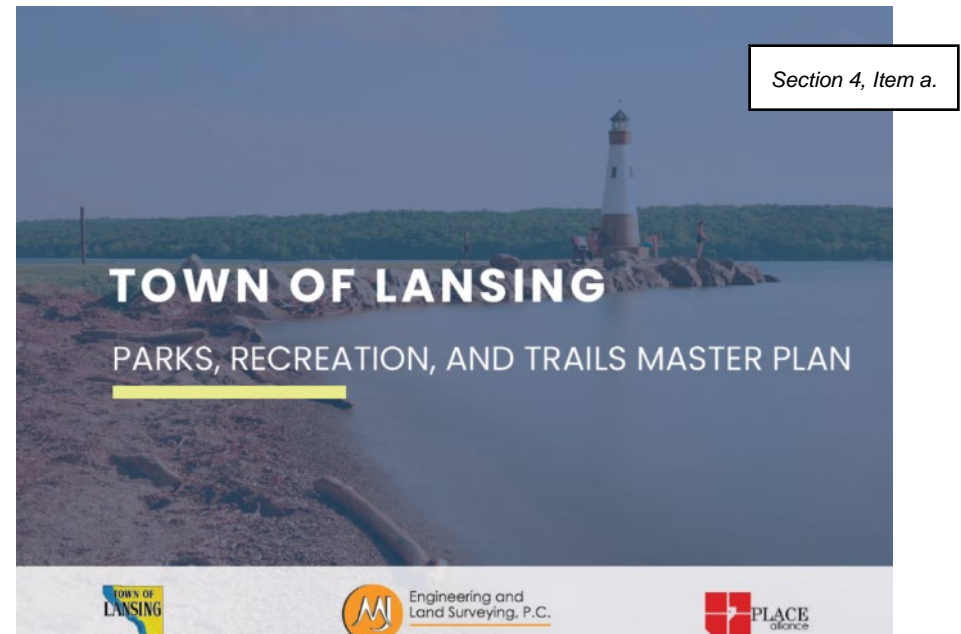




# DRAFT MASTER PLAN OVERVIEW

# [DRAFT MASTER PLAN]

- Community consensus driven effort
- Creates a roadmap to ensure an appropriate balance of facilities, amenities and programs throughout Town
- Used as a resource for development of the Town's parks, trails and recreation system over the next five to twenty years

The image shows a "TABLE OF CONTENTS" page with a background image of a waterfall. The table lists six sections, each with a large number and a title below it, separated by horizontal lines.

<b>01</b> EXECUTIVE SUMMARY	<b>02</b> INTRODUCTION	<b>03</b> BENEFITS & NEED	<b>04</b> REGIONAL CONTEXT
<b>05</b> LANSING PARK SYSTEM TODAY	<b>06</b> LANSING PARK SYSTEM TOMORROW		

# [DRAFT MASTER PLAN]

- **SECTION 01:** EXECUTIVE SUMMARY
- **SECTION 02:** INTRODUCTION
- **SECTION 03:** BENEFITS AND NEED FOR PARKS, RECREATION AND TRAILS
- **SECTION 04:** REGIONAL CONTEXT
- **SECTION 05:** LANSING PARKS, RECREATION AND TRAIL SYSTEM TODAY
- **SECTION 06:** LANSING PARK SYSTEM TOMORROW

