



# REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room  
Wednesday, March 20, 2024  
6:30 PM

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## AGENDA

SUBJECT TO CHANGE

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

### VIEW THE MEETING LIVE - TOWN OF LANSING YOUTUBE CHANNEL

To find our YouTube Channel - Go to [www.lansingtown.com](http://www.lansingtown.com), click on 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. **Public Hearing on Proposed Open Space Conservation Plan**
  - a. a. Open/Close Public Hearing
5. **Public Hearing on Proposed Local Law #1 of 2024 - Amend Town Code Chapter 7 - Committees**
  - a. a. Open/Close Public Hearing
6. **Resolution**
  - a. a. Resolution Adopting Local Law #1 of 2024 - Amend Town Code Chapter 7 - Committees
7. **Presentations**
  - a. Lansingville Speed Reduction - David Lane
  - b. Naming Salmon Creek Bridge
8. **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
9. **Department Reports**
  - a. a. **Lansing Community Library Report** – Christine Eisenhut
  - b. b. **Lansing Youth Services Report** – Richard Alvord
  - c. **Tompkins County Legislator Report** – Mike Sigler
  - d. d. **Highway Report** – Mike Moseley
  - e. e. **Parks and Recreation Report** – Patrick Tyrrell
  - f. f. **Director of Planning Report** – John Zepko
  - g. **Engineer's Report** – Dave Herrick

h. **Town Clerk Report** - Debbie Munson

**10. Consent Agenda**

- a. Motion Amending Resolution 24-79 Execution of Town Center Settlement Agreement and Release of Kersat Landscaping, Inc.
- b. Motion Authorizing Supervisor to Sign Colliers Engineering & Design Contract for Professional Services to Complete a Local Planning & Zoning Gap Analysis
- c. Motion Authorizing Map, Plan & Report for Generator at Pump Station In Warren Road Sewer District
- d. Motion to Accept Easement and Right-of-Way for Trail, Viewing Area, and Parking Area and Authorizing Town Supervisor to Sign Easement
- e. Resolution Approving Formation of Personnel Management Committee
- f. Resolution Accepting Mark Tyrrell's Resignation
- g. Resolution Appointing Deputy Highway Superintendent
- h. Resolution Appointing Working Supervisor at the Highway Department
- i. Resolution Appointing Town of Lansing Zoning Board of Appeals Member
- j. Resolution Appointing Town of Lansing Conservation Advisory Council Members
- k. Resolution Approving Hiring of Mahoots Canine Cares for Town of Lansing 2024 Dog Enumeration
- l. Resolution Amending Consolidated Abstract #002 Resolution No. 24-82, to Correct Clerical Error
- m. Resolution Declaring 2016 Ford F550 One Ton Dump Truck as Excess Inventory and Authorizing Disposal or Sale
- n. Resolution Updating 2024 Organizational Resolution 24-63
- o. Resolution Acknowledging Audit of Justice Court Records
- p. Resolution Approving Audit and Budget Modifications
- q. Resolution Approving Consent Agenda

**11. Board Member Reports**

- a. Councilperson Judy Drake
- b. Councilperson Laurie Hemmings
- c. Councilperson Christine Montague
- d. Councilperson Joseph Wetmore
- e. Supervisor Ruth Groff

**12. Work Session**

**13. Executive Session if Needed**

- a. Motion to Enter/Exit

**14. 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.

**MOTION TO OPEN THE PUBLIC HEARING FOR PROPOSED OPEN SPACE CONSERVATION PLAN**

Councilperson \_\_\_\_\_, moved to **OPEN THE PUBLIC HEARING FOR PROPOSED OPEN SPACE CONSERVATION PLAN** 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 OPEN SPACE CONSERVATION PLAN** at \_\_\_\_\_ pm.

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

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

**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 March 20, 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.**” 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.

- C. The town board shall not appoint any elected official to be a participating member of any statutory board or commission. Nor shall the town board appoint a person to be a participating member of more than one statutory board or commission at the same time. Further, these same appointment/membership restrictions shall apply to the Agriculture and Farmland Protection Committee (AFPC) and the Water, Sewer, and Stormwater Committee (WSSC).

**§ 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. To the extent this rule varies any state statute, such as but not limited to the rules of Town Law §§ 64, 267 and 261 or General Municipal Law § 239-x, those provisions are expressly superseded by and under the authority of the Municipal Home Rule Law, including § 10(1)(ii)(d)(3) therein.
- 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.

**§ 7-32 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. In the event that any matter comes before a standing and general committee that causes any inquiry as to the meaning or application of the OML,

the chairperson shall refer the matter to the town supervisor for directions or instructions, including as may be provided from municipal counsel, counsel for the committee on open government, or from other advisors that the town supervisor shall then select.

- 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. Personnel Management Committee.
  - 6. Agriculture and Farmland Protection Committee.

**§ 7-33 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. In the event that any matter comes before a project or working group that causes any inquiry as to the meaning or application of the OML, the chairperson shall refer the matter to the town supervisor for directions or instructions, including as may be provided from municipal counsel, counsel for the committee on open government, or from other advisors that the town supervisor shall then select.
- 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 ADOPTING LOCAL LAW #1 OF 2024 TO AMEND AND UPDATE TOWN CODE**  
**CHAPTER 7: BOARDS, COMMISSIONS AND COMMITTEES**

**RESOLUTION 24-**

**RESOLUTION ADOPTING LOCAL LAW #1 OF 2024 TO AMEND AND UPDATE TOWN CODE**  
**CHAPTER 7: BOARDS, COMMISSIONS AND COMMITTEES**

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

**WHEREAS**, as the Town Board tabled several prior plans to update various agency rules for town councils, committees, working groups, and like entities (all herein, “Agencies”), starting in December 2020, resulting ultimately in the town board charging the Code Review Committee (“CRC”) with examining existing such issues and problems and making a recommendation as to solutions therefor; and

