



REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room
Wednesday, February 28, 2024
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. **Presentation**
 - a. Presentation of Open Space Conservation Plan - Colliers Engineering & Design - John Steinmetz
 - b. Presentation of Proposals for Gap Analysis of Lansing's Comprehensive Plan with Current Zoning, and Grant Application for Funding of Zoning Updates - Colliers Engineering & Design - John Steinmetz
5. **Public Hearing - Local Law #1 of 2024 - Amend Town Code Chapter 7 - Committees**
 - a. Open/Close Public Hearing
6. **Public Hearing - Reserve Funds to Repair Town Hall HVAC System**
 - a. Open/Close Public Hearing
7. **Resolution**
 - a. Resolution to Expend Reserve Funds to Repair Town Hall HVAC System
8. **Public Hearing - Reserve Funds to Purchase RTV for Parks and Trails Management and Repairs**
 - a. Open/Close Public Hearing
9. **Resolution**
 - a. Resolution to Expend Reserve Funds to Purchase RTV for Parks and Trails Management and Repairs, Subject to Permissive Referendum
10. **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
11. **Department Reports**

- [a.](#) **Lansing Community Library Report** – Christine Eisenhut
- [b.](#) **Lansing Youth Services Report** – Richard Alvord
- [c.](#) **Tompkins County Legislator Report** – Mike Sigler
- [d.](#) **Highway Report** – Mike Moseley
- [e.](#) **Parks and Recreation Report** – Patrick Tyrrell
- [f.](#) **Director of Planning Report** – John Zepko
- [g.](#) **Engineer’s Report** – Dave Herrick
- [h.](#) **Town Clerk Report** - Debbie Munson

12. Consent Agenda

- [a.](#) Motion Authorizing Supervisor to Sign Lansing Youth Services 2024 Agreement
- [b.](#) Motion Authorizing Supervisor to Sign Municipal Solutions, Inc. MSRB Continuing Disclosure Updates and EMMA Filings Contract, Dated February 1, 2024
- [c.](#) Motion Authorizing Supervisor to Sign Municipal Solutions General Financial Services Renewal Contract Dated February 1, 2024
- [d.](#) Motion Authorizing and Directing the Code Revision Committee to Prepare Preliminary Draft Zoning Amendments
- [e.](#) Resolution Amending 2024 Organizational Resolutions 24-35 and 24-29
- [f.](#) Resolution Reappointing Diane Withiam to the Board of Ethics
- [g.](#) Resolution Requesting Reduction of Speed Limit on Salmon Creek Road
- [h.](#) Resolution Correcting Employee Heather Dries' Hourly Rate in the Position of Code Enforcement Officer
- [i.](#) Resolution Approving Consent Agenda

13. Motions and Resolutions

- [a.](#) Resolution Approving Final Order for Drainage District # 11
- [b.](#) Resolution Approving Final Order for Drainage District # 12
- [c.](#) Resolution Authorizing Execution of Town Center License Agreement to Kersat Landscaping, Inc, Subject to Permissive Referendum
- [d.](#) Resolution Authorizing Execution of Town Center Settlement Agreement and Release of Kersat Landscaping, Inc, Subject to Permissive Referendum
- [e.](#) Resolution Establishing Ad Hoc Interview Committees for 2024
- [f.](#) Resolution Awarding Bid for Demolition of 2 Auburn Road
- [g.](#) Resolution Approving Audit and Budget Modifications and Supervisor’s Report

14. Board Member Reports

- [a.](#) Councilperson Judy Drake
- [b.](#) Councilperson Laurie Hemmings
- [c.](#) Councilperson Christine Montague

d. Councilperson Joseph Wetmore

e. Supervisor Ruth Groff

15. Work Session

a. Revised Ethics Law

b. Local Law xx of 2024 - Amend the Code of the Town Chapter 7: Boards, Commissions and Committees

16. Executive Session if Needed

a. Motion to Enter/Exit

17. 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.

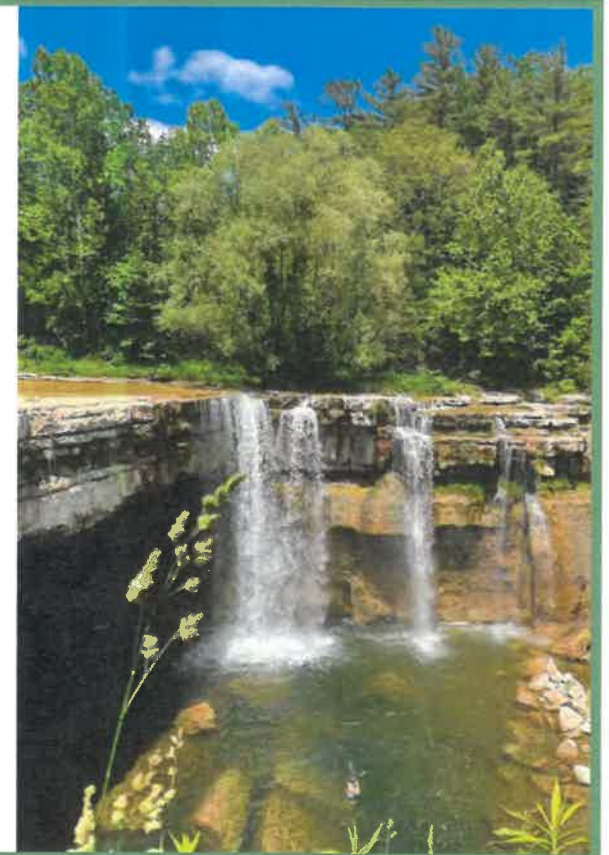
Executive Summary

The Town of Lansing is fortunate to be home to a rich abundance of open spaces, natural resources, and scenic vistas. In order to fully understand the extent of these natural resources the Town tasked the Conservation Advisory Council (CAC) with the development of a Natural Resources Inventory (NRI), which was completed in 2021. Building upon the momentum of the NRI, the CAC was then tasked with the development of this Open Space Conservation Plan (OSCP). These tasks were identified as a part of the Town's Comprehensive Plan, which was adopted in 2018.

The OSCP is intended to inventory and prioritize of the Town's abundant open spaces. This prioritization allows the Town to understand where the highest value open spaces exist, and thus where to focus potential future funding, programming, and other conservation efforts. The OSCP also presents potential implementation strategies to achieve the vision of the OSCP, as follows:

Open Space Vision

"Vast open spaces, scenic vistas, and an abundance of natural resources are the defining features of the Town of Lansing, and are invaluable assets to the community's residents and leaders. As such, Lansing will protect and celebrate its open spaces and natural resources to maintain its identity and preserve the rich quality of life that they afford the Town's residents. The Town will prioritize conservation efforts, and will develop and maintain strong partnerships with local agencies, organizations, and the farming community to accomplish its goals while supporting their efforts. This will require thoughtful planning and strategic actions to ensure that this vision and the community's goals are realized. These efforts will allow for enhanced community access and recreation, uplift local property values, and ensure the protection of crucial environmental resources that will enhance the Town's resiliency and sustainability for years to come."



The contents of this Plan were steered by public input, including several public outreach events, a community survey, and a series of stakeholder meetings. The ranking process was crafted based on the values identified as a part of the community survey, and was reviewed alongside the priority areas identified by the public early on in the process. Ultimately, the conservation efforts that stem from the OSCP are intended to provide a wide range of benefits, including:

- **Maintaining scenic vistas**
- **Increasing public access and recreation opportunities**
- **Enhancing climate resiliency**
- **Reducing flooding risks**
- **Improving water and air quality**
- **Conserving wildlife habitats**
- **Improving public health outcomes**
- **Increasing property values**
- **Protecting community character and quality of life**

The Plan contains an inventory and analysis of existing natural features in the Town; generally summarizing the content of the NRI. The Vision, as stated on the previous plan, and the six goals of this Plan are then presented, which are as follows:



Maintain the agrarian heritage of the Town and preserve its scenic beauty.



Preserve agriculture as a viable economic sector in Lansing.



Build local resiliency to climate change impacts.



Enhance resident quality of life through scenic and recreational resources.



Protect our local ecosystem and support wildlife habitat.



Ensure the long term sustainability of our water, air, and land resources.

The ranking process is contained within the Open Space Index (OSI) section of the Plan. The Open Space Index (OSI) provides a systematic rating of land across the Town based on various natural features and other open space characteristics. The OSI enables the Town to be strategic in its allocation of funds and efforts by providing a tool to both proactively identify parcels and resources that meet the goals of the open space program; and to analyze the merits of individual projects and opportunities as they present themselves. The following steps were utilized to create the OSI:

Step 1. Establish Ranking Criteria

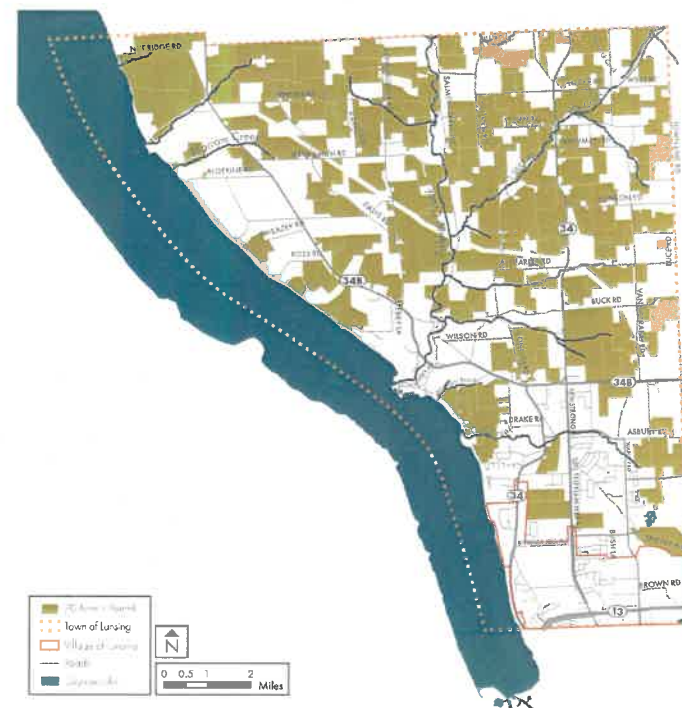
To determine the relative value of each open space parcel identified, and apply consistent criteria for evaluating each parcel, the project team developed a ranked list of criteria to evaluate each parcel. The CAC developed the list of evaluation criteria used based on Question 6 in the Community Survey, but further refined it to include additional attributes of the landscape that were deemed essential to include through discussions of the CAC. The table on the right illustrates the categories used and their respective rank compared to the other criteria. Associated with the relative value of each criteria, a weighted value for each category was assigned that was applied to the scoring shown on the additional OSI boards presented. This ensured that the most important criteria to the community was given additional emphasis during the scoring process.

Criteria	Rank	Weighted Value
Susceptibility to Development	1	10
Unique Natural Areas	2	9
Stream Corridors	3	8
Significant Wildlife Habitat	4	6
Cayuga Lakefront	4	6
Steep Slopes	6	4
Forests & Woodlots	6	4
Wetlands	8	3
Grasslands & Meadows	9	2
Agriculture & Farmlands	9	2
Floodplains	10	1

Step 2. Identify parcels to be evaluated

For the purposes of this Plan, the CAC only evaluated parcels that were over 70 acres in size. The evaluation included all parcels within this size threshold, regardless of existing land use, which resulted in a total of 119 parcels analyzed. The map to the right shows the parcels analyzed, and the breakdown of properties analyzed by land use is as follows:

- 75 Agricultural Parcels
- 18 Residential Parcels
- 17 Vacant Parcels
- 4 Industrial Parcels
- 2 Commercial Parcels
- 2 Community Services Parcels
- 2 Recreation Parcels
- 1 Public Service Parcel



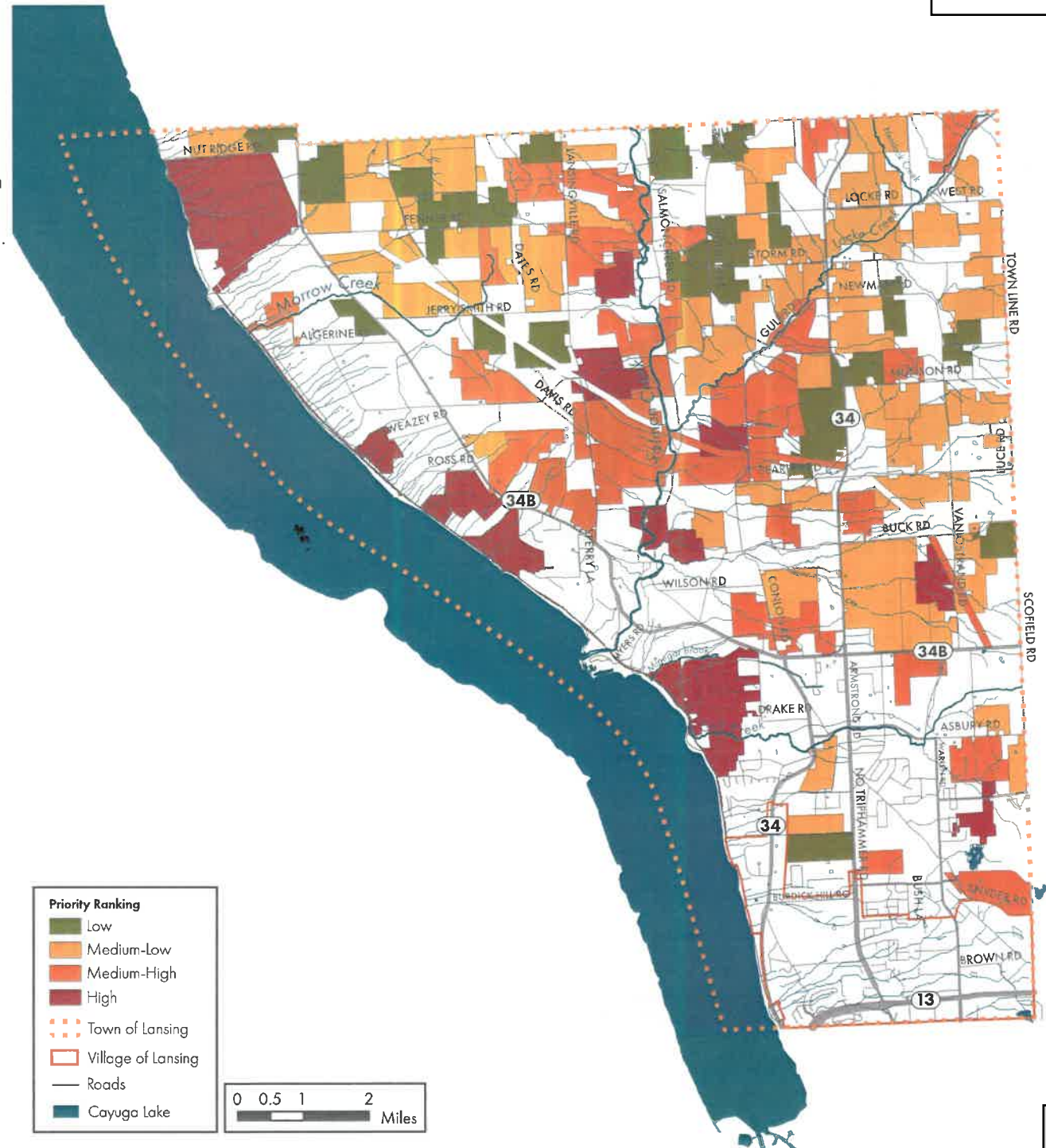
Step 3. Analyze data for each parcel and assign scoring