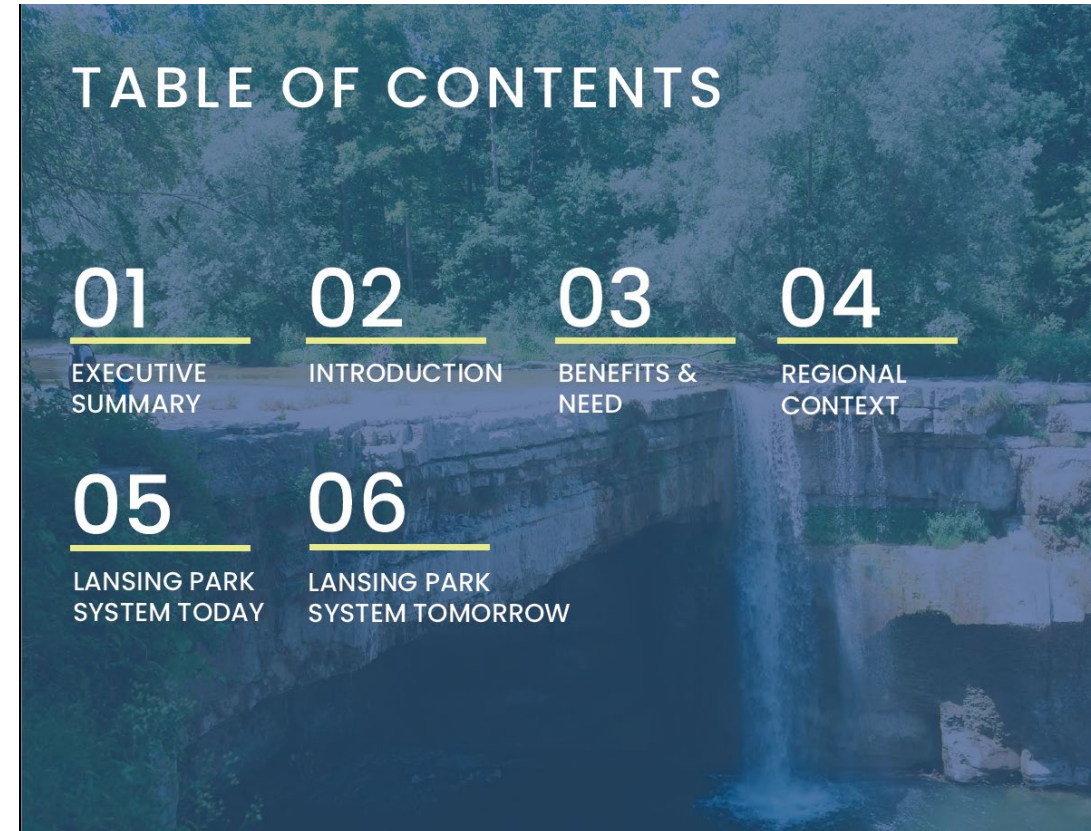


TABLE OF CONTENTS

<b>01</b> EXECUTIVE SUMMARY	<b>02</b> INTRODUCTION	<b>03</b> BENEFITS & NEED	<b>04</b> REGIONAL CONTEXT
<b>05</b> LANSING PARK SYSTEM TODAY	<b>06</b> LANSING PARK SYSTEM TOMORROW		

# COMMENTS QUESTIONS?





LANSING COMMUNITY LIBRARY UPDATE TO THE LANSING TOWN BOARD  
April, 2022

Submitted by Christine Eisenhut

1. The library is distributing free self-test COVID-19 kits and KN95 masks to Lansing households.
2. Annual Meeting and Vote - Monday, April 25th at 7pm at the All Saints Hall. The library will hold the Annual Meeting during which the public will meet the candidates running for seats on the Board of Trustees and hear what is planned for 2023. Tuesday, April 26th will be the Trustees Election and the Budget Vote at the library. Absentee ballots will be available at the circulation desk beginning April 1.
3. April is National Poetry Month – Throughout the month the library will offer poetry related story times and activities for children and teens.
4. There will be a Hatfield chicken BBQ fundraiser to support the Friends of the Library on Friday, May 13<sup>th</sup>.
5. The Summer Reading Kick-off is set for Saturday, June 18<sup>th</sup> at 11:00am. The theme this year is Oceans of Possibilities.
6. T'ai Chi classes are returning to the library! Instructor John Burger will be hosting classes at the Community Center on Fridays from 10:30-11:30. Another class may be added soon.
7. Story time will be held on Thursdays at 11:00am at the Community Center. No registration is required.
8. Pages to Projects – Book Selection – *The Magnificent Makers* by Theanne Griffith.
9. The Tween Book Club selection is – *We Dream of Space* by Erin Entrada Kelly.
10. The library continues to provide free delivery to Woodsedge.
11. Book donations are now being accepted during open hours. Exceptions - textbooks, encyclopedias, Readers' Digest Books, or magazines. Donation receipt forms are available.
12. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out.
13. The LCL's Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.