**WHEREAS**, the CRC recommended that the town proceed to use Chapter 7 of the Town Code for the very purpose for which it was created, and the town board agreed with that recommendation and further charged that the CRC review the existing draft policies, local laws, and resolutions respecting these issues and the myriad Agencies that had been created since 2016; and

**WHEREAS**, the CRC drafted, edited, circulated, and multiply reviewed a draft local law to update Town Code Chapter 7, which version is now before the town as the final draft of this Local Law #1 of 2024, and this is declared a Type II SEQRA Action such that no further environmental review is mandated or required; and

**WHEREAS**, a public hearing was duly noticed and duly held at the Lansing Town Hall on the 28<sup>th</sup> day of February 2024 and the 20<sup>th</sup> day of March 2024, whereat all persons interested in the subject matter of this local law were duly heard and, upon deliberation thereupon, the Town Board of the Town of Lansing has hereby **RESOLVED** as follows:

1. Local Law Number 1 of 2024 be and hereby is approved and adopted in the form as presented to this meeting, and in such form “be it so enacted.”
2. In accordance with the Municipal Home Rule Law the final adopted version of this local law shall be filed with the Town Clerk and the New York Secretary as required by the Municipal Home Rule Law.
3. This local law shall be forwarded to the municipal code service for immediate inclusion in the Town Code.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson \_\_\_\_\_, 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 March 20, 2024.



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

Submitted by Christine Eisenhut

1. The Annual Meeting of the Board of Trustees will be on Monday, 4/22 at 7pm.
2. The Annual Budget Vote and Trustee Election will be on Tuesday, 4/23 from 10am-7pm at the library. Absentee ballots will be available 4/3.
3. The 11<sup>th</sup> Annual Logo Contest has begun. Entry forms are available on-line and at the library and are due by 4/10.
4. Beginning on Monday, 3/18 and continuing every other week, the library will host the Tompkins County Community Resource Hub from 12-2pm. It will be held at the Ithaca Mall on "off" weeks.
5. Chair Yoga for Adults will be held on Mondays at 10am beginning on 3/18. The class is free.
6. The library is currently looking for adult volunteers to assist with book organization and helping patrons at the circulation desk during Monday-Thursdays evenings from 5-7pm.
7. Solar eclipse glasses and kids crafts are available at the library while supplies last.
8. On display during the months of March and April: Acrylic and Watercolor Paintings by Aloma McElwee.
9. Spring Story Time begins on Thursday, 3/21 at 10:30am. Children are welcome to join in reading, games and spring themed, fun activities. No registration is required.
10. 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.
11. Instructor John Burger hosts T'ai Chi classes at the Community Center on Fridays from 10:30-11:30am.
12. Learn to play American Mah Jongg every Tuesday at 10:15am and play American Mah Jongg every Wednesday from 1:00-3:00pm.
13. The library continues to provide free delivery to Woodsedge.
14. 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.
15. 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  
March 2024**

**Mini Olympics:** The group continued their friendly competition and created some of their own competitions. The final day of the program included a blind folded cotton ball scooping game, which was extremely entertaining to witness! The “Slap Wrestling” competition involved trying to disrupt the challenger’s balance by only touching the palms of their hands. As simple as this activity sounds, an amazing amount of strategy goes into this game. A group game of cooperation where the goal is to break their own speed record for everyone touching a ball, in the same order. This competition produced some natural leaders and allowed time for everyone to give their ideas and input. This program will transition to “Party Planners” and prepare for the LYS Family Dinner. **9 youth served.**

**Outdoor Adventure-Winter Edition:** Outdoor Adventure’s current group is still 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. Unfortunately, the snow never arrived, and we were not able to go sledding or skiing, but those are still options for the next round if we get some good ground cover. The group made daily fires, which they cooked over, and made progress on their coal burned spoons! Our new youth employee continued to shine and created great connections with some of the new 6<sup>th</sup> graders in the program. The unseasonably warm weather contributed to the desire to play woodland games, and the mud provided some good raccoon and fox tracking opportunities. Next round of Outdoor Adventure will be based back at Salmon Creek, their favorite place. **11 youth served.**

**Train Your Brain:** Train Your Brain continued with many popular games like Rubick’s Cube, Blockus, Bananagrams and Trivial Pursuit. A pair of students successfully figured out the twisted metal puzzle, which they had been trying to conquer since the first day. This program will transition to “Science Explorers”, with field trips, and some combined days for presenters with the Lansing Middle School Science Club. **9 youth served.**

**Fun with Food:** Fun with Food participants eagerly awaited the formation of their rock candy, it took longer than anticipated for the crystals to form, it was well worth the wait. The results varied greatly, but everyone ended up with tasty crystals to enjoy. The group also made cake pops from Funfetti cake, and the different shapes students made were varied and creative, complete with chocolate decor. Our youth employees in this program continued to do very well, they took on some prep roles and made the icing for the final two days. The final day we made candy mosaic art. Some of the creations included people, characters, an American flag, and a gumball machine. There will be another round of Fun with Food next, due to high demand. **10 youth served.**

**Special programs over February Break:**

**Gaming Central:** This group headed to the Brooktondale Community Center where LYS combined with Groton, Danby, and the Joint Youth Commission (JYC) youth. The day was filled with board games, Dungeons and Dragons, Magic the Gathering, and even some outdoor games. Witnessing new relationships form with youth of other municipalities is always a highlight!

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

**2024 RYS Winter Olympics:** Again, taking place at the Brooktondale Community Center, LYS students combined with youth from Groton, Dryden, Danby, JYC, and students from the 4-H Urban Outreach program. The morning was filled with competitions such as tug of war, human foosball, wacky animal relay races, egg on a spoon relay, and they created their team flag to fly throughout the day. A great lunch was provided, and the afternoon had an awesome obstacle course and more team games. Closing ceremonies were led by our supervising team, complete with certificates and “RYS Olympics” t-shirts for students to take home.