Prior to weighting with the Priority Points established for each category, the project team assigned each parcel an unweighted value between 0 and 3 for each of the 11 categories. These points were assigned based on an overlay analysis performed using GIS, that depicted the spatial relationship between the characteristic in question (e.g. farmlands) and the parcel.

Step 4. Compile results

Once the project team assigned unweighted scores to each parcel for each category, each value was weighted based on the Priority Points for each category. The project team then summed the weighted values for each parcel to develop an overall comparative ranking, which translated into "High," "Medium-High," "Medium-Low," and "Low" priority parcels in regard to open space value. The results of this ranking process are displayed at right, and listed below:

- **Low priority:** 8%, or 22 parcels
- **Medium-low priority:** 41%, or 49 parcels
- **Medium-high priority:** 26% or 31 parcels
- **High priority:** 14% or 17 parcels



The final component of the OSCP is the Implementation Strategy, which outlines tools and tactics that the Town can employ to achieve its overall open space vision. These options range from outright purchase of land within the Town, to land use regulations that will help to steer future development in a direction that supports conservation efforts. Each option is briefly described, alongside estimated cost ranges, potential partners, and an estimated timeframe. Timeframes are meant to describe the estimated time an action will take to complete, not how soon the action item should be accomplished. The generalized cost estimates, based on order of magnitude, use the symbols below to reflect the following estimated cost ranges:

- \$:** Under \$50,000
- \$\$:** Between \$50,000 and \$100,000
- \$\$\$:** Over \$100,000
- N/A:** No Cost

The tables below and on the following page summarize each of the implementation options. Funding opportunities, as well as potential grant sources are also listed in the Implementation Options section of the full OSCP.

STRATEGY	DESCRIPTION	COST	POTENTIAL PARTNERS	TIMEFRAME
Potential Amendments to Development Regulations				
Promote conservation subdivisions	Review existing conservation subdivision design regulations for opportunities to bolster or encourage their application, where appropriate	\$	Town Board, Planning Board, CAC, Town Planning Dept.	Short
Environmental Protection Overlay Districts (EPODs)	Develop overlay zoning districts that provide protection for environmentally sensitive areas (typically wetlands, floodplains, steep slopes, etc.).	\$	Town Board, Planning Board, CAC, Town Planning Dept.	Medium
Development Review Process	Reference the OSCP as a relevant plan or study in the development review process.	N/A	Town Board, Planning Board , CAC, Town Planning Dept.	Ongoing
Mature tree retention	Require development to maintain trees on lot over a certain diameter at breast height (DBH).	\$	Town Board, Planning Board, CAC, Town Planning Dept.	Short
Habitat corridor preservation	Identify and require preservation of local habitat corridors during development process.	\$	Town Board, Planning Board, CAC , Town Planning Dept.	Medium
Open space requirements	Modify the code to require development to maintain a certain acreage or percentage of a lot as open space - to be either publicly or privately held	\$	Town Board, Planning Board, CAC, Town Planning Dept.	Short
Open Space Incentive Zoning	Allow for developer to gain certain benefits in exchange for open space conservation and/or monetary funds to support conservation efforts	\$	Town Board, Planning Board, CAC, Town Planning Dept.	Medium
Cayuga Lake Scenic Byway Overlay District	Consider the development of a Cayuga Lake Scenic Byway Overlay District to protect scenic viewsheds along Route 34B.	N/A - \$	Town Board, Planning Board, CAC , Town Planning Dept.	Short

STRATEGY	DESCRIPTION	COST	POTENTIAL PARTNERS	TIMEFRAME
Land Conservation				
New York State Purchase of Development Rights (PDR) Program through Tompkins County	Participate in the NYS PDR - a voluntary program that involves a landowner selling the development rights of a parcel. The landowner maintains all other rights and responsibilities, and can use or sell it for purposes allowed in the easement.	\$\$\$	Tompkins Co. , Cornell Cooperative Extension, NYS Dept. of Agriculture & Markets, Town Planning Dept.	Short
Purchase of land	Acquire undeveloped land. Requires significant capital for the purchase and long term stewardship of land.	\$\$\$	Town Board, Town Planning Dept., CAC, FLLT, Tompkins Co., NYS Parks	Ongoing
Conservation Easement	Create a voluntary legal agreement that protects the natural resources of a parcel of land by restricting future development permanently, but could allow other activities such as farming or public access. Agreement is held between landowner and a government or land trust. Easement can be donated or sold.	N/A - \$\$\$	Town Board, Town Planning Dept., CAC, FLLT, Tompkins Co., American Farmland Trust, Open Space Institute, The Conservation Fund, The Nature Conservancy, NYS Dept. of Agriculture & Markets, US Dept. of Agriculture	Ongoing
Transfer of Development Rights	Create a voluntary program that involves a landowner selling the development rights of their property within a certain area (sending area) to a developer, who can then use these rights to increase the density of development within another specified area (receiving area).	\$\$ - \$\$\$	Town Board, Town Planning Dept. , Planning Board, CAC, Agriculture & Farmland Protection Committee	Long
Tompkins Co. Natural Infrastructure Capital Program	Participate in the County's Natural Infrastructure Capital Program, which provides funding to protect natural systems that can help mitigate the adverse impacts of climate change. Tompkins County will cover up to 1/3 of the assessed value of an eligible property, up to a maximum of \$200,000.	\$\$\$	Tompkins Co. , FLLT, Town Planning Department, Town Board, CAC	Long
Other Implementation Options				
Low impact / Green Development	Utilize green infrastructure and low impact design to lessen the impacts of development on natural resources.	\$	Town Planning Dept., Planning Board, Private Developers	Ongoing
Conservation Board Establishment	Prepare the OSCP, and approval by the Town Board as the Town's official index of open space. This will result in the existing CAC being eligible to become a Conservation Board (CB).	N/A - \$	Town Board , CAC	Short
Increase Administrative Capacity of Town	Add staff to the Town's municipal operations. This would allow for increased administrative capacity and more active open space conservation efforts, such as applying for grant funds.	\$\$ - \$\$\$	Town Board , Town Staff	Long

MOTION TO OPEN THE PUBLIC HEARING FOR PROPOSED LOCAL LAW #1 OF 2024 – AMEND TOWN CODE CHAPTER 7 - COMMITTEES

Councilperson _____, moved to **OPEN THE PUBLIC HEARING FOR PROPOSED LOCAL LAW # 1 OF 2024 TO AMEND TOWN CODE CHAPTER 7 - COMMITTEES** at _____ pm.
Councilperson _____ seconded the motion.
All in Favor – Opposed –

MOTION TO CLOSE THE PUBLIC HEARING

All persons desiring to be heard, having been heard, Councilperson _____, moved to **CLOSE THE PUBLIC HEARING FOR PROPOSED LOCAL LAW # 1 OF 2024 TO AMEND TOWN CODE CHAPTER 7 - COMMITTEES** at _____ pm.
Councilperson _____ seconded the motion.
All in Favor – Opposed –

LOCAL LAW NUMBER #1 OF 2024

A LOCAL LAW OF THE TOWN OF LANSING TO AMEND THE CODE OF THE TOWN OF LANSING. CHAPTER 7: BOARDS, COMMISSIONS AND COMMITTEES

The Town Board of The Town of Lansing, New York, pursuant to A Resolution dated _____, 2024, does hereby adopt and pass this Local Law Number #1 of 2024, and therefore, be it so enacted as follows:

SECTION 1 - AUTHORITY: This local law is adopted pursuant to the powers granted by the Town Law of the State of New York and Municipal Home Rule Law § 10, which authorize the Town of Lansing to adopt local laws providing for the governance of town affairs.

SECTION 2 - PURPOSE: The purpose of this local law is to provide guidance to and manage town committees, working groups, commissions, and like administrative and advisory groups in order to provide for regularity and compliance with the Open Meetings Law (“OML”) and Freedom of Information Law (“FOIL”), as well as to provide more accountability, continuity, productivity, and transparency to and for committee operations.

SECTION 3 - ADOPTION OF TOWN CODE CHAPTER 7, ARTICLE II: Town Code Chapter 7 is amended by adding the following Article II, entitled “**Town Board Operating Rules,**” as follows:

§ 7-20 Procedural Rules of the Lansing Town Board - The following procedural and other rules shall apply to proceedings and matters before the town board:

- A. The supervisor shall preside over all meetings of the town board and shall preserve order and decorum in meetings and all deliberations and debates. Likewise, the supervisor shall preside over all public hearings and instruct all persons addressing the town board to state their names. In the supervisor’s absence the deputy supervisor shall preside. When desired or needed, the supervisor shall read into the record the rules for public speech and attendance during public meetings and public hearings, as adopted by the town board and amended or updated from time to time.
- B. The Supervisor shall prepare an agenda for every meeting in consultation with the department heads, the town clerk, and the town board. A majority vote of the town board may amend the agenda at any time. The supervisor, immediately following the opening of every regular meeting of the town board, shall proceed to the regular order of town business. It takes a majority vote of the town board to close a meeting.
- C. Robert’s Rules of Order (for deliberative assemblies, current edition), as amended herein, are followed, however: (i) voting shall be in alphabetical order (by last name) with the supervisor voting last; and (ii) the technical formalities of the parliamentary process shall be dispensed of unless formal request is made for formal procedure by a majority of the town board upon good cause shown and demonstrated. No vote of suspension shall extend beyond the subject matter then under consideration, nor form meeting to meeting.

- D. The town board shall set a schedule of regular meetings for the year at its organization meeting in January. Special meetings will be noticed and held as needed.
- E. The public will be given the opportunity to address the town board at its regular meetings for up to three minutes per person, with a 20-minute maximum per meeting, unless the town board shall by majority vote terminate or extend such session or the time allotted to all persons. Such shall be known as the “privilege of the floor” and should be observed near the beginning of every regular town board meeting. Immediately after the public comment period, each town board member will be given two minutes to respond to public comment(s). The post public-comment discussion will be limited to the members of the town board unless the town board waives this rule by majority vote. These same rules apply to the public’s right to speak during public hearings, except that no time is reserved for town board members to reply and any replies or discussions shall occur after the close of the public hearing.
- F. Every resolution or motion must be seconded before being put to discussion or a call for a vote by the supervisor. The lack of a second removes the matter from the agenda and further consideration at that meeting. All resolutions or motions shall be recorded in their entirety in the official minutes of the town board. The supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
- G. No motion or resolution may be added to the agenda except by the majority consent of those present. In each such case compliance with Open Meetings Law (“OML”) § 103 is required relative to any documents, and electronic, printed, or typewritten copies thereof shall have been presented to each member of the town board at least 48 hours prior to the opening of the meeting at which such motion or resolution is offered. Emergency items that come up within the 48-hour timeframe require a 2/3 supermajority of the town board voting in the affirmative in order to pass or be adopted.
- H. No board member shall speak more than once on any question until every board member choosing to speak shall have spoken. There is no limit to the number of times a board member may speak upon a question, but motions to close discussion may be made and seconded at any time and shall be voted upon immediately after each board member has had one minute to address this special motion before the matter is voted upon. No additional time may be allotted to discussion or debate over this special motion, and if adopted the discussion upon the underlying matter shall terminate and the vote shall be immediately called.
- I. No motion shall be made to offer any amendment to an amendment already before the town board on any proposition.
- J. A majority of the entire town board shall constitute a quorum.
- K. Any person speaking to the town board shall address their remarks to the town board as a whole, not to staff, individual board members, other members of the audience nor person(s) not in attendance. No member of the public or speaker shall engage in any

demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

- L. Vacancies upon statutory and governmental bodies (as defined below), including the Planning Board, the Zoning Board of Appeals, the Conservation Advisory Council, and the Board of Ethics will be advertised and posted by the town clerk's office in the same manner as applicable to special meetings. The town board may appoint less than a quorum of its members to participate in the formulation of questions, the interview process, and the discussion of candidates. The head of the department that works most closely with the body with such vacancy may participate in the formulation of questions, the interview process, and the discussion of candidates. The board in question may appoint less than a quorum of its members who may participate in the formulation of questions, the interview process, and the discussion of candidates. Prior to appointment the town board shall refer the name and application materials of each candidate to the applicable body that has a vacancy for comment and advice as to such appointment.
- M. If any of the above stated rules are or at any time come in conflict with New York State statutory or regulatory law or any guidance from the New York State Attorney General or Committee on Open Government that is mandatory in nature, or any order from a court or tribunal of record, then that statute, regulation, guidance, or order shall take precedence over this chapter.