**Lansing Youth Services  
Town Board Report  
April 2022**

*LYS's next meeting will in-person on April 21<sup>st</sup> at 6pm at All Saints*

1. **Monday Makers:** Participants in Monday Makers have been very engaged in projects that they were able to choose and develop week by week. Projects have included drum making and decorating, animal portraits using clay and drawing, clay self-portraits and teaching each other the rainbow loom. The group is excited to make ice cream soon! *13 youth served*
2. **Outdoor Adventure:** Participants in Outdoor Adventure have the goal of creating a large group shelter that can be used for programs in the future. Youth have been busy selecting appropriate pieces of tree limbs for framing with structural integrity. *8 youth served*
3. **Salmon Creekers:** With warming weather, participants have spent a lot of time at the mouth of Salmon Creek. This biology focused program looks at the wildlife we encounter, and youth are working on a guide book. The group is beginning to map out the creek and highlight resources and important spaces. Fishing is right around the corner and youth are excited see what fish the group can record! *8 youth served*
4. **Spaghetti Supper:** After a 2-year hiatus, the largest fundraiser is back, and the students are super excited! Although the format has changed a bit this year to a drive thru format, the group is excited as ever working on decorations and practicing their customer service skills. Learning how to operate a drive thru food service will be practiced and evaluated by students for brainstorming changes for future event planning. *12 youth served*
5. **Youth Employment:** Teens in the Youth Employment program have been very busy at each location. The teens at the Library are moving ahead full steam, Lansing Youth Services assistants have been great and looking for more opportunities. Our ice skating chaperones finished the program strong. *14 youth served*
6. **Upcoming Events:**
  - Spaghetti Supper Drive Thru Fundraiser: April 29, 5-7pm- All Saints Church
  - Lansing Youth Services Fishing Derby: June 18, 7:30am to 11am- Myers Park
7. LYS met on March 17<sup>th</sup> at All Saints. The group reviewed updates, did planning for the 2022 Youth Needs Assessment, organized for the Spaghetti Supper, and reviewed the CCE Lansing Annual Report.
8. Travis is still working with youth in programming on DEI Statement after sharing the youths' thoughts on who comes to program and why would they want to attend. More information and options will be ready for the commission at the April meeting.

9. Meghan Guerra Lyons (TCYSD Liaison) presented and reviewed the survey questions and edited the survey to fit the needs of Lansing. The survey will be pushed throughout the month of April and at the Spaghetti Supper Fundraiser. We hope the Town will support our efforts and promote the 2022 Lansing Youth Needs Assessment Adult Survey. The link for the survey is: <https://forms.gle/JCHpNAU4WRGxMw899>

QR Code for survey:



10. Meghan has drafted a guideline for Youth Focus Groups. Coordination for this is still on-going.

**LYS 2022 Goals:**

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

**Parks & Recreation**  
**4/20/22**  
**Town Board Meeting**

**RECREATION**

- LBP (youth baseball) and LSP (youth softball) was set to begin on Saturday, but weather did not permit.
- Summer Program Booklet has been completed. Programs are filling fast.
- The final draft of the Lansing Parks, Recreation and Trails master plan has been completed.
- We have been collaborating closely with the school on many projects, which will be mutually beneficial to our programs.
- We are extremely excited to welcome Jenna back on Monday after her maternity leave.
- We've been working with Municode to develop the new Town website; we hope to see that come together in the next couple of months.
- The Town will be switching the computer system over to cloud based by early next month, a lot of this work has already been completed. We hope this will save us a significant amount of money going forward.

**PARKS**

- The marina channel wall has been completed; we have some landscaping around the lighthouse to complete as well as lighting.
- The beachfront has been cleaned up, you will notice a large pile of trees and limbs out on the point that we may burn on Memorial Day.
- Some of our equipment that was ordered in November may not be delivered until September of this year.
- Dealing with supply chain issues and items that are backordered is affecting a lot of our day-to-day operations. Cost increases are also becoming a very large problem, in some cases 200-300%, we are also now finding fuel surcharges on many of our invoices.
- We are looking into adding additional cameras to certain areas of the park.
- The trees that had been damaged in the ice flow from Salmon Creek have been replaced.
- We are working on an exceptionally large fundraiser that will benefit many children in the area, stay tuned. We are extremely excited about hosting this event.
- Saturday, May 14<sup>th</sup> will be volunteer day at Salt Point 9am – Noon.