**Youth Employment:** Youth Employees are still very busy assisting with LYS programs, chaperoning with the Town Recreation department’s Ice-Skating program, assisting teachers at the high school, and working at the Lansing Public Library. The schedules are changing rapidly due to spring sports and the High School play practice demands, but there are two new employees working on their paperwork, interviews will soon be scheduled. The two new applicants are interested in working with LYS programs, both of whom are ideal candidates for the program. Two other brand-new youth have also just initiated the process to work and are interested in being a Dungeon Master and Library assistant. **14 youth served.**

# HIGHWAY REPORT

## March 20, 2024

### **Snow & Ice Removal:**

- Crews worked to clear roads after our recent storms.
- Our weather stations are up and running. This is a great tool to assist with winter maintenance.

### **Tree & Brush Maintenance:**

- Crews continued cutting back/mowing to improve line of sight issues.
- Spring brush pick-up for Town and Village will begin Monday, April 29<sup>th</sup>.

### **Water/Sewer Maintenance:**

- Replaced water valves.

### **Road Maintenance:**

- Crews worked to patch potholes throughout the Town.
- Inspected culvert pipes.
- Crews worked to fix damaged road signs due to wind damage.
- Crews began doing some ditching.

### **Garage Work:**

- Dan continues to work diligently to keep our fleet up and running.
- We interviewed for our new mechanic position.

### **Office:**

- Mikey attended the Bolton Point Commissions meeting.
- Mikey attended the Project Review Committee meeting.

### **New Highway Barn:**

- Mikey and Jenna attended the Highway Barn meeting.
- Mikey and Jenna worked with Dave & Guy to review the C132 agreement with LeChase.
- Mikey, Mark, Jenna, and Jamar took a tour of the Madison County Highway Building on March 13<sup>th</sup>. This facility was a project LeChase Construction oversaw the construction of a few years ago.

### **Community:**

- Mikey continues to work with Dave & Guy regarding 68 Tiger Lily Lane

### **Cross-Departmental Collaborations:**

- Assisted Parks & Recreation with stone at Salt Point

#### Additional Points:

- Farrell Road pump station discussion.
- F550 trade-in



## March

### Town Board Report

#### **RECREATION:**

- LBP and LSP registrations are going great, numbers are better than expected.
- Spring Training Begins on the 16<sup>th</sup>.
- We are on the verge of completing our Summer Program Booklet. Construction projects at LCSD this summer are making things a little difficult for us to squeeze in some camps. We are collaborating with the school staff and administrators on scheduling as much as we possibly can.
- Current adult programming includes cardio step class, strength & stretch class, Yoga Chí, and co-ed volleyball.
- Lansing Varsity Boys basketball unfortunately ended their season, defeated by Waverly in the Sectional Championship game on March 3<sup>rd</sup>.

#### **PARKS:**

- We have removed all the concrete barriers at Salt Point and replaced them with natural logs.
- We will be continuing to do dock work over the next couple of weeks. New pressure treated lumber is not lasting like it used to.
- Donna Scott gave a presentation called Salt, Boats & the Erie Canal. This was part of our Salt Point Speaker Series in conjunction with the Lansing Historical Association. It was an amazing presentation.
- The Salt Point osprey camera will be upgraded to stream to YouTube directly, if everything goes as planned.
- The mirrors and fans have been replaced on each side of the restrooms at the park.
- Tree pruning and stumps removal at Myers will be ongoing this month.
- Both of our new mowers have arrived, and the old mowers have been listed for sale.
- We performed some camper pad work in the campground and fixed up some of the interior roadways in Myers Park.
- Our new swing bench has been delivered for Ludlowville Park to overlook the falls; we hope to install that soon.
- The second installment of boat slip payments was due on Friday the 8<sup>th</sup>.
- The trails working group is making great progress, we hope to have more information delivered to the Town Board very soon.

- The Jonas Falls (Young property) easement has been completed by both parties' attorneys and will be in front of the board to vote on.
- The music in the park series calendar is attached to this report. As I stated at the last meeting, we did receive a \$4,400 grant from the Community Arts Partnership to fund some of this series.
- We are expanding the Lansing Center Trail to connect to Conlon Road on the west side. This will connect to the existing trail in two separate locations. We will also be cleaning some of the existing open ditches to remedy some of the wet locations on the trail.

**BUILDINGS:**

- Waiting for a Town Board decision on whether to upgrade the Town Hall HVAC or to spend \$10,000 on necessary repairs for the current heating system.
- We will be touring another highway department with several of our employees and Ruth to better envision what our needs may be with the new construction of our highway/dpw barn.
- The Community Center now has WIFI access.

# MUSIC

# IN THE PARK

- July 11 | Darkwine | 6:30
- July 18 | Back Talk | 6:30
- July 25 | Iron Horse | 6:30
- August 1 | Destination | 6:30
- August 8 | Tailor Made | 6:30
- August 15 | Bad Alibi | 6:30
- August 22 | Ampersand | 6:30



Myers Park, Lansing NY

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## Planning & Code Enforcement

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John Zepko, Acting Director, CPESC, CFM  
Reporting Period Feb 2024