SECTION 4 - ADOPTION OF TOWN CODE CHAPTER 7, ARTICLE III: Town Code Chapter 7 is amended by adding the following Article III entitled **“Classification and Operating Rules for Committees, Commissions, Councils, and Related Working Groups and Advisory Bodies.”** For purposes of this chapter, all boards, councils, commissions, committees, working groups, and like types of groups shall be hereafter referred to as an “agency,” or as “agencies.”

§ 7-30 General Rules and Classifications of Agencies - The interplay of the OML and the Freedom of Information Law (“FOIL”) with differing types of committees and governmental bodies varies considerably based upon the powers and authorities of such agency, its governmental purposes, whether it is created, authorized, or required under state statutes, whether it is purely advisory, or of a mixed advisory and governmental nature. The following classifications and rules are intended to guide agencies by making definitive classifications and requiring that the town board duly classify and charge each new, reformed, or extended agency. As to these agencies generally, the following rules and sections of this Article III shall apply:

- A. Any matter of duties, obligations, tasks, or assignments not addressed or otherwise governed or limited by this chapter may be addressed by the town board by resolution. Likewise, any procedural or reporting requirements not otherwise governed or limited by this chapter or the OML may be addressed by the town board by resolution.
- B. Whenever a report, minutes, or any other documents or updates are required to be delivered monthly, it means that the same are due on or before the last day of each month. Whenever a report, minutes, or any other documents or updates are required to be

delivered quarterly it means that the same are due before the last day of March, June, October, and December, annually.

§ 7-31 Statutory and Governmental Bodies - Statutory and Governmental Bodies are agencies allowed, mandated, or created by state or local law, or by other legislation or order of the town board. In addition to any such statutory or regulatory requirements as may pertain to these agencies, the following provisions shall govern and guide the operations and functions of statutory and governmental bodies in the town.

- A. Members of statutory and governmental bodies may not serve upon any other statutory and governmental body or upon the town board. Nor may any such member serve any other agency whenever the body to which such person is appointed may regularly or foreseeably receive referrals and input from, or be asked to render advisory options to, such other agency, or when incompatibility of offices, duties, or positions is either indicated or arises. In all cases and situations, conflicts of interest, bias, and appearances of conflicts or biases, shall be avoided, including by recusal when necessary.
- B. Liaisons to statutory and governmental bodies, and from any statutory and governmental bodies to any other body or agency, shall be permitted only upon the approval thereof by the town board. In all cases, the sole role of a liaison shall be to inform and report on matters relating to the body the liaison is a member of when requested by the agency being served by such liaison. Notwithstanding the foregoing, the board of ethics shall have no liaisons associated with its operations.
- C. Statutory and governmental bodies shall hereafter select from among their own members (but not from among any alternate members) their own chairpersons and vice chairpersons. If these boards have not annually submitted any such designations on or before January 1, then the town board shall appoint a chairperson and vice chairperson.
- D. Unless the New York State Town Law or Public Officers Law requires otherwise, the town board shall have the power, after public hearing, to remove any member of any statutory and governmental body for cause, or for failing to comply with the minimum meeting attendance (if any) or training requirements (if any) established by law, by town policy, or by town board resolution.
- E. Statutory and governmental bodies are prohibited from creating their own committees and subcommittees, but they may petition the town board for the same and, if so approved, the town board shall then create such committee, classify it under Town Code Chapter 7, make appointments, charges, and general rules for tasks and governance not otherwise set forth in this chapter. Members of subcommittees (if any) may be removed with or without cause at any time by majority vote of the town board.
- F. The chairperson of each statutory and governmental body shall prepare an agenda for every meeting in consultation with its members and the head of the town department that works most closely with that statutory and governmental body. A majority vote of each such body may amend the agenda at any time. Minutes shall be kept of all meetings and

decisions, a quorum shall be required for any action, and all matters requiring approval or assent shall be formally voted upon by ayes and noes. All Agendas, minutes, and like materials shall be posted upon the Town's website, all meetings must be properly scheduled, advertised, and noticed, and all records of proceedings shall be filed with the Town Clerk to meet archiving, record keeping, and FOIL requirements.

- G. Statutory and Governmental Bodies are subject to the OML and may, in accordance therewith, conduct proper closed and executive sessions.
- H. Unless otherwise provided by the town board, actual costs will be reimbursed by the town upon presentation of the proper supporting documentation and verification that such expense is within budget allocations for the applicable statutory and governmental bodies.
- I. The following agencies shall be statutory and government bodies for the purposes of this chapter:
 - 1. Planning Board.
 - 2. Zoning Board of Appeals.
 - 3. Conservation Advisory Council.
 - 4. Board of Ethics.

§ 7-34 Standing and General Committees - While standing and general committees can take various forms, these agencies are classified as standing committees due to their purposes being somewhat perpetual in nature. For example, towns always have laws and codes, capital and budgetary concerns, personnel and civil service matters, and technological and cybersecurity matters to address or consider. The purposes of these committees are to thus take a closer look at specific, ongoing policies and operations of the town that often arise in day-to-day administration, such as revisions to the town code, capital planning, water and sewer modifications, drainage districts and stormwater planning, personnel, and operations, etc. The following provisions shall govern and guide the operations and functions of standing and general committees in the town.

- A. The existence of standing and general committees is not guaranteed, and the town board may amend or terminate any of these committees at any time by resolution; and the town board may likewise re-form or create new committees by resolution.
- B. Membership on these committees shall consist of such town employees or officers as the town board may determine, and membership may further include non-town affiliated persons who have specific skills in the areas served by these committees. Vacancies will be recruited and appointed by the town board and recruitment will be based on specific skills needed to fulfill the charge of the committee. All appointments are for one year and are generally made in the town's organizational resolutions. Absent resignation, or the termination of such committee, appointees serve until reappointment or until their successor is appointed. Standing and general committee members serve at the pleasure of the town board and may be removed by the town board at any time with or without cause by majority vote of the town board.

- C. Standing and general committees shall select from among their own members (but not from among any alternate members) their own chairpersons and vice chairpersons. If these committees have not annually submitted any such designations on or before January 1, then the town board shall appoint a chairperson and vice chairperson.
- D. Liaisons to these committees shall be permitted only upon approval thereof by the town board. In all cases, the sole role of a liaison shall be to inform and report on matters relating to the body the liaison is a member of, when requested by the agency being served by such liaison. In all cases and situations conflicts of interest, bias, and appearances of conflicts or biases, shall be avoided, including by recusal when necessary.
- E. Each standing and general committee shall be responsible and report to the town board, and the duties and tasks of each such committee shall be set by the town board from time-to-time by referral or resolution. The chairperson of each such committee shall prepare an agenda for every meeting and a majority vote of such committee may amend the agenda at any time. Minutes shall be kept of all meetings and decisions, a quorum shall be required for any action, and all matters requiring approval or assent shall be formally voted upon by ayes and noes. All agendas, minutes, and like materials shall be filed with the Town Clerk.
- F. Standing and general committees are prohibited from creating their own subcommittees, but they may petition the town board for the same and, if approved by resolution, the town board shall then create such subcommittee and make appointments, charges, and general rules for tasks and governance not otherwise set forth in this chapter. Unless stated otherwise in any formative resolution or code, these subcommittees shall follow the same general rules as the committee it serves under, and members of subcommittees may be removed with or without cause at any time by majority vote of the town board.
- G. Standing and general committees are generally interagency entities doing non-final day-to-day administrative work, they undertake drafting preliminary and non-final policies and documents for approval by the town board (or other statutory and governmental bodies), and they do not undertake to create, approve, implement, or enforce town policy, or exercise legislative, budgetary, or supervisory authority, such that they are not generally subject to the OML.
- H. Unless otherwise provided by the town board, actual costs will be reimbursed by the town upon presentation of the proper supporting documentation and verification that such expense is within budget allocations for such committee.
- I. The following agencies shall be standing and general committees for the purposes of this chapter:
 - 1. Information and Technology Committee.
 - 2. Capital Planning Committee.
 - 3. Operations and Code Revision Committee.
 - 4. Water, Sewer, and Stormwater Committee.

5. Department Heads Committee.
6. Personnel Management Committee.
7. Agriculture and Farmland Protection Committee.

§ 7-35 Advisory Committees - While all entities that interact with or make up a part of town government perform some advisory functions as a matter of course or record, there are those agencies whose primary purpose is advisory by the very nature of their tasks and purposes, even though such designation is not determinative of the town's obligations under the OML or FOIL. While all such groups and agencies must be cognizant of conflicts of interest, any agency that is specifically designated as an advisory committee under this chapter shall comply with the following additional operational rules and requirements:

- A. Other than CAC members also being permitted to be members of a statutory and governmental body, and the CAC not being permitted to draw membership from any other statutory and governmental body, no member of any statutory and governmental bodies identified above (see § 7-31, *infra*) shall be appointed as a member of any advisory committee, and all members of advisory committees shall recuse themselves if they are called upon to issue or contribute to an advisory opinion to be issued to or for the use of any other agency of which they are also a member. This rule is in addition to the rules stated in this chapter, the requirements of General Municipal Law Article 18 and the Town Code of Ethics (Town Code Chapter 18) and, as noted, this rule does not prevent CAC members from serving upon the CAC (as the CAC is unique, being both a governmental body and an advisory committee).
- B. The following agencies are determined and declared to be advisory agencies for purposes of this chapter:
 1. The Conservation Advisory Council (CAC).
 2. The Agriculture and Farmland Protection Committee (AFPC).
 3. The Water, Sewer, and Stormwater Committee (WSSC).

§ 7-36 Project and Working Groups - From time-to-time issues and matters affecting or before the town may require in-depth investigation and the study of certain matters by people with particular knowledge about, expertise upon, or insights into specific issues or land areas. Said matters may be of a recurrent nature, constitute quality of life concerns, be project-based, or of a singular nature. As the town board may not have the time or knowledge to attend to such matters as needed or desired, the town board may periodically create and dissolve project and working groups and make appointments thereto, adopt rules of procedure there for, and assign duties and charges to such groups by resolution. Project and working groups shall study and make recommendations to the town board regarding matters designated or referred by the town board, but in all cases such groups shall limit their activities to be in alignment with instructions and charges from the town board, including those as remove certain matters from the consideration or scope of such group's work. The following provisions shall govern and guide the operations and functions of project and working groups in the town.

- A. There is no guarantee of the continuance of any project or working group, or of reappointments thereto, and the number of members of, and appointments to, any such group will be determined in January of every year by the town board. The town board shall also at such time appoint chairperson(s) and vice chairperson(s) for such group, if any, but if a particular project or working group is assigned to work closely with any particular town department then the department head shall be appointed as chairperson. Membership and vacancies will be recruited and appointed by the town board and recruitment will be based on specific skills needed to fulfill the charge of the committee.
- B. Liaisons to these groups shall be permitted only upon the approval thereof by the town board. In all cases, the sole role of a liaison shall be to inform and report on matters relating to the body the liaison is a member of when requested by the agency being served by such liaison. In all cases and situations, conflicts of interest, bias, and appearances of conflicts or biases, shall be avoided, including by recusal when necessary.
- C. Every project or working group shall be responsible and report to the town board, and the duties and tasks of each group shall be set by the town board from time-to-time by referral or resolution. Group members serve at the pleasure of the town board and may be removed by the town board at any time, with or without cause by majority vote of the town board.
- D. The chairperson of each such group shall prepare an agenda for every meeting and a majority vote of such group may amend the agenda at any time. Minutes shall be kept of all meetings and decisions, a quorum shall be required for any action, and all matters requiring approval or assent shall be formally voted upon by ayes and noes. At least monthly, the chairperson shall transmit minutes to the town board, and the group shall prepare and transmit a quarterly report to the town board on the status and progress of the group respecting its charges and referred work. If the group issues a "final report" to the town board and the town board accepts and approves the same as a final report, the group shall be automatically dissolved upon such acceptance unless the town board specifically provides otherwise. All records shall be given to Town Clerk for record-keeping purposes.
- E. Project and working groups are prohibited from creating their own subcommittees, but they may petition the town board for the same and, if approved by resolution, the town board shall then create such subcommittee and make appointments, charges, and general rules for tasks and governance not otherwise set forth in this chapter. Unless stated otherwise in any formative resolution or code, these subcommittees shall follow the same general rules as the group it serves under. Members of subcommittees may be removed with or without cause at any time by majority vote of the town board.
- F. Project and working groups are generally interagency entities doing non-final day-to-day administrative work, they undertake drafting preliminary and non-final policies and documents for approval by the town board (or other statutory and governmental bodies), and they do not undertake to create, approve, implement, or enforce town policy, or to exercise legislative, budgetary, or supervisory authority, such that they are not generally subject to the OML.

- G. Unless otherwise provided by the town board, actual costs will be reimbursed by the town upon presentation of the proper supporting documentation and verification that such expense is within budget allocations for such committee.

- H. Currently there are two such groups functioning in the town—the Highway Building Working Group and the Parks, Recreation and Trails Working Group. The listing of these groups does not make them a standing or general committee or a statutory or governmental body, nor does such listing guarantee their continuance or prevent other or new agencies or persons from assuming some or all of the responsibilities or duties of such groups.