To: Town Board

From: C.J. Randall, Director of Planning

**CORE PLANNING FUNCTIONS**

- **Data and GIS Services**
  - Continued virtual meeting protocol during coronavirus outbreak for board and committee meetings, extended again on 3/16
  - Staff attended Municode Meetings trainings on 3/24, 3/28 and 3/31
- **Planning Board staff support**
  - Coordinated presentation of draft Parks, Recreation & Trails Master Plan on 3/14
  - Site Plan – Convenience (Mini) Mart and Vehicular fuel (Dandy Mini Mart) – 7 Ridge Rd
    - Updated concept plan presented – 3/14
  - Lot Line Adjustment – Brickyard & Wilson Rds – authorized 3/28
  - Minor Subdivision – 428 Scofield Rd
    - Declaration of Environmental Significance and Site Plan approval – 3/28
  - Major Subdivision – Asbury & Collins Rds, lots 3-7
    - SEQRA Negative Declaration and Final Plat Approval – 3/28
  - Modification of Site Plan – General Processing, Light Manufacturing and Assembly (Hygear Motorsports)– 308 Peruville Rd
    - Site Plan approval – 3/28
  - Site Plan Review – Village Solars Phase VII
    - Concept plan and discussion of SEQRA classification – 3/28
- **Zoning Board of Appeals staff support**
  - No 3/8 meeting
- **Stormwater Management**
  - SMO attended MS4 coordination meeting with Stormwater Engineer on 3/10
  - SMO attended Tompkins County Stormwater Coalition meeting on 3/16
  - SMO attended Draft MS4 Permit meetings on 3/29
- **Interdepartmental Coordination**
  - Coordinated and attended monthly Department Head meeting on 3/2
  - Coordinated and attended Water & Sewer Advisory Committee meeting on 3/2
  - Coordinated with Capital Improvement Committee and NYSOGS regarding Lansing Residential Center on 3/9
- **Project Management**
  - Coordinated with Town Engineers on 3/3 and NYS Parks on Myers Park Project on 3/11
  - Reviewed A/E design services Request for Proposal with Parks & Recreation Departments on Myers Park Project on 3/7

- Coordinated with Bookkeeper on Myers Park Project administration on 3/23
- Attended Parks, Recreation & Trails Advisory Committee meeting on 3/1
- Coordinated and attended Capital Improvement Committee meeting on 3/9
- Coordinated with OpenGov on 3/4, 3/11, 3/18 and 3/25 and Open Gov and County ITS/GIS on 3/23
- Attended Charter Franchise Renewal and Audit meeting on 3/31
- **Conservation Advisory Council staff support**
  - Assisted with receipt and review of proposals for Open space index and Conservation Plan project consultants on 3/2, 3/3, and 3/28
  - Attended meeting on 3/3
- **Attended review of Hazard Mitigation Program Grant with NYSDHSES staff and Tompkins County Soil & Water Conservation District on 3/7 and 3/18**
- **Attended Tompkins County Planning Advisory Board (PAB) meeting on 3/8**
- **Coordinated with Tompkins County Department of Planning & Sustainability on their 2022 Work Program on 3/8**

**LAND USE WORK PROGRAM**

Q4 2021 – Q3 2022 Scope of work and schedule of adoption located at:

<https://bit.ly/RAZoningupdate>

- **Zoning and Land Use Regulations Update**
  - Reviewed revised draft preliminary report Town Board regarding the Rural Agricultural (RA) AG Zoning District at Code Revision Committee on 3/3
  - Prepared initial text and map amendments for Agricultural (RA) AG Zoning District review at Code Revision Committee on 3/3

**TOWN CLERK****APRIL 20, 2022****Assessment (Tax) Grievance Day for the Town of Lansing**

Thursday, May 12<sup>th</sup> will be Assessment Grievance Day for the Town of Lansing from 3:30pm – 6:00pm at the Lansing Town Hall. The Board appointed Supervisor Ed LaVigne and Councilperson Andra Benson to serve on the Local Advisory Board at the January 2022 Town Board Meeting.

**Cannabis Local Law Numbering**

We received a letter from New York State Records Division stating that Local Law numbers 3 and 4 of 2021 had to be renumbered in 2022 due to them being filed in 2022 (even though they were adopted/passed in 2021). When Local Laws are passed at the end of the year, but not filed until the following year, they must be numbered for the following year. The State Records Office advised that the laws do not have to be repassed, just changed to the current year. Local Law numbers 3 and 4 of 2021 are now Local Law numbers 3 and 4 of 2022.