### CORE PLANNING FUNCTIONS

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- **General Admin**
  - Conducted four weekly staff meetings to discuss projects, deliverables, obstacles, etc
  - 2/8 – met w/ representative of MRB Engineering to discuss potential funding mechanisms for Town projects
  - 2/12 – met w/ TC Planning Staff, T/ Ithaca Planning & Code staff to discuss coordinated training of land use boards to fulfill annual training requirements
  - 2/14 – meeting w/ code staff to discuss regulations on banners & signs in support of Trail Committee grant to procure banners for Route 34
- **Planner conducting classification and review of development applications**
  - 2/1 and 2/12 – met w/ developer to discuss requirement critical permitting tasks for potential development on Peruville Road
  - 2/12 met w/ landowners to discuss possible subdivision on Triphammer Terrace
- **Hazard Mitigation Planning**
- **Floodplain Management**
  - Reviewing Flood Dev Permit for 32 Ladoga Park Rd
- **Stormwater Management**
  - 2/8 – staff meeting to form work plan to meet short term (6 months – 1 year) MS4 permit requirements
  - 2/14 – 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. 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.
  - 2/20 – attended webinar “Designing Effective Stormwater Channels”

### LAND USE WORK PROGRAM/PROJECT MANAGEMENT

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- **CRC/ Zoning Amendments**
  - 2/15 – Met w/ Town Board member and Representatives of Collier's Engineering to discuss potential zoning amendments and grant funding for same
- **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.
- 2/13; 2/26 – 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.

## **COMMITTEE MANAGEMENT**

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- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
- **Water & Sewer Working Group**
  - No meeting
- **Capital Improvement Committee**
  - No meeting

## **PLANNING BOARD**

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- 26 Feb 2024 meeting – the Planning Board heard the following:
  - Conlon Road – Approved minor subdivision to subdivide a ~1.3-acre lot from the existing ~29.4-acre lot. The property is in the AG zone.

## **ZONING BOARD OF APPEALS**

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- 14 Feb 2024
  - Area Variance – 2 Ladoga Park Rd. – approved
  - Area Variance – 40 Sunpath – public hearing conducted; approved



Building & Code

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<b>February 2024</b>	
Fees Collected	\$5,602.00
Estimated Project Cost	\$618,646.00
Certificate of Occupancy/Compliance	33
Building Permits	16
One & Two Family Residences	0
New Businesses	0
Multi-Family Residences (3 or more units)	0
<b>TOTAL 2024 Misc. Fee Collected to date</b>	<b>5,425.00</b>
	<b>Jan 1, 2024 to Feb 29, 2024</b>
Fees Collected	\$14,285.00
Estimated Project Cost	\$4,765,786.00
Certificate of Occupancy/Compliance	75
Building Permits	40
One & Two Family Residences	2
New Businesses	1
Multi-Family Residences (3 or more units)	0

**TOWN CLERK  
MARCH 2024**

**2024 Town and County Taxes**

As of March 13, 2024, our office has collected about \$14.9 million in tax payments.

On March 4<sup>th</sup>, we mailed 221 reminder letters to parcels that taxes have not yet been paid. This process also requires that the Town mail a notice to the parcel address if it is different from the mailing address on the tax bill.

*The last day to pay Town and County taxes in our office is Monday, April 1, 2024.* After that, unpaid taxes will be turned over to Tompkins County and residents will need to contact them for the amount due and to make payment.

A note to taxpayers, if your phone number is not on your check, please consider enclosing it with your tax payment so we may reach you should there be an issue.

**Dog Enumeration**

The Town performs a dog enumeration every five (5) years and this year it will begin on April 1<sup>st</sup>. Our office issues licenses for dogs who reside in the Town AND the Village. Dog owners have until March 29<sup>th</sup> to license their dogs and avoid being charged the enumeration fee (\$15 per dog). Advertisements will be in the Ithaca Journal and Freeville Shopper notifying residents of the upcoming enumeration and the opportunity to license them before it begins. We will also post notices on the Town Hall bulletin board and on the Town's website.

**Sewer Calculations Verified for Village of Lansing Bill**

Jessie worked together with Village Clerk Jodi Dake on verifying sewer connections and consumption numbers used to calculate their annual bill to the Town for municipal sewer.

**MOTION TO AMEND RESOLUTION 24-79 RESPECTING RENT SETTLEMENT AGREEMENT WITH KERSAT LANDSCAPING TO REMOVE TYPOGRAPHICAL ERROR THAT MISTAKENLY INCLUDED REFERENCES TO PERMISSIVE REFERENDUM AND, AS SO AMENDED, TO RATIFY, RE-ADOPT, AND AFFIRM SUCH RESOLUTION AS AMENDED**

**MOTION M24-**

**MOTION TO AMEND RESOLUTION 24-79 RESPECTING RENT SETTLEMENT AGREEMENT WITH KERSAT LANDSCAPING TO REMOVE TYPOGRAPHICAL ERROR THAT MISTAKENLY INCLUDED REFERENCES TO PERMISSIVE REFERENDUM AND, AS SO AMENDED, TO RATIFY, RE-ADOPT, AND AFFIRM SUCH RESOLUTION AS AMENDED**

Motion to amend Resolution 24-79 respecting rent settlement agreement with Kersat Landscaping to remove typographical error that mistakenly included references to permissive referendum and, as so amended, to ratify, re-adopt, and affirm such resolution as amended.

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN COLLIERS ENGINEERING & DESIGN CONTRACT FOR PROFESSIONAL SERVICES TO COMPLETE A LOCAL PLANNING & ZONING GAP ANALYSIS FOR THE TOWN OF LANSING, DATED FEBRUARY 21, 2024**

**MOTION M24-**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN COLLIERS ENGINEERING & DESIGN CONTRACT FOR PROFESSIONAL SERVICES TO COMPLETE A LOCAL PLANNING & ZONING GAP ANALYSIS FOR THE TOWN OF LANSING, DATED FEBRUARY 21, 2024**

Motion authorizing Town of Lansing Supervisor to sign Colliers Engineering & Design Contract for Professional Services to complete a Local Planning & Zoning Gap Analysis for the Town of Lansing, dated February 21, 2024.