SECTION 5 - 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 6 - CODIFICATION: This local law and its amendments to Chapter 7 of the Town Code shall be incorporated into the Town Code, 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 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 the Town’s local laws, including but not limited to Local Law #2 of 2022.

SECTION 7 - EFFECTIVE DATE: This local law shall take effect immediately.

RESOLUTION APPROVING USE OF TOWN BUILDING REPAIR RESERVE FUND FOR REPAIRS TO TOWN HALL HVAC UNIT AND DISTRIBUTION SYSTEMS

RESOLUTION 24-

RESOLUTION APPROVING USE OF TOWN BUILDING REPAIR RESERVE FUND FOR REPAIRS TO TOWN HALL HVAC UNIT AND DISTRIBUTION SYSTEMS

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

WHEREAS, the Town has a Building Repair Reserve Fund and a need to repair the old HVAC system in the Town Hall that was installed at the original time of construction, and the funds in the reserve are sufficient to cover the whole cost of repairs such that no bonding or borrowing is needed for this public works project; and

WHEREAS, pursuant to the 2016 adopted Town Reserve Fund Policy and GML § 6-d, the Town is required to have a public hearing upon this matter, which public hearing was duly posted, published, and held on February 28, 2024, at the Lansing Town Hall, 29 Auburn Road, Lansing, New York to consider this approval, and all persons thereat were duly heard and all evidence taken; and

WHEREAS, this is a Type II Action under SEQRA such that no further environmental review is required; so now, upon and after due deliberation hereupon, be it now:

RESOLVED, that the Town be and hereby is authorized to spend up to \$15,000 from the Building Repair Reserve, which is the maximum amount proposed to be expended, for the repair and improvements to the Town Hall HVAC system; and it is further

RESOLVED AND ORDERED, that such repair work be undertaken in compliance with the Town’s Procurement Policies and the requirements of General Municipal Law § 103, and that a public works PRC number be obtained for this project and NYS prevailing wages be paid as required by Labor Law Article 9.

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

**RESOLUTION APPROVING USE OF TOWN PARKS & RECREATION EQUIPMENT
RESERVE FUND FOR PURCHASE OF REMOTE TERRAIN VEHICLE**

RESOLUTION 24-

**RESOLUTION APPROVING USE OF TOWN PARKS & RECREATION EQUIPMENT
RESERVE FUND FOR PURCHASE OF REMOTE TERRAIN VEHICLE**

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

WHEREAS, the Town has a Parks & Recreation Equipment Repair Reserve fund and a need to purchase an ATV-type vehicle known as an RTV;

WHEREAS, pursuant to the 2016 adopted Town Reserve Fund Policy and General Municipal Law § 6-c, the Town is required to approve this purchase subject to permissive referendum and, as this is a Type II Action under SEQRA, no further environmental review is required and the Town Board, upon and after due deliberation, has now:

RESOLVED, that the Town be and hereby is authorized to spend up to \$15,000 from the Parks and Recreation Equipment Reserve, which is the maximum amount proposed to be expended, for the purchase of the Kubota RTV as submitted to this meeting, to be acquired from the state bid list in fulfillment of Town Procurement Policies and the requirements of General Municipal Law § 103.

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.



LANSING COMMUNITY LIBRARY UPDATE TO THE LANSING TOWN BOARD
February, 2024

Submitted by Christine Eisenhut

1. Thriving Together – a workshop on how to strengthen relationships through effective communication will take place on Thursday, February 29th at 7 pm.
2. Repairs to the upstairs public bathroom are complete. Thanks to D Squared Construction for all of their hard work.
3. On display during the months of February and March: Something, Someone, Somewhere –a drawing exhibit from Lansing High School students.
4. Story Time is on Thursdays at 10:30 am. Children are welcome to join in reading, games and other fun filled activities. No registration is required.
5. The library has a mobile wireless hotspot available for check out. Also, the Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
6. Instructor John Burger hosts T'ai Chi classes at the Community Center on Fridays from 10:30-11:30 am.
7. Learn to play American Mah Jongg every Tuesday at 10:15 am and play American Mah Jongg every Wednesday from 1:00-3:00 pm.
8. The library continues to provide free delivery to Woodsedge.
9. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out. Board games, puzzles, story time kits, and STEAM kits are also available.
10. The library continues to distribute free self-test COVID-19 kits, antibacterial wipes and N95 masks to Lansing households.

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

Mini Olympics: The group has been very busy with friendly competition in this program while enjoying the quirkiness of the events. Each day has a mini awards ceremony where small prizes are awarded. So far, each participant has been able to place and win prizes, a huge success! The events that kicked off the program were the toothpick javelin, matchbox racing, paper plane contests, paper football games, and “mini knockout” basketball (a daily request). The group has also played Candy Bar Curling, had a Tic Tac Toe tournament, Rock, Paper, Scissors tournament, Marshmallow Tower contest, Invisible Chair endurance contest, Pool Noodle Limbo, and had a cup stacking relay race. One of the program days was on an early dismissal day so the group headed out for lunch together at Lansing Pizza, a trip to Stewart Park, and played Cotton Ball basketball. **9 youth served.**

Outdoor Adventure - Winter edition: Outdoor Adventure has a new “home base” in the Nature Center behind Lansing High School. This group is all about woodland games, many of which they have created themselves. Camouflage is still popular, and they find great joy in finding the instructor as fast as they can. They have created a Sneaky Zombie game and absolutely love it. Fires are always popular, and they have enjoyed treats like smores, spider dogs, giant cinnamon snakes and have requested to make campfire apple pie soon. We also have a brand-new youth employee who has been involved in Scouts, and she is doing an amazing job, often getting even muddier than the participants! **11 youth served.**

Train Your Brain: This program stemmed from several student’s love of the Rubik’s Cube and challenging each other with specific problems and speed solving. One student is a great teacher of techniques and loves to give advice! The other games are based around problem solving and creating strategies to solve or compete with one another. The game Blokus is very popular and played daily, with Mastermind close behind. Classic chess and checkers are always on the table, and they like to compete with the memory game, Micro Simon. Trivial Pursuit is also a hit, followed by Bananagrams, Juxtabo, and Lego puzzles. **9 youth served.**

Fun with Food: This group has made edible slime, rock candy, and built “veggie villages”, along with a story. Once the group completed their villages, there was a surprise attack of “zombie gummy bears”. Participants had to create a story around the invasion and each student made a short video of the backstory and actual invasion. Entertaining for all parties involved! Our youth employee in this program has grown tremendously and taken the lead on several aspects of the program. She gathers and lays out materials, monitors the measuring and distribution of ingredients and did a great job filming the invasion of the Veggie Villages. **10 youth served.**

Youth Employment: Youth employees are assisting with Lansing Youth Services programs, chaperoning with the Town Recreation Department’s Ice-Skating program, assisting teachers at the high school, and working at the library. There are three new employees working on their paperwork and are interested in working at the library as well as with Lansing Youth Services programs, all of whom are ideal candidates for the program. **13 youth served.**

HIGHWAY REPORT
February 28, 2024

Snow & Ice Removal:

- Crews worked to clear drifting snow during the week
- Crews worked hard to clear Town and County roads from the recent weekend snowstorm 2/17-2/19

Tree & Brush Maintenance:

- Crews continued cutting back/mowing to improve line of sight
- Crews helped with tree removal/clean-up from high wind damage, causing trees to fall across roads from the recent storm

Water/Sewer Maintenance:

- Mike, Mark, and Jamar met with Tompkins County to discuss the Brickyard water line project.
- Worked with Bolton Point on water main repairs
- Continued working on stormwater issues for 68 Tiger Lily
- Worked with Village of Cayuga Heights to find sewer laterals
- Bone Plain Road water tank fence was damaged due to windstorm. Looking to fix.

Road Maintenance:

- Crews worked to patch potholes throughout the Town
- Finalizing 2024 road improvement plans

Garage Work:

- Employees continued to perform truck, plow, and wing maintenance
- Dan continues to work hard keeping our fleet up and running. We've had several trucks down over the last few weeks. With part backorders this has caused additional challenges.

Office:

- Jenna & Mike attended a presentation for OpenGov and Comcate
- Highway Barn Meetings
 - C132 contract between LeChase and the Town is under review.
- Worked with T.G. Miller to discuss dredging of swim area at Myers Park and of Salmon Creek
- Mike attended stormwater and pollution trainings with Southern Tier District 8
- Mike attended Bolton Point Commissioners and Engineers meetings

Community:

- Met with taxpayers at 72 Tiger Lily
- Worked with Ellard Keister, Town of Groton Highway Superintendent, on Yellow Barn Solar project

Cross- Departmental Collaborations:

- Meet with Parks & Rec to discuss dredging of swim area and creek at the park
 - Prepped area for material taken from swim area dredging project at the park

Additional Points:

- Farrell Road pump station discussion
- Working to place our mini weather stations
- F550 trade-in

Planning & Code Enforcement

John Zepko, Acting Director, CPESC, CFM

Reporting Period Jan 2024

CORE PLANNING FUNCTIONS

- **General Admin**
 - 1/8 - onboarding of staff Planner Mason Molesso
- **Planner conducting classification and review of development applications**
 - 1/10 – met w/ developer to discuss requirement critical permitting tasks for potential development on Wilderness Road
 - 1/31– met w/ developer to discuss site plan review for potential project on Peruville Rd
- **Hazard Mitigation Planning**
- **Floodplain Management**
 - Draft Flood maps
 - Reviewing Flood Dev Permit for 32 Ladoga Park Rd
- **Stormwater Management**
 - 1/10 – attended TC Stormwater Coalition Meeting
 - A New MS4 General Permit from DEC is in effect that will have broad reaching impacts across multiple Town departments, operations and budgets. The new permit is more prescriptive than previous iterations and contains many short and long term deadlines for planning, implementing, and reporting on the Town’s stormwater management program. **Please see attached fact sheet for more information.** Planning staff has been meeting to form a 12 month work plan to meet minimum annual requirements and to identify other stakeholders within the Town.
 - 1/17 – staff meeting w/ TG Miller to discuss strategy for MS4 compliance.
 - 1/22 – attended meeting w/ NY DEC discussing new MS4 program requirements & deadlines for compliance

LAND USE WORK PROGRAM/PROJECT MANAGEMENT

- **CRC/ Zoning Amendments**
 - 1/25 CRC meeting - Recommended multiple sections of code for revision. See attached statement of work from Code Revision Committee
- **Yellow Barn Solar**
 - 1/18 met w/ HSE (attorneys) & Town staff to discuss status of YBS submission. The following sections have been reviewed:
 - Exhibit 16 - Effect on Transportation
 - Exhibit 8 - Visual Impacts

- Exhibit 13, Appendix 13-C - Stormwater Pollution Prevention Plan

The following exhibits are outstanding and need review

- Exhibit 6 - Public Health and Safety
- Exhibit 3 - Location of Facilities and Surrounding Land Use Areas
- Exhibit 5 - Design Drawings
- Exhibit 15 - Agricultural Resources

- **Safe Streets and Roads 4 All (SS4A)**

- SS4A grant project consists of 11 municipalities in an effort to collect data and implement the highway projects that would make the most impact on improving safety for all who use Tompkins County's roads.
- 1/16 – attended SS4A check in meeting w/ planning team and consultants. Cambridge Systematics was selected as the project consultant. Project work plan and timeline were discussed.
- 1/19 – Meet w/ Town of Ithaca Director of Planning to discuss SS4A project
- 1/30 - SS4A project update. Cambridge Systematics, project consultant is reviewing local plans from 11 participating communities to understand the types of safety policies, programs, and projects already in place that could inform and enhance the development of the Joint Safety Action Plan. When all plans have been reviewed Project consultant will be conducting individual (one on one) meetings with representatives from each municipality to discuss findings.

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
 - 1/11 meeting w/ CAC chair to discuss 2024 CAC work plan
- **Water & Sewer Working Group**
 - No meeting
- **Capital Improvement Committee**
 - No meeting

PLANNING BOARD

- 22 Jan meeting – the Planning Board heard the following:
 - Approved Minor Subdivision 347 - Bill George Road
 - Set public hearing for Minor Subdivision – Conlon Road

ZONING BOARD OF APPEALS

- 10 Jan 2024
 - Area Variance – 2 Ladoga Park Rd. A public hearing was conducted. The ZBA requested revisions to the submissions for the 14 Feb meeting.