**Tax Collection**

Total warrant - \$15,006,126

Total collected - \$14,319,615

**Rabies Clinic**

Lansing Fire Station, 80 Ridge Road – May 4, 2022, 6:00pm – 8:00pm

Contact Tompkins County Health Department for preregistration:

<https://tompkinscountyny.gov/health/eh/rabies> or 607-274-6688

**Municode**

Town Clerk's office spent a lot of time learning new software for meetings. Agenda now has hyperlinks which will connect to the appropriate document(s).

**MOTION M22-**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN LANSING YOUTH COMMISSION PROGRAM AGREEMENT**

Motion Authorizing Town of Lansing Supervisor to Sign Lansing Youth Commission Program Agreement for 2022 between Cornell Cooperative Extension and Town of Lansing.



**MOTION M22-**

**MOTION AUTHORIZING LANSING TOWN CLERK TO EXECUTE AGREEMENT WITH NEW YORK STATE OFFICE OF STATE COMPTROLLER AND OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE FOR LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM**

Motion to approve and authorize the Town Clerk to execute the contractual agreement with New York State, including through OSC (Office of the State Comptroller) and ODTA (Office of Temporary and Disability Assistance) under the federal and state Low Income Household Water Assistance Program to provide emergency funding and Covid-19 financial assistance to Lansing residents qualified by NYS under such program for assistance with water and sewer bills.

**MOTION M22-**

**MOTION THAT THE TOWN BOARD HEREBY DETERMINES AND DIRECTS \$25,000 BE UTILIZED FROM THE AMERICAN RESCUE PLAN ACT FUNDING (ARPA) TO HELP PAY COSTS FOR THE BULKHEAD MARINA WALL PROJECT AT MYERS PARK.**

Motion that the Town Board hereby determines and directs \$25,000 be utilized from the American Rescue Plan Act Funding (ARPA) to help pay costs for the Bulkhead Marina Wall Project at Myers Park.

**MOTION M22-XX**

**MOTION AUTHORIZING THE DIRECTOR OF PLANNING TO PREPARE  
COMMENTS UPON THE CLIMATE ACTION COUNCIL DRAFT SCOPING PLAN  
AND SUBMIT COMMENTS TO NYSERDA BY JUNE 10, 2022**

Moved that the advice and recommendations of the Director of Planning be and hereby is approved, and that the Director of Planning is authorized to prepare comments upon the Climate Action Council Draft Scoping Plan and submit comments to NYSERDA by June 10, 2022.

**MOTION M22-**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN INSERO &  
CO. CPAs, LLP ENGAGEMENT LETTER**

Motion authorizing Town of Lansing Supervisor to sign Insero & Co. CPAs, LLP engagement letter, dated April 6, 2022, for year ended December 31, 2021.

**MOTION M22-**

**MOTION AUTHORIZING A TRANSFER OF \$10,000 TO THE COUNTY DUE TO AN  
OVERCOLLECTION OF FIRE DISTRICT TAXES**

Motion that the Town Board authorizes a transfer of \$10,000 to the County due to an overcollection of fire district taxes pursuant to Real Property Tax Law (RPTL) § 490, and the same shall be held upon account, applied to next year's fire district levy, and otherwise managed by the County in accord with the RPTL.

**MOTION 22**

**MOTION AUTHORIZING ISSUANCE OF MYERS PARK PROJECT REQUEST FOR PROPOSAL (RFP) SUBJECT TO CHANGES IN CONSULTANT SELECTION TIMELINE AND PROPOSAL SUBMISSION DEADLINE AT THE DISCRETION OF THE PARKS AND RECREATION SUPERVISOR AND DIRECTOR OF PLANNING**

Motion authorizing issuance of Myers Park Project request for proposal (RFP) subject to changes in consultant selection timeline and proposal submission deadline at the discretion of the Parks and Recreation Supervisor and Director of Planning.

**MOTION M22-XX**

**MOTION SCHEDULING A PUBLIC HEARING ON CHARTER CABLE  
FRANCHISE RENEWAL FOR THE TOWN OF LANSING, NEW YORK**

Moved that a public hearing be scheduled for May 18, 2022, at 6:31 pm, to review the past performance of the cable operator, Charter, and to identify the future cable-related community needs of the Town of Lansing.