**MOTION AUTHORIZING MAP, PLAN AND REPORT FOR GENERATOR AT PUMP STATION IN WARREN ROAD SEWER DISTRICT**

**MOTION 24-**

**MOTION AUTHORIZING MAP, PLAN AND REPORT FOR GENERATOR AT PUMP STATION IN WARREN ROAD SEWER DISTRICT**

Motion authorizing Town Engineer prepare a Map, Plan and Report (MPR) for installation of a generator at the Warren Road Pump Station. The total cost of the MPR is not to exceed \$2,000.00. The Highway Superintendent has stated the need for a stand-alone generator within the Warren Road Sewer District to keep the pump station operational during power failures. It was discussed at the February 28<sup>th</sup>, 2024 meeting that these pump stations not being operational during power failures could lead to a public health emergency.

**MOTION TO ACCEPT EASEMENT AND RIGHT-OF-WAY FOR TRAIL, VIEWING AREA, AND PARKING AREA AND AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN EASEMENT DATED MARCH 20, 2024**

**MOTION 24-**

**MOTION TO ACCEPT EASEMENT AND RIGHT-OF-WAY FOR TRAIL, VIEWING AREA, AND PARKING AREA AND AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN EASEMENT DATED MARCH 20, 2024**

Motion to accept Easement and Right-of-way for Trail, Viewing Area, and Parking Area from John F. Young, Susan M. Barnett, James R. Young, and Julie R. Young, and authorization for Town Supervisor to sign easement dated March 20, 2024.

**RESOLUTION APPROVING FORMATION OF PERSONNEL MANAGEMENT COMMITTEE**

**RESOLUTION 24-**

**RESOLUTION APPROVING FORMATION OF PERSONNEL MANAGEMENT COMMITTEE**

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

WHEREAS, upon the long-standing recognition of a need for a personnel, employee benefits management, workplace violence, and safety committee, and in accord with the adopted rules of Town Code Article 7, the Town Board has determined that it is in the public interest to create the Personnel Management Committee; and

WHEREAS, the formation of such subcommittee is a Type II SEQRA Action such that no further environmental review is required, and upon deliberation upon the foregoing, the Town Board has determined and resolved as follows:

1. The Personnel Management Committee (“PMC”) is hereby created as a Standing and General Committee of the town.
2. Membership in the PMC shall be demographically representative of the town workforce to the greatest extent reasonably possible, and the PMC shall consist of at least three members, one of which shall be the Town Supervisor, one of which shall be the Bookkeeper, and one of which shall be a department head. Other members shall generally be selected based upon experience in management, operations, security, finance, legal, law enforcement, and human resources, including representatives from employee organizations. The members shall be selected and appointed in accord with the adopted rules of Town Code Article 7.
3. The following titles and persons are appointed to the PMC to serve until the 2025 town board organizational meeting: Chairperson, Ruth Groff, Town Supervisor; Vice Chairperson, Judy Drake, Town Board member; Mike Moseley, Highway Superintendent; Patrick Tyrrell, Parks & Recreation Supervisor; Mary Ellen Albrecht, Bookkeeper; Debbie Munson, Town Clerk; Judge John Howell, Lansing Town Court; John Zepko, Director of Planning.
4. The PMC shall perform the following duties and responsibilities:
  - a. The PMC shall function as the Town Workplace Violence Committee and Threat Assessment Team (together, the “TAT”) (see Town Code Chapter 77) and shall have overall responsibility for auditing and improving the town’s Workplace Violence Prevention Programs, complying with the requirements of the NYS Department of Labor, and recommending and helping the town to implement best practices respecting workplace violence programs, management, and reporting.

- b. The PMC shall function as the Safety Committee and shall have overall responsibility for auditing and improving the town's Safety Policy, complying with the requirements of PERMA and the NYS Department of Labor, and recommending and helping the town to implement best practices respecting safety and health procedures that best ensure a safe and healthy working environment for the Town.
- c. All minutes, reports, audits, and records of investigations shall be transmitted to the town board promptly upon completion, and all recordkeeping requirements of Town Code Chapter 77 and the NYS Labor Law shall be implemented and followed, including providing copies of all documents and committee minutes to the Town Clerk for record keeping purposes.
- d. The town board shall allocate budgetary funds sufficient to annually conduct the mandated workplace violence audits, including through the utilization of security and workplace specialists to compile data and recommendations based upon current best practices.
- e. The PMC shall examine, report, and assist with the creation of a Department of Public Works, the updating of a town-wide organizational chart, and the development of an integrated and updated Employee Handbook.
- f. The PMC shall further be primarily responsible for any collective bargaining negotiations, as well as grievances and other procedures under the New York State Taylor Law. The PMC shall also attend to any employee or other charges and grievances arising under the Employee Handbook, the Human Rights Law, or any federal, state, or local human rights or anti-discriminations laws, including conducting or overseeing any investigations directed or required by the town board or by operation of law.

And be it further **RESOLVED** as follows:

1. The existing Workplace Violence Threat Assessment Team as referenced in, and for which appointments were made by, Organizational Resolution 24-37 be and hereby is dissolved and replaced in all functions and duties by the Personnel Management Committee.
2. Any prior resolution, policy, rule, or charge creating, appointing, or charging the Workplace Violence Threat Assessment Team, including any committees performing such functions by or under differing committee names as have existed over time, including under the town's Workplace Violence Policy, be and here are superseded and wholly replaced by these resolutions.