Municipal Separate Stormwater Sewer System (MS4)

General Permit Facts Sheet

Municipal Separate Stormwater Sewer Systems (MS4s) are located within the boundaries of an urbanized area defined by the US Census Bureau and are regulated under the US Environmental Protection Agency’s Phase II Stormwater Rule

<u><i>Phase II Rule Basic Overview</i></u>	<u><i>MS4 General Permit</i></u>
<p>The Phase II Stormwater Rule is intended to further reduce adverse impacts on water quality and aquatic habitat by instituting the use of controls on previously unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation by regulating small MS4s and certain construction activities.</p>	<p>The MS4 General Permit encompasses several quality control components, including the Multi-Sector General Permit (when applicable), the Stormwater Management Program (SWMP), comprehensive systems mapping, six minimum control measures, and total maximum daily load (TDML) considerations.</p>

MS4 General Permit Minimum Control Measures (MCMs) and SWMP Requirements

1	<p><i>Public Education and Outreach Program.</i> MS4 Operators must identify focus areas of concern for the community within their SWMPs. The Operator must deliver educational materials and outreach support to intended audiences.</p>
2	<p><i>Public Involvement/Participation.</i> MS4 operators are required to involve the public in their stormwater program. The SWMP must be reviewed and updated annually, and the public must be given the opportunity to participate in the development and implementation of the SWMP and be able to review and comment on the SWMP Plan and draft annual reports.</p>
3	<p><i>Illicit Discharge Detection and Elimination.</i> Municipalities are required to proactively identify and eliminate sources of non-stormwater from their storm sewer system. A program that monitors, inventories, prioritizes, and seeks to eliminate illicit discharges must be included in the SWMP. The public must also be informed of contact information for reporting illicit discharges.</p>
4	<p><i>Construction Site Stormwater Runoff Control.</i> Municipalities are required to manage construction runoff from qualifying sites. With this, MS4 municipalities must develop and implement a Construction Oversight Program that includes a Construction Site Inventory and Inspection Tracking Program. This measure also includes training requirements, pre-construction meetings, and site close-out instructions.</p>
5	<p><i>Post-Construction Stormwater Management.</i> This MCM requires post-construction stormwater management practices (SMPs), as well as inventory and inspection tracking. This measure covers publicly and privately owned/operated post-construction SMPs. Continual inspection and maintenance programs are also required. The goal of this measure is to manage stormwater where it falls and retain it on site.</p>
6	<p><i>Pollution Prevention and Good Housekeeping.</i> MCM 6 requires the development and implementation of a pollution prevention and good housekeeping program for municipal facilities and municipal operations. An inventory of facilities must be completed along with priority ranking and the use of “Best Management Practices” (BMPs) are required under this control measure.</p>

*see NYS DEC fact sheet for additional program requirements

Important Dates Coming Soon (2024-2025)

Section 11, Item f.

January 3, 2024 - Effective date of the permit (EDP)
 January 3 to January 2 - Annual reporting year
 February 20, 2024 - Electronic notice of intent (eNOI) due
 March 4, 2024 - Interim coverage under GP-0-15-003 expires.
 July 3, 2024 - six (6) months from the EDP
 October 1, 2024 - Interim progress certification due
 April 1, 2025 - First Annual Report due
 July 3rd, 2024 - First annual SWMP update due.

Compliance Timeframes for MCMs (Continuing Coverage)

MCM#	Requirement	Deadline
1	The MS4 Operator must identify and document focus areas and target audiences in the SWMP Plan.	By January 2027
	The MS4 Operator must identify and document in the SWMP Plan the education and outreach topics , and how these topics will reduce the potential for pollutants to be generated by the target audience.	By January 2027
	Deliver an educational message to each target audience for each focus area and document the completion within the SWMP Plan	By January 2029. At least once every 5 years
2	Provide an opportunity for public involvement/participation in the development and implementation of the SWMP; opportunity for the public to review and comment on the SWMP and draft annual report.	Annually by April 1st
	Summarize public comments received on the SWMP and the draft annual report; within 30 days of receipt of public input, update the plan and report where applicable.	Annually by July 3rd
3	Establish and document contact information for the public to report Illicit discharge in the SWMP.	By July 2024
	Develop and maintain an inventory of monitoring locations in the SWMP; establish prioritization for monitoring locations (update priority annually)	By January 2027
	Develop and implement a program for Monitoring, Inspecting, and Sampling	By January 2026
	Develop and implement an Illicit Discharge Track Down Program	By January 2026
	Develop and implement an Illicit Discharge Elimination Program	By January 2026
4	Develop and implement a Construction Oversight Program documented in the SWMP.	By January 2025
	Develop and implement a Construction Site Inventory & Inspection Tracking Program documented in the SWMP Plan	By July 2024
	Prioritization of all construction sites; annually update within the inventory.	By January 2025
	Training for individual(s) responsible for reviewing SWPPPs for acceptance and training for individuals(s) responsible for construction site inspections , 4 hours of erosion and sediment control training.	By January 2027; every 3 years thereafter

*see NYS DEC fact sheet for additional program requirements

Compliance Timeframes for MCMs, continue

Section 11, Item f.

MCM#	Requirement	Deadline
5	Post-construction SMP inventory (public and private) and inspection tracking	By January 2029
	Develop and implement a Post-Construction SMP Inspection and Maintenance Program	By January 2025
6	Develop and implement a pollution prevention and good housekeeping program for municipal facilities and municipal operations. Incorporate best management practices.	By January 2027
	Develop and implement a Municipal Facility Program and Procedures	By January 2027
	Develop and maintain a Municipal Facilities Inventory	By January 2026
	Create a Municipal Facility Prioritization list.	By January 2027
	Develop and implement a municipal operations program (BMPs, corrective actions, inspections, and maintenance)	By January 2027
	Develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned and operated by the MS4; Sweeping - every 5 years in the spring; Annually, from April 1 through October 31 in business districts and commercial areas.	By July of 2024

*see NYS DEC fact sheet for additional program requirements

Comprehensive Systems Mapping Requirements

The MS4 Operator must develop and maintain a comprehensive mapping system. **Within 6 months of the EDC (July of 2024)** it must include: MS4 outfalls, interconnections, preliminary storm-sewer shed boundaries, MS4 infrastructure for select TDMLs, and a basemap.

<u>Mapping Phase I</u>	<u>Mapping Phase II</u>
<ul style="list-style-type: none"> • Location of all monitoring locations with prioritization • Focus areas. • Publicly owned post-construction stormwater management practices (SMPs) • Municipal Facilities 	<ul style="list-style-type: none"> • MS4 Infrastructure: <ul style="list-style-type: none"> ◦ Conveyance: type and direction of flow ◦ stormwater structures: type and number of connections • Privately owned/operated post-construction SMPs which discharge to the MS4.
<u>Must be complete by January 2027</u>	<u>Must be complete by January 2029</u>

*see NYS DEC fact sheet for additional program requirements

MS4 General Permit - Part IX (9) Compliance Timelines

Reference		Requirement	Frequency
IX.A.2.b.	NYC East of Hudson Phosphorous Impaired Watersheds	Provide educational messages with information specific to phosphorus.	Twice a year, by January 3rd
IX.A.4.b.i.		Ensure residential on-site wastewater systems are properly operated.	By January 2029, once every five (5) years
IX.A.6.f.ii.		Submit to the Department any changes made to the retrofit plan including the information in Part IX.A.6.f.i.	Annually by January 3rd
IX.A.7.a.		Inspect catch basins located in the Total Maximum Daily Load (TMDL) watershed(s)	Twice a year, by January 3rd
IX.A.7.b.		Sweep all streets located in the TMDL watershed(s)	Annually by January 3rd
IX.B.2.b.	Other Phosphorous Impaired Watersheds	Provide educational messages with information specific to phosphorus.	Twice a year, by January 3rd
IX.B.2.c		Educate residential on-site wastewater system users on the on-site wastewater inspection program described in Part IX.B.4.b and proper maintenance practices.	Twice a permit term (5 years), separated by a minimum of one (1) year.
IX.B.4.b.i.		Ensure residential on-site wastewater systems are properly operated.	By January 2029, once every five (5) years
IX.B.6.f.ii.		Submit to the Department any changes made to the retrofit plan including the information in Part IX.B.6.f.i.	Annually by January 3rd
IX.B.7.a.		Sweep all streets located in the TMDL watershed(s)	Annually by January 3rd
IX.D.2.b.	Nitrogen Impaired Watersheds	Provide educational messages with information specific to nitrogen.	Twice a year by January 3rd
IX.D.7.a.		Sweep all streets located in the TMDL watershed(s)	Annually by January 3rd

*see NYS DEC fact sheet for additional program requirements

PRELIMINARY REPORT to Lansing Town Board

From: Town of Lansing Code Revision Committee

Date: 23 Jan 2024

Business: Miscellaneous Updates to the Town Code

Town Board Meeting Date: 21 Feb 2024

Summary

Recommended Code text and Zoning map amendments to the following:

- §270-28 – [Zoning Permits] Specific Standards– Keeping of Chickens
- §235-3 - [Subdivision of Land] Definition of “Lot Line Adjustment”
- §235-3 - [Subdivision of Land] Definition of “Flag Lot”
- §270 Attachment 2 – interpretation of lot lines for corner lot
- §270 Article III District Regulations - Maximum number of single and/or two family dwelling units per parcel

Policy Issues

The issues that will be addressed by the draft changes include:

- **§270-28 – [Zoning Permits] Specific Standards– Keeping of Chickens:** The zoning code permits a maximum of five (5) chickens to be kept. However, NYS Department of Agriculture and Markets stipulates that chicks must be sold in groups of six (6). A zoning amendment to increase the maximum allowable number of chickens to six (6) will bring the two policies into alignment.
- **§235-3 - [Subdivision of Land] Definition of “Lot Line Adjustment”:** Lot line lot adjustments of less than one acre can be approved administratively (without Planning Board approval). Lot line adjustments of over one acre must get Planning Board approval. This amendment would seek to reduce the burden on the Planning Board by permitting administrative approval of all lot line adjustments. This would be more efficient for residents, the Planning Board, and will reduce the administrative burden for staff.
- **§235-3 - [Subdivision of Land] Definition of “Flag Lot”:** the current regulation Flag Lots contains several different references for the minimum permissible frontage, causing a potentially confusing interpretation. Amendment of the definition of flag lots would include defining the precise geometry of flag lots (frontage, area, lot line for setbacks, etc), along with examining the potential for limiting the number of permissible flag lots in a subdivision.
- **§270 Attachment 2 – interpretation of lot lines for corner lot:** The Department of Planning and Code Enforcement seeks to clarify the diagram contained within §270 Attachment 2 to facilitate the interpretation of the minimum required set backs for corner lots. The current diagram is unclear in the designations of front, side and rear lot lines for corner lots.
- **§270 Article III District Regulations and Schedules - Maximum Number of dwelling units per parcel:** The Zoning code is silent on the maximum number of single family and two family dwellings that are permitted per parcel. An amendment will seek to clarify if multiple single family and/or two family dwellings are permitted upon a single parcel, and if so what the maximum permitted number of single/two family dwellings per parcel may be, and to establish area, frontage, yard and coverage requirements for single family or two family dwellings under single ownership.

Impact on Town Resources

Allocated 130 staff hours (100 for Director of Planning; 30 for Planner) for all Zoning and Land Use Regulation Updates in the 2024 Work Plan. If design guidelines / standards are requested, professional services will be acquired in accordance with the Town of Lansing Procurement Policy and per budget line B8020.420.

State Environmental Quality Review Act (SEQRA)

This action is anticipated to be a Type I Action under 6 NYCRR 617.4 (b)(2): the adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres of the district.

Public Notice

Public notification will be achieved by posting the agenda, with the agenda items being listed, at least 24 hours prior to the 21 Feb 2024 Town Board meeting.

Public Engagement

The public hearing requirements of NYS Town Law, Open Meetings Law, and the procedures for adopting or amending a local law contained in Municipal Home Rule Law will be adhered to.

Attachments

- Draft Motion Directing the Code Revision Committee to Prepare Preliminary Draft Zoning Amendments

###

Report prepared by: John Zepko, Director of Planning & Code Enforcement

**TOWN CLERK
FEBRUARY 2024**

Meeting with Tompkins County Assessment and Code Department – Feb 7th Meeting

Our department along with the code department met with Jay and Heather from the Tompkins County Assessment Department. We discussed the process of how special district charges get assessed on parcels tax bills and who is responsible for reporting/changing those charges. This is especially important when parcels get subdivided. Each parcel needs to have the appropriate special district. We have a procedure in place to review these for 2024.

2024 Town & County Taxes

My total warrant (after adjustments) is \$16,308,639.17. To date we have collected \$14,808,885.45. The Town portion of the warrant \$5,465,477.88 has been paid to the Supervisor. Tompkins County Finance has been paid \$7,500,000 towards their portion and \$20,879.59 for the first installment service charges.

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

Water and Sewer Payments

February was busy collecting water and sewer payments. Total bills: 1,859 of which 372 were emailed.

Tax Exemptions

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

Mailbox House Number Signs

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

Woodsedge Board Still Seeking New Members

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

MOTION AUTHORIZING SUPERVISOR TO SIGN LANSING YOUTH SERVICES 2024 AGREEMENT

MOTION M24-

MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN LANSING YOUTH SERVICES 2024 AGREEMENT

Motion authorizing Town of Lansing Supervisor to sign Lansing Youth Services 2024 Agreement between Tompkins County and Town of Lansing, Term of Agreement January 1 through December 31, 2024.

MOTION TO AUTHORIZE TOWN OF LANSING SUPERVISOR TO SIGN MUNICIPAL SOLUTIONS, INC. MSRB CONTINUING DISCLOSURE UPDATES AND EMMA FILINGS CONTRACT WITH THE TOWN OF LANSING, DATED FEBRUARY 1, 2024

MOTION M24-

MOTION TO AUTHORIZE TOWN OF LANSING SUPERVISOR TO SIGN MUNICIPAL SOLUTIONS, INC. MSRB CONTINUING DISCLOSURE UPDATES AND EMMA FILINGS CONTRACT WITH THE TOWN OF LANSING, DATED FEBRUARY 1, 2024

Motion to authorize Town of Lansing Supervisor to sign Municipal Solutions, Inc. MSRB Continuing Disclosure Updates and EMMA Filings Contract with the Town of Lansing, Dated February 1, 2024. The Town of Lansing may terminate the contract at any time.

MOTION TO AUTHORIZE TOWN OF LANSING SUPERVISOR TO SIGN MUNICIPAL SOLUTIONS, INC. GENERAL FINANCIAL SERVICES RENEWAL CONTRACT WITH THE TOWN OF LANSING, DATED FEBRUARY 1, 2024

MOTION M24-

MOTION TO AUTHORIZE TOWN OF LANSING SUPERVISOR TO SIGN MUNICIPAL SOLUTIONS, INC. GENERAL FINANCIAL SERVICES RENEWAL CONTRACT WITH THE TOWN OF LANSING, DATED FEBRUARY 1, 2024

Motion to authorize Town of Lansing Supervisor to sign Municipal Solutions, Inc. General Financial Services Open-Ended Renewal Contract with the Town of Lansing, Dated February 1, 2024. The Town of Lansing may terminate the Contract at any time.