**RESOLUTION 22-****RESOLUTION APPOINTING BOOKKEEPER TO THE SUPERVISOR, MARY ELLEN ALBRECHT, PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND HIRING FULL-TIME INFORMATION AIDE IN THE SUPERVISOR'S OFFICE, AND FURTHER AUTHORIZING FILING OF FORMS 428s**

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

WHEREAS, the Town of Lansing Supervisor needs to appoint a Bookkeeper due to the April 15, 2022 retirement of the Bookkeeper, Charmagne Rungay; and

WHEREAS, upon appointment of the Bookkeeper, the Supervisor's Office will have a Full-time Information Aide position available; and

WHEREAS, The Town of Lansing Supervisor has recommended that the Information Aide position be filled at the Town of Lansing; and

WHEREAS, acceptable and qualified candidates for the Information Aide will be identified and are therefore proposed to be hired to fulfill such job requirements; and

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

RESOLVED, as follows:

1. Mary Ellen Albrecht be and hereby is appointed as the Bookkeeper to the Supervisor effective as of April 18, 2022, at the previously agreed upon and authorized rate of pay of \$33.97 per hour, under Grade 7, Step 7, 40 hours per week, subject also to all Town prerequisites and benefits as are available to such position, said position is classified as a salaried FLSA Exempt Employee.
2. Town of Lansing Supervisor is hereby approved to hire a Full-time Information Aide, in the Supervisor's Office, at an hourly rate not to exceed \$22.00 per hour, 36.5 hours per week, subject also to all Town prerequisites and benefits as are available to such position.
3. The probationary period for the Information Aide be and hereby is scheduled for 26 weeks.
4. The appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution.
5. This Resolution updates Resolution #22-21, as required for determination of retirement benefits.



**RESOLUTION 22-**

**RESOLUTION AUTHORIZING TOWN SUPERVISOR TO EXECUTE  
INDEPENDENT CONTRACTOR AGREEMENT WITH CHARMAGNE RUMGAY  
FOR ADMINISTRATIVE SERVICES FOR THE SUPERVISOR'S OFFICE**

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

WHEREAS, retired Bookkeeper Charmagne Rungay has offered to assist the Supervisor's Office with the transition to a new Bookkeeper until December 31, 2022 under an Independent Contractor Agreement to continue to assist, which will commence on April 21, 2022; and

WHEREAS, Charmagne Rungay is a single-source provider with detailed knowledge of the administrative duties of the position and department and is to be paid at a rate of \$45.00 per hour; and

WHEREAS, such agreement has been reviewed by and is generally acceptable to the Town Board, and upon consideration and deliberation upon the foregoing, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Independent Contractor Agreement be and hereby is approved, and that the Town Supervisor may sign and execute the same by, for, on behalf of, and in the name of the Town of Lansing.

**RESOLUTION 22-**

**RESOLUTION AMENDING ORGANIZATIONAL  
RESOLUTION # 22-57 FOR THE YEAR 2022**

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

WHEREAS, the Town Board of the Town of Lansing approved a Memorandum of Understanding (MOU) with the Town of Ithaca for Code Enforcement Services under Resolution # 22-80 at its March 16, 2022 meeting; and

WHEREAS, the MOU permits the Town of Lansing to purchase code enforcement services from the Town of Ithaca on an as-needed basis; and

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

RESOLVED, that Resolution # 22-57 be and hereby is amended by adding this paragraph to the end of the Resolution:

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

**RESOLUTION 22-**

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

The Supervisor submitted his monthly report for the month of February 2022, to all Board Members and to the Town Clerk. The Supervisor’s Report was reviewed by Councilperson Ruth Groff. The bills were reviewed by Councilperson Joseph Wetmore and Councilperson Bronwyn Losey. The Supervisor’s Report be approved as submitted and the Bookkeeper is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 004**

DATED 04/20/2022

AUDITED VOUCHER #'s	<u>229 - 325</u>
PREPAY VOUCHER #'s	<u>229 - 232</u>
AUDITED T & A VOUCHER #'s	<u>18 - 24</u>
PREPAY T & A VOUCHER #'s	<u>18 - 20</u>