**RESOLUTION ACCEPTING MARK TYRRELL'S RESIGNATION PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

**RESOLUTION 24-**

**RESOLUTION ACCEPTING MARK TYRRELL'S RESIGNATION PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

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

WHEREAS, the Deputy Highway Superintendent submitted his written letter of resignation on March 6, 2024 stating that he will be resigning from the Town of Lansing and from his position effective March 30, 2024, with his last working day being March 29, 2024; and

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

RESOLVED, as follows:

1. The resignation of Mark Tyrrell, Deputy Highway Superintendent, is hereby accepted effective March 30, 2024;
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters and file required Civil Service forms to effect such changes and these Resolutions, including by the filing of form MSD 428, if required;

**RESOLUTION APPOINTING DEPUTY HIGHWAY SUPERINTENDENT PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

**RESOLUTION 24-**

**RESOLUTION APPOINTING DEPUTY HIGHWAY SUPERINTENDENT PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

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

WHEREAS, due to the resignation of the Deputy Highway Superintendent, there will be a vacancy in the position as of March 30, 2024, and the Highway Superintendent needs to appoint a Deputy Highway Superintendent to fill the vacancy; and

WHEREAS, the current Working Supervisor, Jamar Redmond will resign from his position as Working Supervisor effective March 30, 2024, with his last working day in this position being March 29<sup>th</sup>; and

WHEREAS, Jamar Redmond is to be appointed as Deputy Highway Superintendent, effective March 30, 2024; and

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

RESOLVED, as follows:

1. The resignation of Jamar Redmond from the position of Working Supervisor is hereby accepted effective March 30, 2024, last working day worked in the Working Supervisor position will be March 29, 2024;
2. Jamar Redmond be and hereby will be appointed as Deputy Highway Superintendent effective March 30, 2024, with pay scale hereby amended to be \$41.56 per hour, subject also to all Town perquisites and benefits as are available to such position;
3. Jamar Redmond be appointed to the Town of Lansing Water and Sewer Working Group effective March 30, 2024, and Organizational Resolution 24-53 be updated;
4. The Town Personnel Officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters and file required Civil Service forms to effect such changes and these Resolutions, including by the filing of form MSD 428, if required;
5. The Town Clerk shall administer the oath of office for the Deputy Highway Superintendent.

**RESOLUTION APPOINTING WORKING SUPERVISOR AT THE HIGHWAY DEPARTMENT PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

**RESOLUTION 24-**

**RESOLUTION APPOINTING WORKING SUPERVISOR AT THE HIGHWAY DEPARTMENT PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

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

WHEREAS, due to the resignation of the Working Supervisor in the Highway Department, there will be a vacancy in the position as of March 30, 2024, and the Highway Superintendent needs to appoint a Working Supervisor to fill the vacancy; and

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

RESOLVED, as follows:

1. Kevin May be and hereby will be appointed as Working Supervisor effective March 30, 2024, with a pay scale hereby amended to \$32.33, subject also to all Town perquisites and benefits as are available to such position;
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters and file required Civil Service forms to effect such changes and these Resolutions, including by the filing of form MSD 428, if required;

**RESOLUTION APPOINTING ROGER VANDEPOEL AS A TOWN OF LANSING  
ZONING BOARD OF APPEALS MEMBER FOR A FIVE (5) YEAR TERM**

**RESOLUTION 24-**

**RESOLUTION APPOINTING ROGER VANDEPOEL AS A TOWN OF LANSING  
ZONING BOARD OF APPEALS MEMBER FOR A FIVE (5) YEAR TERM**

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

WHEREAS, the Zoning Board of Appeals has two vacancies, one member and one alternate member; and

WHEREAS, Roger VandePoel is qualified to be on the Town of Lansing Zoning Board of Appeals; and

WHEREAS, on March 13, 2024, the Ad Hoc Interview Committee interviewed Zoning Board of Appeals applicant and recommended Roger VandePoel to the Zoning Board of Appeals; and

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

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

1. Roger VandePoel is hereby appointed as a Member to the Town of Lansing Zoning Board of Appeals effective March 21, 2024 through December 31, 2028, to serve at the pleasure of this Board, and
2. The Town Clerk shall administer the oath of office for such new positions.

**RESOLUTION APPOINTING NEW MEMBERS TO THE TOWN OF LANSING  
CONSERVATION ADVISORY COUNCIL**

**RESOLUTION 24-**

**RESOLUTION APPOINTING NEW MEMBERS TO THE TOWN OF LANSING  
CONSERVATION ADVISORY COUNCIL**

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

WHEREAS, in November of 2017, and as is set forth in the updated 2018 Comprehensive Plan, the Town approved creating a Conservation Advisory Council to perform certain functions for the Town and to act in an advisory capacity under General Municipal Law § 239-x; and

WHEREAS, on January 16, 2019, the Town Board of the Town of Lansing adopted Resolution 19-49 creating the Conservation Advisory Council (hereinafter termed “Council” or “CAC”) under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, on December 15, 2021, the Town Board of the Town of Lansing adopted Resolution 21-157 expanding the CAC membership to a maximum of nine (9) members under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, on March 12, 2024, the Ad Hoc Interview Committee interviewed CAC applicants and unanimously passed a motion recommending that Lisa Scanlon and Brian Boerman be appointed to the CAC; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, the following candidates, in the judgment of the Town Board, are qualified to serve on the CAC and now therefore be it

RESOLVED as follows:

1. Lisa Scanlon is hereby appointed as a Member to the Town of Lansing Conservation Advisory Council effective March 21, 2024 through December 31, 2025.
2. Brian Boerman is hereby appointed as a Member to the Town of Lansing Conservation Advisory Council effective March 21, 2024 through December 31, 2025.