MOTION AUTHORIZING AND DIRECTING THE CODE REVISION COMMITTEE TO PREPARE PRELIMINARY DRAFT ZONING AMENDMENTS

MOTION M24-

MOTION AUTHORIZING AND DIRECTING THE CODE REVISION COMMITTEE TO PREPARE PRELIMINARY DRAFT ZONING AMENDMENTS

Motion that the Code Revision Committee is authorized and directed to prepare Preliminary Draft Text and Map Amendments to the following, in accordance with the Code Revision Committee Preliminary Report dated 23 Jan 2024.

- §270-28 – [Zoning Permits] Specific Standards– Keeping of Chickens
- §235-3 - [Subdivision of Land] Definition of “Lot Line Adjustment”
- §235-3 - [Subdivision of Land] Definition of “Flag Lot”
- §270 Attachment 2 – interpretation of lot lines for corner lot
- §270 Article III District Regulations - Maximum number of single and/or two-family dwelling units per parcel

**RESOLUTION AMENDING 2024 ORGANIZATIONAL RESOLUTIONS
24-35 and 24-29**

RESOLUTION 24-

**RESOLUTION AMENDING 2024 ORGANIZATIONAL RESOLUTIONS
24-35 and 24-29**

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

WHEREAS, on January 17, 2024, the Town passed Organizational Resolution 24-35 appointing liaisons for 2024 and Resolution 24-29 establishing standard hours per month, as required for determination of retirement benefits; and

WHEREAS, the Supervisor wishes to make the following amendments to Resolution 24-35;

- 1. Town Board liaison to the Agricultural & Farmland Protection Committee be Ruth Groff.
- 2. Town Board liaison to the Conservation Advisory Council (CAC) be Joseph Wetmore.
- 3. The Cayuga Medical Center Committee Member listed on the liaison chart is hereby removed as the committee no longer exists.

and

WHEREAS, Resolution 24-29 needs to be updated to state the Senior Court Clerk will be working 8 hours per day - 40 hours per week, effective March 1, 2024, for retirement purposes; and

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

RESOLVED that 2024 Organizational Resolutions 24-35 and 24-29 be and are hereby amended as follows:

Resolution 24-35:

- 1. Town Board liaison to the Agricultural & Farmland Protection Committee be Ruth Groff.
- 2. Town Board liaison to the Conservation Advisory Council (CAC) be Joseph Wetmore.
- 3. The Cayuga Medical Center Committee Member listed on the liaison chart is hereby removed as the committee no longer exists.

Resolution 24-29:

Be updated to state the Senior Court Clerk will be working 8 hours per day - 40 hours per week, effective March 1, 2024, for retirement purposes.

RESOLUTION REAPPOINTING DIANE WITHIAM TO THE BOARD OF ETHICS

RESOLUTION 24-

RESOLUTION REAPPOINTING DIANE WITHIAM TO THE BOARD OF ETHICS

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

WHEREAS, Local Law #1 of 2021, Town of Lansing Ethics Law, was adopted March 17, 2021; and

WHEREAS, per **§ 18-6 Board of Ethics**. There is hereby established a Board of Ethics consisting of five members, to be appointed by the Town Board, all of whom shall reside in the Town, and all of whom shall serve without compensation and at the pleasure of the Town Board. No member of the Board of Ethics shall be a Town Employee or a Relative of any Town Employee. Ethics Board members will have staggered 5-year terms, and appointments will be initially made for terms of members running for 1 to 5 years, so that one appointment arises for consideration or renewal annually. Ethics Board members may be reappointed at the expiration of their term. The Attorney for the Town shall be an *ex officio* member of said Board without voting privileges, for the purposes of providing legal guidance and advice to allow the Board of Ethics to efficiently perform its functions; and

WHEREAS, the Board of Ethics has recommended that Diane Withiam be reappointed to a 5-year term on the Board of Ethics; and

WHEREAS, upon and after due deliberation upon this matter, The Town Board of the Town of Lansing has hereby

RESOLVED, that Diane Withiam is hereby reappointed to a 5-year term on the Board of Ethics, effective January 1, 2024 and expiring December 31, 2028.

RESOLUTION REQUESTING REDUCTION OF SPEED LIMIT ON SALMON CREEK ROAD

RESOLUTION 24-

RESOLUTION REQUESTING REDUCTION OF SPEED LIMIT ON SALMON CREEK ROAD

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

WHEREAS, at the Lansing Town Board meeting on August 15, 2018, the board approved Resolution 18-121, supporting the reduction of the speed limit on Salmon Creek Road north of the Red Bridge; and

WHEREAS, on April 26, 2019, New York State Department of Transportation informed the Town of Lansing that it approved reducing the speed on Salmon Creek Road to 35 MPH for the first half mile north of the Red Bridge; and

WHEREAS, the speed limit on Salmon Creek Road now changes from 35 MPH to 55 MPH in a cluster of residential homes; and

WHEREAS, residents in this cluster have complained to the Town that they find people accelerating in front of their homes to be dangerous and disturbing to the peacefulness of their neighborhood; and

WHEREAS, moving the change in speed limit 600 feet to the north would move this speed change out of a residential cluster; and

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 supports the requested reduction in speed limit and hereby directs that the Town requests the New York State Department of Transportation to conduct a traffic study along Salmon Creek Road in the Town of Lansing for the purpose of considering reduced speed to enhance safety.

RESOLUTION 24 -

RESOLUTION CORRECTING EMPLOYEE HEATHER DRIES' HOURLY RATE IN THE POSITION OF CODE ENFORCEMENT OFFICER

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

WHEREAS, the Town Board of the Town of Lansing does hereby amend Resolution No. 24-02 correcting clerical errors in the hourly wage. There were the following typographical errors: The hourly wage was set at \$28.78 per hour, Grade 7, Step 2; The hourly wage should have been \$31.61, Grade 7, Step 3. As this was a clerical error, there will be no effect to the current budget; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. The hourly wage is hereby set and approved at \$31.61 per hour, Grade 7, Step 3.
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms retroactively to January 1, 2024, place into effect such changes and this resolution, including by the filing of form MSD 428, if required.

**CONSENT AGENDA MOTIONS M24-XX – M24-XX AND RESOLUTIONS
24-XX – 24-XX**

RESOLUTION 24-XX

**CONSENT AGENDA MOTIONS M24-XX – M24-XX AND
RESOLUTIONS 24-XX – 24-XX**

RESOLVED, that the Consent Agenda Motions **M24-XX – M24-XX** and Resolutions **24-XX – 24-XX**, 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 _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

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

Accordingly, the foregoing Motions and Resolutions were approved, carried, and duly adopted on February 28, 2024.

RESOLUTION AND FINAL ORDER OF FORMATION FOR DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE MAJOR AND EAST SHORE CIRCLE MINOR SUBDIVISIONS AND THEIR RESPECTIVE STORMWATER PRACTICES

RESOLUTION 24-

RESOLUTION AND FINAL ORDER OF FORMATION FOR DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE MAJOR AND EAST SHORE CIRCLE MINOR SUBDIVISIONS AND THEIR RESPECTIVE STORMWATER PRACTICES

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

WHEREAS, John Young, *et al.* (the “Developer”) proposed the dedication of stormwater facilities and easements relating thereto for the purposes of fulfilling Planning Board approval conditions and ensuring the long-term maintenance of stormwater facilities for the East Shore Circle Major and Minor Subdivisions, including the dedication of stormwater pond lots identified on the major subdivision plat as Lots 8 and 9, and the easements and facilities shown upon project development plans, subdivision plats, and in project SWPPPs, which have envisioned that the facilities and stormwater operation, maintenance, reporting, and repair obligations would be managed by a drainage district; including further that the final approval of the major subdivision issued by the Planning Board defined the boundary of this subdivision and required district formation for the whole thereof as a condition of approval, and the landowners in the adjacent minor subdivision unanimously petitioned to join such drainage district; and

WHEREAS, the Town Board accepted the planning board’s and town engineer’s recommendation as to this district and forwarded the same, together with resolutions, maps, landowner petitions, and related information to the Water and Sewer Advisory Board (“WSAB”), which agency reviews and issues advisory recommendations on all special benefit districts for the town, and the WSAB unanimously recommended by written memorandum that the town proceed with formation of this district as mapped and proposed, and the Town Board duly accepted and adopted such advisory opinion and recommendations and, by resolution, authorized the town engineer to proceed with a Map, Plan and Report (“MPR”) for this proposed district based upon all of the foregoing; and

WHEREAS, a Town Law §§ 209-c and 209-d Map, Plan and Report (“MPR”) was duly prepared relative to proposed Drainage District #11 and the Town Board duly issued an Order under Town Law §209-d and determined that (i) the final Map, Plan and Report complies with the requirements of Town Law, and (ii) it is in the public interest and to the benefit of all parcels in the proposed district to establish the Town of Lansing Drainage District #11, and (iii) all benefited parcels are included, and no benefited parcels were excluded, from such district, and a public hearing was duly held upon December 20, 2023 at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, to consider district formation, the public interest order, and the environmental review thereof, and all persons thereat were duly heard, a negative declaration under SEQRA was duly continued as no supplemental review was determined as needed given a comprehensive review of this issue and these impacts as part of the subdivision review process for each such subdivision, and the formation of the district was conditionally approved; and

WHEREAS, the establishment of Town of Lansing Drainage District #11 was approved subject to permissive referendum pursuant to Town Law §209-e and Town Law Article 7, and the Notice of Permissive Referendum was properly and timely posted and published and more than 30 days has passed since adoption of such prior resolution conditionally approving formation of Drainage District #11, and no request for a referendum and no petitions in relation thereto have been received by or filed with the Town; and

WHEREAS, and after due deliberation hereupon be it now:

RESOLVED that the following findings be made and that a Final Order approving the formation of Drainage District #11 be approved and issued as follows, including pursuant to Town Law § 209-f(2):

1. No additional SEQRA review is necessary or required due to the passage of time, as (i) no significant changes in the property or project have occurred, and (ii) the Town finds that conducting SEQRA review as soon as is possible in relation to any project is consistent with the goals and requirements of SEQRA.
2. The boundaries of Drainage District #11 are inclusive of the tax parcel numbers comprising the East Shore Circle subdivisions and all lots therein, as shown on the sealed plats and survey maps as filed in the Town and County Clerk’s Offices, and the Map, Plan and Report on file at the Town Clerk’s Office, as more specifically described in the MPR, and in accordance with the real property metes and bounds descriptions as are on file at the Tompkins County Clerk’s Office for such lands (which are each expressly herein incorporated).
3. Drainage District #11 be approved and constructed as set forth in the order calling a public hearing, and the Town shall assess, levy, and collect special assessments upon the several lots and parcels of land within the said district, which the Town Board has determined and hereby again determines are especially benefited thereby, so much and from each as shall be in just proportion to the benefit thereof, each and all to pay the operation and maintenance costs of such district and any existing or future indebtedness lawfully incurred for such district.
4. The Town Clerk shall file: (i) a certificate with the County Clerk certifying that no referendum was requested; and (ii) a certified copy of this Resolution with the Tompkins County Clerk and the New York State Department of Audit and Control (at the NYS Comptroller’s Office) within 10 days of the adoption of this Final Order.
5. Drainage District #11 and the Town of Lansing are each severally and jointly hereby empowered to approve and accept contracts, agreements, dedications and assignments of lands, easements, and rights-of-way relating to the district and the stormwater facilities thereof, including from the developer and the owners of benefitted parcels within such district, and the Town Supervisor be and is hereby authorized on behalf of the Town of Lansing and Drainage District #11, upon approval of the form thereof by the Attorney for the Town and the Town’s SMO, to do such things and negotiate and execute such documents as are or may be necessary or desirable for stormwater management and the needs of said Drainage District #11, including attaining such easements and rights as are or may hereafter be so determined as necessary or desirable.

6. That upon submission and filing of easement appropriate for access to all stormwater facilities, as determined in the manner as set forth above, the existing Stormwater Operating, Management, and Reporting Agreement of record for the East Shore Circle minor subdivision may be cancelled by instrument duly executed by the Town and, as above, the Town Supervisor be and hereby is further authorized to execute the same.