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	<u>\$ 89,079.28</u>
HIGHWAY FUND (DA&DB)	<u>\$ 173,027.01</u>
LANSING LIGHTING (SL1, 2 &3)	<u>\$ 1,433.71</u>
LANSING WATER DISTRICTS (SW)	<u>\$ 7,452.51</u>
TRUST & AGENCY (TA)	<u>\$ 73,639.87</u>
WARREN ROAD SEWER DISTRICT (SS1-)	<u>\$ 557.83</u>

**BUDGET MODIFICATIONS  
APRIL 20, 2022 MEETING**

**GENERAL FUND A  
April 20, 2022**

**FROM                      TO    FOR    AMOUNT**

A599	A5132.410	From Fund Balance to Supplies & Maintenance Correction to 2022 Budget	\$ 12,279.00
A599	A7110.410	From Fund Balance to Parks - Marina Repair Additional Funds needed for Marina Repair	\$ 25,000.00

**CONSENT AGENDA MOTIONS M22-17 – M22-24 AND RESOLUTIONS 22-83 – 22-86**

**RESOLUTION 22-87**

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

RESOLVED, that the Consent Agenda Motions **M22-17 – M22-24** and Resolutions **22-83 – 22-86**, are hereby approved as presented and amended, and

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

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

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on April 20, 2022.

Joseph Wetmore  
Town Board Member Report  
April 2022

**There is a dedication of the Robert Baker chicken BBQ historical marker Friday, April 29 at 10:30 am.** The ceremony will be followed by sales of chicken BBQ cooked by Robert Baker’s grandson Travis Sandsted. BBQ to benefit the Savage Club.

Speakers include Donna Scott, Dale Baker, Pat Tyrrell, Ed LaVigne and Bob Gravani. Maybe someone from Pomeroy.

**Planning Board**

**Monday, March 28·6:30 – 8:30pm**

- Lot Line Adjustment – Brickyard & Wilson Rds.
- Minor Subdivision – 428 Scofield Rd. SEQR Determination of Environmental Significance and Subdivision approval
- Major Subdivision – Asbury & Collins Rd, lots 3-7. Public Hearing, SEQR Determination of Environmental Significance, and Subdivision approval.
- Site Plan Amendment – 308 Peruville Rd, Hygear Motorsports. Site Plan Review and Approval.
- Village Solars Phase VII. Discussion of SEQR and Declaration of Lead Agency.

**Town of Lansing Code Revision Committee**

**Thursday, April 7·10:00am – 12:00pm**

- Review of proposed text amendments to Chapter 270 (Zoning) and Schedule I & II Land Use Table. Decision to pull AG and RA out of table format and create narrative format
- Review of proposed Zoning map amendments and discussion
- Review of annual Ethics training requirement for Planning Board and Zoning Board of Appeals members to Town Code § 7-5C

**Bolton Point**

**Thursday, April 7·4:00 – 5:00pm**

Management Staff Report

Committee Reports

Budget and Finance Committee

January 31, 2022 Financial Report

February 28, 2022 Financial Report

Approval of March 28, 2022 Warrants

Engineering and Operations Committee

Personnel and Organization Committee

Resolution for Approval of Revised Personnel Policies

**Planning Board**

**Monday, April 11·6:30 – 9:30pm**

Discussion: Intent of RA (Rural Agricultural) and AG (Agriculture) Zoning Districts

**MOTION TO ENTER EXECUTIVE SESSION**

Councilperson \_\_\_\_\_ moved to **ENTER EXECUTIVE SESSION TO DISCUSS**

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**AT \_\_\_\_\_ PM.**

Councilperson \_\_\_\_\_ seconded the motion.

All in Favor – \_\_\_\_\_ Opposed – \_\_\_\_\_

**MOTION TO EXIT EXECUTIVE SESSION**

Councilperson \_\_\_\_\_ moved to **EXIT EXECUTIVE SESSION AT \_\_\_\_\_ PM.**

Councilperson \_\_\_\_\_ seconded the motion.

All in Favor – \_\_\_\_\_ Opposed – \_\_\_\_\_

**MOTION TO ADJOURN MEETING**

Councilperson \_\_\_\_\_ moved to **ADJOURN THE MEETING AT \_\_\_\_\_ PM.**

Councilperson \_\_\_\_\_ seconded the motion.

All in Favor – \_\_\_\_\_ Opposed – \_\_\_\_\_