**RESOLUTION APPROVING HIRING OF MAHOOTS CANINE CARES FOR TOWN OF LANSING 2024 DOG ENUMERATION**

**RESOLUTION 24-**

**RESOLUTION APPROVING HIRING OF MAHOOTS CANINE CARES FOR TOWN OF LANSING 2024 DOG ENUMERATION**

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

WHEREAS, the NYS Agriculture and Markets Law requires towns to undertake to regulate and license dogs, and among the tools used to ensure that license fees are being duly collected to fund dog control and enforcement activities are periodic enumerations; and

WHEREAS, pursuant to the Town of Lansing Local Law #8 of 2015, a local law governing the licensing, identification and control of dogs in the Town of Lansing, there is a \$15 surcharge for unlicensed dogs discovered during an enumeration, and per NYS law such fee is to be used to pay for the costs of dog control, together and along with other license fees; and

WHEREAS, the last enumeration was conducted in 2019 and is outdated, as the industry standard is that enumerations should be conducted every 5 years to keep licensing lists current and help ensure voluntary compliance; and

WHEREAS, enumerations tend to be self-supporting in terms of the cost of enumeration versus the license and surcharge fees collected at and after the enumeration, including as one located dog will generate 5 years of licensing fees; and

WHEREAS, Mahoots Canine Cares is proposing to undertake a dog enumeration at the cost of \$2.20 per dog so listed (whether currently licensed or not), plus mileage required in the course of said enumeration at \$0.67 per mile, and the Town has reviewed and found such contract acceptable; and

WHEREAS, upon review and discussion of the matter the Town Board of the Town of Lansing has hereby

RESOLVED, that the agreement between the Town of Lansing and Mahoots Canine Cares be and hereby is approved, and that the Town Clerk hereby is authorized to execute a contract with such company in the form as presented to this meeting.

**RESOLUTION AMENDING CONSOLIDATED ABSTRACT #002 RESOLUTION NO. 24-82, TO CORRECT CLERICAL ERROR**

**RESOLUTION 24-**

**RESOLUTION AMENDING CONSOLIDATED ABSTRACT #002  
RESOLUTION NO. 24-82, TO CORRECT CLERICAL ERROR**

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. 24-82, correcting clerical error in Consolidated Abstract #002. There was the following typographical error on: Prepay Voucher #'s 46-52, 175; they should have been #'s 46-52, 162, 175. The error only involved the Prepay Voucher #'s. The Total Appropriation amounts were correct. As a result, the voucher #'s in Consolidated Abstract #002, as presented at the February 28, 2024 Town Board meeting were incorrect due to clerical error. All the vouchers were reviewed by Councilperson Joseph Wetmore and Councilperson Laurie Hemmings and the intent was to pay all of them; and

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

RESOLVED, that the Corrected Consolidated Abstract #002, as presented here, replaces the incorrect Consolidated Abstract which was presented at the February 28, 2024 Town Board meeting.

**CONSOLIDATED ABSTRACT # 002**

DATED 02/28/2024

AUDITED VOUCHER #'s	<u>46 – 183</u>
PREPAY VOUCHER #'s	<u>46 – 52, 162, 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>

**RESOLUTION DECLARING 2016 FORD F550 ONE TON DUMP TRUCK AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

**RESOLUTION 24-**

**RESOLUTION DECLARING 2016 FORD F550 ONE TON DUMP TRUCK AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

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

WHEREAS, the Town Highway Department has excess property of a 2016 Ford F550 one ton dump truck that has emission issues and needs to be replaced; and

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

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

RESOLVED, that the 2016 Ford F550 One Ton Dump Truck VIN# 1FDUF5HT0GED15031 be and hereby is declared as excess property and that the Highway Superintendent, or his designee, sell the same "as is," document the sale thereof to verify fair value, and deliver the proceeds of sale thereof to the Town Budget Officer. The proceeds from the sale will be combined with already appropriated funds to purchase a replacement one ton dump truck. The Highway Superintendent, or his designee, be and each is hereby authorized to sign such bills of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.



**RESOLUTION UPDATING 2024 ORGANIZATIONAL RESOLUTION 24-63**

**RESOLUTION 24-**

**RESOLUTION UPDATING 2024  
ORGANIZATIONAL RESOLUTION 24-63**

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

WHEREAS, on January 17, 2024, the Town passed Organizational Resolution 24-63 identifying and appointing enforcement officers for certain chapters of the Town Code; and

WHEREAS, the Director of Planning now wishes to update the resolution to the following;

**RESOLVED**, that, in addition to any enforcement (or similar) officers identified in the Town Code of the Town of Lansing (the “Town Code”), the following officers and employees are confirmed and appointed as enforcement officers for the following Chapters of the Town Code for all interpretations, applications, enforcement, permitting, and other matters contained in each Chapter therein:

**Town Code Chapter 60, Smoking:** Town Code Enforcement Officers, Town Constable (whether an employee or contractor) and any police officer (employee and contractor Constables and police officers hereinafter collectively a “Town Constable”).

**Town Code Chapter 108, Building Codes (Code Enforcement):** Any Town Code Enforcement Officer.

**Town Code Chapter 103, Bingo and Games of Chance:** Town Clerk and any Deputy Town Clerk.

**Town Code Chapter 112, Unsafe Buildings:** Any Town Code Enforcement Officer.

**Town Code Chapter 119, Communications Towers:** Town Code Enforcement Officers, Town Planner, Director of Planning and any Zoning Officer.

**Town Code Chapter 125, Dogs:** Town Clerk, any Deputy Town Clerk, and any Animal Control Officer or Dog Control Officer (including any Dog Warden).

**Town Code Chapter 137, Fire Prevention (Lock Boxes):** Town Code Enforcement Officers, any Fire Inspector, Fire Captain, or Fire Marshal of the Town or any Fire District (or similar geographic district or area) affecting or located within the Town.

**Town Code Chapter 142, Flood Damage Prevention:** Director of Planning as Local Administrator.

**Town Code Chapter 158, Junkyards and Outdoor Storage:** Town Code Enforcement Officers, Town Planner, Director of Planning, and Zoning Officer.

**Town Code Chapter 170, Mobile Home Parks:** Town Code Enforcement Officers, Town Planner, Director of Planning, and Zoning Officer.

**Town Code Chapter 174, Motorcades, Parades, and Assemblies (Mass Gatherings):** Town Code Enforcement Officers, Town Constable, and Recreation Supervisor (or other officer or employee functioning as the Department Head of the Town of Lansing Department of Parks and Recreation, hereinafter collectively the “Recreation Supervisor”).