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION AND FINAL ORDER OF FORMATION FOR DRAINAGE DISTRICT #12 FOR THE ASBURY-COLLINS MAJOR SUBDIVISION

RESOLUTION 24-

RESOLUTION AND FINAL ORDER OF FORMATION FOR DRAINAGE DISTRICT #12 FOR THE ASBURY-COLLINS MAJOR SUBDIVISION

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

WHEREAS, John Young, *et al.* (the “Developer”) proposed the dedication of stormwater facilities and easements relating thereto for the purposes of fulfilling Planning Board approval conditions and ensuring the long-term maintenance of stormwater facilities for the Asbury-Collins Major Subdivision, and the development plans, subdivision plats, and project SWPPPs have envisioned that the facilities, and stormwater operation, maintenance, reporting, and repair obligations, would be managed by a drainage district, and the final approval of the major subdivision issued by the Planning Board defined the boundary of this subdivisions and required district formation for the whole thereof as a condition of approval; and

WHEREAS, the Town Board accepted the planning board’s and town engineer’s recommendation as to this district and forwarded the same, together with resolutions, maps, landowner petitions, and related information to the Water and Sewer Advisory Board (“WSAB”), which agency reviews and issues advisory recommendations on all special benefit districts for the town, and the WSAB unanimously recommended by written memorandum that the town proceed with formation of this district as mapped and proposed, and the Town Board duly accepted and adopted such advisory opinion and recommendations and, by resolution, authorized the town engineer to proceed with a Map, Plan and Report (“MPR”) for this proposed district based upon all of the foregoing; and

WHEREAS, a Town Law §§ 209-c and 209-d Map, Plan and Report (“MPR”) was duly prepared relative to proposed Drainage District #12 and the Town Board duly issued an Order under Town Law §209-d and determined that (i) the final Map, Plan and Report complies with the requirements of Town Law, and (ii) it is in the public interest and to the benefit of all parcels in the proposed district to establish the Town of Lansing Drainage District #12, and (iii) all benefited parcels are included, and no benefited parcels were excluded, from such district, and a public hearing was duly held upon December 20, 2023 at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, to consider district formation, the public interest order, and the environmental review thereof, and all persons thereat were duly heard, a negative declaration under SEQRA was duly continued as no supplemental review was determined as needed given a comprehensive review of this issue and these impacts as part of the subdivision review process and the formation of the district was conditionally approved; and

WHEREAS, the establishment of Town of Lansing Drainage District #12 was approved subject to permissive referendum pursuant to Town Law §209-e and Town Law Article 7, and the Notice of Permissive Referendum was properly and timely posted and published and more than 30 days has passed since adoption of such prior resolution conditionally approving formation of Drainage

District #12, and no request for a referendum and no petitions in relation thereto have been received by or filed with the Town; and

WHEREAS, and after due deliberation hereupon be it now:

RESOLVED that the following findings be made and that a Final Order approving the formation of Drainage District #12 be approved and issued as follows, including pursuant to Town Law § 209-f(2):

- 1. No additional SEQRA review is necessary or required due to the passage of time, as (i) no significant changes in the property or project have occurred, and (ii) the Town finds that conducting SEQRA review as soon as is possible in relation to any project is consistent with the goals and requirements of SEQRA.
- 2. The boundaries of Drainage District #12 are inclusive of the tax parcel numbers comprising the Asbury-Collins subdivision and all lots therein, as shown on the sealed plats and survey maps as filed in the Town and County Clerk’s Offices, and the Map, Plan and Report on file at the Town Clerk’s Office, as more specifically described in the MPR, and in accordance with the real property metes and bounds descriptions as are on file at the Tompkins County Clerk’s Office for such lands (which are each expressly herein incorporated).
- 3. Drainage District #12 be approved and constructed as set forth in the order calling a public hearing, and the Town shall assess, levy, and collect special assessments upon the several lots and parcels of land within the said district, which the Town Board has determined and hereby again determines are especially benefited thereby, so much and from each as shall be in just proportion to the benefit thereof, each and all to pay the operation and maintenance costs of such district and any existing or future indebtedness lawfully incurred for such district.
- 4. The Town Clerk shall file: (i) a certificate with the County Clerk certifying that no referendum was requested; and (ii) a certified copy of this Resolution with the Tompkins County Clerk and the New York State Department of Audit and Control (at the NYS Comptroller’s Office) within 10 days of the adoption of this Final Order.
- 5. Drainage District #12 and the Town of Lansing are each severally and jointly hereby empowered to approve and accept contracts, agreements, dedications and assignments of lands, easements, and rights-of-way relating to the district and the stormwater facilities thereof, including from the developer and the owners of benefitted parcels within such district, and the Town Supervisor be and is hereby authorized on behalf of the Town of Lansing and Drainage District #12, upon approval of the form thereof by the Attorney for the Town and the Town’s SMO, to do such things and negotiate and execute such documents as are or may be necessary or desirable for stormwater management and the needs of said Drainage District #12, including attaining such easements and rights as are or may hereafter be so determined as necessary or desirable.

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 Judy Drake –
Councilperson Christine Montague –
Supervisor Ruth Groff –

Councilperson Laurie Hemmings –
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF TOWN CENTER LICENSE AGREEMENT TO KERSAT LANDSCAPING, INC., SUBJECT TO PERMISSIVE REFERENDUM

RESOLUTION 24-

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF TOWN CENTER LICENSE AGREEMENT TO KERSAT LANDSCAPING, INC., SUBJECT TO PERMISSIVE REFERENDUM

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

WHEREAS, the Town acquired title to 104 Auburn Road upon August 15, 2019, such land being part of the Town Center area; and

WHEREAS, the Town acquired such land subject to two leases, one of which is Kersat Landscaping, Inc. (the other being “Scoops”). Kersat Landscaping, Inc. requested an extension of its lease and an expansion of leasehold occupancy rights to assume in tenancy the entirety of the main building located upon such parcel; said lease expired on November 30, 2023; and said lease has been extended upon a month-to-month basis, which lease is hereby terminated and replaced with a license agreement, effective from the 1st day of January, 2024 through the 31st day of March, 2026; and

WHEREAS, a form of license has been drafted and approved and, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED that the multi-year license to Kersat Landscaping, Inc. be and hereby is approved in substantially the form as presented and, subject to negotiation and approval of the final form thereof by the Town Supervisor, undertaken upon the advice and consent of the Town Attorney, and as so amended in their negotiated final form, the Town Supervisor be and hereby is authorized to execute the same by, for, on behalf of, and in the name of the Town of Lansing; and it is further

RESOLVED, that this Resolution be and hereby is subject to permissive referendum as required by Town Law § 64 and Town Law Article 7, and the Town Clerk is directed to publish a compliant notice of permissive referendum within 10 days of the adoption hereof.

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF TOWN CENTER SETTLEMENT AGREEMENT AND RELEASE OF KERSAT LANDSCAPING, INC., SUBJECT TO PERMISSIVE REFERENDUM

RESOLUTION 24-

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF TOWN CENTER SETTLEMENT AGREEMENT AND RELEASE OF KERSAT LANDSCAPING, INC., SUBJECT TO PERMISSIVE REFERENDUM

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

WHEREAS, the Town and Kersat Landscaping, Inc. (“Kersat”) had a written lease that had required payments by Kersat to the Town of taxes if and when, if ever, the lands of the Town that were occupied and subject to such lease became subject to taxation due to the lease thereof to private persons or entities for non-governmental purposes; and

WHEREAS, during the lease term the land went from non-taxable to taxable status and neither the Town nor Kersat was aware of the need to pay additional added rental fees due to the Town’s incurring such real property taxes and, atop such mutual mistake, the existing leases did not account for there being multiple private occupants of such parcel of land, did not account or apportion taxes for the portion thereof applicable only to Kersat’s lease, use, or occupancy of land, nor did the lease account or apportion for the portions of such land in continued use and occupancy by the Town, such that the amount of accumulated arrears could be variously argued to be between \$4,000 and \$12,000; and

WHEREAS, rather than argue or litigate the matter, a settlement agreement and release of Kersat has been drafted and approved, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that the settlement agreement and release of Kersat Landscaping, Inc. be and hereby is approved in substantially the form as presented and, subject to negotiation and approval of the final form thereof by the Town Supervisor, undertaken upon the advice and consent of the Town Attorney, and as so amended in their negotiated final form, the Town Supervisor be and hereby is authorized to execute the same by, for, on behalf of, and in the name of the Town of Lansing; and it is further

RESOLVED, that this Resolution be and hereby is subject to permissive referendum as required by Town Law § 64 and Town Law Article 7, and the Town Clerk is directed to publish a compliant notice of permissive referendum within 10 days of the adoption hereof.

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 Judy Drake –

Councilperson Laurie Hemmings –

Councilperson Christine Montague –
Supervisor Ruth Groff –

Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION ESTABLISHING AD HOC INTERVIEW COMMITTEES FOR 2024

RESOLUTION 24-

RESOLUTION ESTABLISHING AD HOC INTERVIEW COMMITTEES FOR 2024

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

WHEREAS, the Town Board of the Town of Lansing is in the process of reviewing and editing Local Law xx of 2024 Amend Chapter 7: Boards, Commissions and Committees, which would establish the process for filling vacancies on certain boards and committees; and

WHEREAS, the process establishes ad hoc interview committees comprised of up to two members from the Town Board and members from the body with a vacancy (a number of members that is less than quorum of said body) to interview and formulate a recommendation of appointment to the Town Board; and

WHEREAS, there are currently vacancies on the Planning Board, the Zoning Board of Appeals, the Conservation Advisory Council, and the Board of Ethics that should be filled as to avoid quorum issues while the Town Board finalizes the edits of Local Law xx of 2024, now therefore be it

RESOLVED that the Town of Lansing Town Board hereby approves of the following process for filling vacant seats on the Planning Board, Zoning Board of Appeals, Conservation Advisory Council and Board of Ethics for 2024 or until Local Law xx-2024 Committees is so adopted:

- A. Vacancies upon the Planning Board, the Zoning Board of Appeals, the Conservation Advisory Council, and the Board of Ethics will be advertised and posted by the town clerk's office in the same manner as applicable to special meetings. The town board may appoint less than a quorum of its members to participate in the formulation of questions, the interview process, and the discussion of candidates. The head of the department that works most closely with the body with such vacancy may participate in the formulation of questions, the interview process, and the discussion of candidates. The board in question may appoint less than a quorum of its members who may participate in the formulation of questions, the interview process, and the discussion of candidates. Prior to appointment the town board shall refer the name and application materials of each candidate to the applicable body that has a vacancy for comment and advice as to such appointment.

BE IT FURTHER RESOLVED, the above process supersedes any previously adopted appointed board application process.

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 Judy Drake –

Councilperson Laurie Hemmings –

Councilperson Christine Montague –
Supervisor Ruth Groff –

Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION APPROVING AND AWARDED DEMOLITION BID CONTRACT TO CONTENTO AUTO SALES, INC. FOR DEMOLITION AND RESTORATION OF 2 AUBURN ROAD

RESOLUTION 24-

RESOLUTION APPROVING AND AWARDED DEMOLITION BID CONTRACT TO CONTENTO AUTO SALES, INC. FOR DEMOLITION AND RESTORATION OF 2 AUBURN ROAD

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

WHEREAS, the Town purchased property at 2 Auburn Road that was condemned and needed demolition and reconstruction, and the Town completed preliminary site studies and publicly advertised for project bids pursuant to the requirements of the Town’s Procurement Policies, General Municipal Law § 103, and Labor Law Article 8; and

WHEREAS, the bid documents were approved by the Town, duly and properly posted and advertised, the public bid opening occurred as scheduled upon February 15, 2024, and two bids were received and reviewed as to price, terms, compliance with bid requirements, and prevailing wage and debarment rules; and

WHEREAS, the bid from Contento Auto Sales, Inc., of 119 ½ Pendleton St., Cortland, New York 13045, in the amount of \$62,510 was determined to be the lowest responsible bid from a qualified bidder; so now therefore, it is

RESOLVED, that the Town hereby awards the contract and bid to Contento Auto Sales, Inc. in the accepted bid amount, and the Town Engineer be and hereby is directed to finalize the contract for demolition and restoration and, once signed by the contractor, the Town Supervisor be and hereby is authorized to sign in the same in the name of and for 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 Judy Drake – | Councilperson Laurie Hemmings – |
| Councilperson Christine Montague – | Councilperson Joseph Wetmore – |
| Supervisor Ruth Groff – | |

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR’S REPORT

RESOLUTION 24-

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR’S REPORT

The Supervisor submitted her monthly report for the month of December 2023, to all Board Members and to the Town Clerk. The Supervisor’s Report was reviewed by Councilperson Joseph Wetmore. The bills were reviewed by Councilperson Joseph Wetmore and Councilperson Laurie Hemmings. 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 # 002

DATED 02/28/2024

AUDITED VOUCHER #'s	<u>46 – 183</u>
PREPAY VOUCHER #'s	<u>46 – 52, 175</u>
AUDITED T & A VOUCHER #'s	<u>3 – 8</u>
PREPAY T & A VOUCHER #'s	<u>3 – 5</u>

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	<u>\$ 112,300.07</u>
HIGHWAY FUND (DA&DB)	<u>\$ 240,619.10</u>
LANSING LIGHTING (SL1, 2 &3)	<u>\$ 245.10</u>
WARREN & CHERRY SEWER DISTRICT (SS1,3)	<u>\$ 33,502.15</u>
LANSING WATER DISTRICTS (SW)	<u>\$ 227,848.34</u>
TRUST & AGENCY (TA)	<u>\$ 1,454,251.98</u>

**2023 BUDGET
MODIFICATIONS**
FEBRUARY 28, 2024
MEETING

GENERAL FUND A

December 31, 2023

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>	
A1220.130	A1110.120	ADDTL PAYROLL EXPENSE FOR COURT CLERK	\$ 3,953.83	
A1220.130	A1220.100	COVER OVERAGE - SUPERVISOR	\$ 0.12	
A1380.401	A1380.400	COVER FISCAL AGENT OVERAGE	\$ 230.00	
A1410.400	A1410.110	COVER OVERAGE - DEPUTY CLERK	\$ 1,534.95	
A1410.400	A1410.130	COVER OVERAGE - PART TIME CLERK	\$ 1,000.00	TOTAL
A1220.400	A1410.130		\$ 558.49	\$ 1,558.49
A1010.400	A1420.400	TO COVER ADDTL LEGAL FEES	\$ 3,427.58	
A1110.130	A1420.400	"	\$ 1,418.37	
A1920.400	A1420.400	"	\$ 1,630.50	TOTAL
A5010.120	A1420.400	"	\$ 2,780.35	\$ 9,256.80
A1470.400	A1440.400	TO COVER ADDTL ENGINEERING FEES	\$ 602.50	
A1620.406	A1620.400	COVER OVERAGE - BUILDINGS	\$ 330.89	
A1620.406	A1620.403	COVER OVERAGE - BUILDINGS ELECTRIC	\$ 48.24	
A1620.406	A1620.404	COVER OVERAGE - BUILDINGS TELEPHONE	\$ 136.63	
A1630.406	A1630.400	COMM CENTER - CONTRACTUAL OVERAGE	\$ 112.35	

A1630.406	A1630.403	COVER OVRAGE - COMM. CENTER ELECTRIC	\$ 91.13
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A1910.400	A1670.400	OVERAGE FOR PRINTING/MAILING	\$ 185.31
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A3120.100	A3120.110	ADDTL FOR POLICE - COURT	\$ 87.18
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A3310.400	A3310.110	ADDTL FOR CROSSING GUARD	\$ 120.00
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A2544	A3510.402	ADDTL DOG CONTROL FEES	\$ 80.00
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A5132.406	A5132.410	TO COVER OVRAGE FOR GARAGE MAINTENACE	\$ 206.58
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A7020.100	A7020.110	ADDTL PAYROLL COST FOR PARKS & REC	\$ 2,449.40
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A7020.100	A7110.110	ADDTL PAYROLL COSTS FOR PARKS	\$ 362.06
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A7020.404	A7110.200	PARKS - EQUIPMENT PURCHASE	\$ 404.69	
A7110.200R	A7110.200		\$ 9,354.14	TOTAL
A7110.400	A7110.200		\$10,529.90	\$20,288.73

A7110.403	A7110.404	ADDTL FOR PARKS - TELEPHONE	\$ 235.64
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A7140.400	A7140.100	ADDTL FOR PARKS PAYROLL	\$ 3,037.20
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A7320.100	A7310.400	TO COVER OVRAGES FOR YOUTH PROGRAM	\$ 7,691.59	TOTAL
A7320.100	A7310.400		\$ 1,998.83	\$ 9,690.42

A599	A9060.800	ADDTL REQUIRED FOR INCREASED HEALTH INS. EXPENSE	\$47,986.88
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GENERAL FUND B

December 31, 2023

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
B3620.110	B3620.120	TO COVER ADDTL PAYROLL COSTS	\$ 8,661.91

B8020.401	B8020.402	TO COVER ADDTL LEGAL COSTS	\$ 34.00
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HIGHWAY FUND DA

December 31, 2023

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA5148.100	DA5142.100	MOVE SNOW REMOVAL PAYROLL FUNDS	\$ 13,025.80

DA9010.800	DA9060.800	TO COVER ADDITIONAL	\$ 23,046.69	TOTAL
DA9030.800	DA9060.800	HEALTH INS EXPENSE	\$ 2,164.43	\$25,211.12

LAKEWATCH LIGHTING DISTRICT SL3

December 31, 2023

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SL3-599	SL3-5182.400	ADDITIONAL LOAN NEEDED FROM A FUND TO COVER UTILITY EXPENSES	\$ 161.91
A FUND	SL3-599		

WATER FUND SW

December 31, 2023

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SW8340.100	SW9060.800	ADDTL COST OF HEALTH INS.	\$25,155.83

2024 BUDGET MODIFICATIONS

GENERAL FUND A
February 28, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>	
A599	A1320.400	COST OF ANNUAL AUDIT PER 2024 ENGAGEMENT LETTER	\$ 6,500.00	2024 ENGAGEMENT LETTER TOTAL \$20,500 (BUDGET=\$14,000)
A599	A1440.400	COLLIERS-BERGMAN FEASIBILITY STUDY FOR LANSING RESIDENTIAL CENTER - FINAL BILL	\$42,320.95	

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

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 28, 2024.

**Judy Drake
Town Board Report
February 2024**

Meetings attended:

- January 29th: Tompkins County Youth Services Board
- February 1st: Town of Lansing Conservation Advisory Council
- February 6th: Lansing Fire Commissioners
- February 14th: Lansing Zoning Board of Appeals

Also met with Mike Moseley, Pat Tyrrell and Ruth Groff for introductory meetings.

**Christine Montague
Town Board Member Report
February 2024**

**Lansing Housing Authority
Monday, January 22, 7 pm**

- 1. The board and management company for Woodsedge are getting estimates to replace the roof as water is entering around vents. Small repairs may be able to delay replacement up to a year, but wood has rotted in some areas, making replacement more urgent.
- 2. We walked through Woodsedge to check the condition of walls and observe areas where carpet will also need to be replaced.
- 3. Some residents complained of smokers allowing their smoke to spread through the building and asked for solutions including eviction of the offending residents. The management company is following procedures required by the fair housing act to handle the issue.

**Cayuga Lake Watershed Intermunicipal Organization
Wednesday, January 24, 7 pm**

- 1. Representatives from the Division of Water of the DEC presented how waters are selected for the 303(d) lists of impairments and explained more about 9 Element Plans and Total Maximum Daily Loads (TMDLs).
- 2. PFAS Grant Support: CWIO supported a grant proposal by Cornell researchers to do targeted water sampling to identify sources of per- and polyfluoroalkyl substances (PFAS) in the Finger Lakes.
- 3. CWIO completed its organizational document for 2024 including the 2024 budget, the workplan for 2024, and appointments of officers and committee members.
- 4. Dues: All municipalities should have received their dues invoices by now. Please check that they are in the pipeline although the deadline is not until June 30.

**The Association of Towns of the State of New York
2024 Annual Meeting and Training School
February 18 - 21, 2024**

Sessions attended:

PFAS and Forever Chemicals: Past, Present and Future
Robert King, Principal, King Law Group

NYS Community Development Block Grant (CDBG) Economic Development Funding
Charlie Phillion, Program Director Community Dev., NYS Homes & Community Renewal

Economic Development for Rural Communities
Matt Horn, Director, Local Government Services, SmarterLocalGov Team, MRB Group

State and Federal Funding: Financing and Resources for Municipalities
Charlie Phillion, Program Director Community Dev., NYS Homes & Community Renewal

Local Government Strategies for Attracting Housing Investment

Matt Horn, Director, Local Government Services, SmarterLocalGov Team, MRB Group

Bridging the Digital Divide: What can the Internet of Things (IoT) offer your community?

K. Max Zhang, Professor of Engineering, David Kay, Department of Global Development, Cornell University

Climate Law Challenges for Municipal Leadership: State Mandates, Access to Funding and Technical Assistance

Dan Ruzow, Whiteman Osterman & Hanna LLP; Paul Beyer, Director of Smart Growth, NYS Department of State (DOS); Jennifer Manierre, Clean Energy Siting, NYSERDA; Peter Feroe, AKRF Planning; Dan Whitehead, DEC

Rural Housing Development: Obstacles, Resources and Solutions

Michael Borges, Rural Housing Coalition of NY

Site Plan Review

Monica Ryan & Patricia Burke, Division of Local Government Services, NYSDOS

Policies and Procedures for Managing your Town

Ingrid Otto, Division of Local Government and School Accountability, Office of the State Comptroller (OSC)

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

**Zoom meeting Yellow Barn Committee
Thursday, January 18·1:00 – 2:30pm**

Discussion to catch new members up on where the project stands.

**Bolton Point Personnel & Organization Committee
Wednesday, January 24·1:00 – 2:00pm**

*Recommendation to full board to approve to Extend to Non-Union Staff Policies from the UAW Union Contract

*Recommendation to full board to approve Jacob Bolten to Geographic Information Systems / Information Technology Specialist Position

*Recommendation to full board to approve John Tyler Fleming to the Distribution Operator Position

*Recommendation to full board to approve Jacob Colbet to the Water Treatment Plant Operator Trainee Position

* Reports

- a. Shop Steward
- b. Production Manager
- c. Finance Manager
- d. Distribution Manager
- e. Human Resources Manager
- f. General Manager

*Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Planning Board
Monday, January 22·6:30 – 8:30pm**

Conlon Rd, Tax Parcel Number 27.-1-26.2 The applicant proposes to subdivide a ~1.3-acre lot from the existing ~29.4-acre lot. The property is in the AG zone. Set public hearing

347 Bill George Rd, Tax Parcel Number 24.-5-1.2 The applicant proposes to subdivide a 12.88-acre lot. Parcel A is 7.01 acres, Parcel B is 5.87 acres. Approved.

**Code Revision Committee Monthly Meeting
Thursday, January 25·10:00am – 12:00pm**

Recommendation to Town Board that CRC work on the following amendments to town code

*§270-28 – [Zoning Permits] Specific Standards– Keeping of Chickens

- *§235-3 - [Subdivision of Land] Definition of “Lot Line Adjustment”
- *§235-3 - [Subdivision of Land] Definition of “Flag Lot”
- *§270 Attachment 2 – interpretation of lot lines for corner lot
- *§270 Article III District Regulations - Maximum number of single and/or two family dwelling units per parcel
- *Update zoning on storage containers
- *Correct omission of illustrations to Ag Zoning update

Zoning update discussion zoom
Thursday, January 25·1:00 – 2:30pm

Discussed plans to work with Colliers Engineering & Design to apply for NY State grants for Zoning Code updates.

Conservation Advisory Council
Thursday, February 1·6:30 – 8:30pm

Discussed the latest draft copy of the Open Space Conservation Plan and Appendix

The Association of Towns of the State of New York
2024 Annual Meeting and Training School
February 18 - 21, 2024

Sessions attended:
PFAS and Forever Chemicals: Past, Present and Future
Robert King, Principal, King Law

Fiscal Oversight Responsibilities of the Governing Board
William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC

Economic Development for Rural Communities
Matt Horn, Director, Local Government Services, and Diana Smith, Senior Municipal Advisor / SmarterLocalGov Team, MRB Group

Understanding Fund Balance
William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC

Communicating and Understanding Financial Reports
Leslie Richard, CPA, Auditor 2, Division of Local Government and School Accountability, OSC

Negotiating Payments in Lieu of Taxes
Dylan C. Harris, Partner, Whiteman Osterman & Hanna, LLP

(Still) Navigating the Haze: Regulating Cannabis at the Local Level
Sarah Brancatella, Counsel and Legislative Director; Katie Hodgdon, Counsel, Association of Towns

What does a Town Board Member Need to Know about Highways?
David P. Orr, PE, Director, NYSLTAP Center - Cornell Local Roads Program

FirstNet: A Single, Interoperable Network for Public Safety by Public Safety
Presented by FirstNet

Q&A with the Association of Towns' Legal Staff
Lori Mithen-Demasi, General Counsel; Sarah Brancatella, Legislative Director and Counsel;
Katie Hodgdon, Counsel; and Dana Campbell, Counsel, Association of Towns of the State of
New York

Annual Association of Towns of the State of New York Business Meeting



Planning Board
Monday, February 26·6:30 – 8:30pm

Conlon Rd, Tax Parcel Number 27.-1-26.2 The applicant proposes to subdivide a ~1.3-acre lot from the existing ~29.4-acre lot. The property is in the AG zone

Ruth Groff
Supervisor Report
February 2024

- **Meetings of committees:**
 - **Yellow Barn Solar:** January 18, 1:00pm
 - **Trails Committee:** January 23, 11:45am; February 6, 11:30am – the committee is putting together a brochure to be used for public engagement.
 - **Code Revision Committee:** January 25, 10:00am – Discussed 4 revisions to code to be voted on at the February Town Board meeting.
 - **Tompkins County Council of Governments:** January 25, 3:00pm
 - **Highway Building:** January 30, 10:00am; February 15, 10:00am – Kickoff meeting with LeChase (the project management team), Municipal Solutions, and Colliers. The outline of areas that will be covered included: Concept Design, Site/Civil, Building Programming, and Fossil-Free/Carbon Zero/Carbon Neutral/Net Zero Energy Solutions.
 - **Elected Officials:** February 1, 8:30am – The county received the grant to fund the EMS rapid response program. It is slated to start in April 2024.
 - **Group of 6 Sewer Committee:** February 8, 10:00am – Discussed various issues around the county.
 - **Town Supervisors:** February 12, 10:00am – Ithaca eliminated their lighting districts. The committee asked me to contact Martin Stallone, President and CEO of Cayuga Health System (“CHS”), to see if he would meet with the group to share CHS plans and how they will affect our towns. (I followed through with this request, and he has agreed.)
 - **Ithaca Tompkins County Transportation Council (“ITCTC”), Policy Committee:** February 13, 1:00pm – Bike Share will be offering bike repair and bike safety training. Trail maps for Tompkins County are now on the ITCTC website.
- **Meetings with individuals:**
 - **Heather McDaniel**, President, Ithaca Area Economic Development
 - **Chris Pettograsso**, Superintendent, LCSD
 - **John Howell**, Justice of the Lansing Town Court – to discuss process for filling Justice vacancy should Judge Maura Kennedy-Smith win the election in November.
 - **Rich Cunningham**, Senior Consultant, Thoma Development Consultants – to discuss possible grant writing opportunities.
- **Other:**
 - Mike Moseley, Highway Superintendent, gave me a walking tour of the closed section of Ludlowville Road.
- **Association of Towns 2024 Conference: January 18 – January 21, NYC**
 - **Sessions attended:**

- Small Community Success Stories: How to Design and Implement a ‘Funding quilt for Public Infrastructure’
- Funding Stormwater Maintenance and EPA Stormwater Regulations
- Economic Development for Rural Communities
- Solar, Storage, and Land Use: An Introduction to Solar Energy and Storage – with Land Usage Opportunities for Towns
- Siting Large Renewable Energy Facilities: The NYS Executive Law 94-c Process
- How Towns Can Easily Purchase Green Products – The Green Purchasing Communities Program
- Municipal Infrastructure Funding Experience: Uncover Opportunities – Part 1
- Municipal Infrastructure Funding Experience: Welcome to the Funder Games! Part 2
- Drinking Water Source Protection
- Policies and Procedures for Managing your Town