**Town Code Chapter 190, Parks and Recreation Areas:** Recreation Supervisor, or his or her designees, and Town Constable.

**Town Code Chapter 206, Sewers:** Town Code Enforcement Officers, Town Highway Superintendent and Deputy Highway Superintendent, or their designees, and Town Constable.

**Town Code Chapter 210, Signs:** Town Code Enforcement Officers, Town Planner, Director of Planning and Zoning Officer.

**Town Code Chapter 225, Stormwater Management (Stormwater and Illicit Discharges):** Stormwater Management Officer (“SMO”). The Town Code Enforcement Officers, Town Planner and Director of Planning hereby are appointed and designated as the Town’s SMOs for enforcement of Town Code Chapter 255.

**Town Code Chapter 230, Streets and Sidewalks:** Town Highway Superintendent and Deputy Highway Superintendent, or their designees, any Town Code Enforcement Officer, and Town Constable.

**Town Code Chapter 235, Subdivision of Land:** Town Planner and Director of Planning.

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

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

And be it further **RESOLVED** as follows:

1. The original organizational resolution 24-63 approved at the January 17, 2024 Town Board Meeting be and here are superseded and wholly replaced by the above resolution.

**RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE JUSTICE COURT RECORDS FOR 2023 HAS BEEN CONDUCTED**

**RESOLUTION 24-**

**RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE JUSTICE COURT RECORDS FOR 2023 HAS BEEN CONDUCTED**

WHEREAS, Resolution 24-14 directs the Supervisor to have Justice Court records and dockets audited in accord with law, and

WHEREAS, the Supervisor, in accordance with Resolution 24-14, conducted the required audit on March 18, 2024, sent the report to the Town Board, and filed her findings and reports with the Town Clerk, and now be it therefore

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

**RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS**

**RESOLUTION 24-**

**RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS**

The vouchers were reviewed by Councilperson Judy Drake and Councilperson Joseph Wetmore. The Bookkeeper is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 003**

DATED 03/20/2024

AUDITED VOUCHER #'s 184 – 273

AUDITED T&A VOUCHER #'s 9 – 16

**TOWN OF LANSING**

**Abstract # 003  
Summary by Fund**

03/18/2024  
09:01:05

<u>Code</u>	<u>Fund</u>	<u>Prepays</u>	<u>Unpays</u>	<u>Totals</u>
A	GENERAL FUND TOWNWIDE	3,263.09	148,863.20	152,126.29
B	GENERAL FUND OUTSIDE VILLAGE	280.10	5,054.75	5,334.85
DA	HIGHWAY FUND TOWNWIDE	40.63	37,183.06	37,223.69
DB	HIGHWAY FUND OUTSIDE VILLAGE	55.00	2,409.79	2,464.79
SL1-	LUDLOWVILLE LIGHTING DISTRICT	117.45	134.26	251.71
SL2-	WARREN ROAD LIGHTING DISTRICT	638.13	656.25	1,294.38
SL3-	LAKEWATCH LIGHTING DISTRICT	1,086.19	1,177.52	2,263.71
SS1-	WARREN RD SEWER	98.49	522.85	621.34
SW	LANSING WATER DISTRICTS	3,658.22	10,008.55	13,666.77
TA	TRUST & AGENCY	1,019.87	109,137.50	110,157.37
<b>Total:</b>		<b>10,257.17</b>	<b>315,147.73</b>	<b>325,404.90</b>

**GENERAL FUND A**  
**March 20 ,2024**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A1990.400	A3650.400	To Cover Additional Costs associated with Asbestos/Demolition of 2 Auburn Rd	\$15,000.00

A1010.400	A1220.400	Move Funds Budgeted for R. Groff for AOT Training. Budgeted Under Town Board Rather Than Supervisor, Election Results Unknown at Time Of Budget Adoption	\$ 1,201.02
A7110.200	A7140.200	Wrong expenditure code was used to pay for the remainder of the Kubota from Empire Tractor last month	\$ 1,815.57

**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 March 20, 2024.

**Judy Drake  
Town Board Report  
March 2024**

Meetings attended:

February 26<sup>th</sup>: Tompkins County Youth Services Board

- Presentation on Youth Employment
- Part 2 of 3 YSB Orientation – funding agencies

March 5<sup>th</sup>: Lansing Fire Commissioners

- Open bids and awarded capital improvement- Central Station flooring project – remove and construct a new radiant heated concrete floor and drain system in the Apparatus Bay.
- Reviewed maintenance items and Spectrum upgrades.
- Reviewed February incident responses – including 3 large fires and a Motor Vehicle Accident.

March 7<sup>th</sup>: Town of Lansing Conservation Advisory Council

- Discussed presentation to the Town Board and next steps
- Reviewed Climates Smart Communities steps
- Scheduled interviews for March 12<sup>th</sup>

March 13<sup>th</sup>: Lansing Zoning Board of Appeals & Interviews

- Had interviews set up for 5:00 and 5:30 before the meeting. Committee Jack Young, Mary Stoe, Christine Montague, John Zepko

I had to miss the meeting- so Joe Wetmore attended interviews in my place and Christine attended ZBA meeting in my absence.

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

1. Went to Planning Board meeting to meet members and observe a meeting (Feb 26).
2. Participated in meeting to interview an applicant for the Zoning Board of Appeals position (Mar 13).
3. Observed a Zoning Board of Appeals meeting (Mar 13). A variance was granted for sign placement at a business in a mixed residential/business area.
4. Cayuga Lake Watershed Intermunicipal Organization (CWIO)
  - a. Max Heitner, Director of Conservation at Finger Lakes Land Trust presented example projects which were added in 2023 to preserve local natural lands. Three of the projects were in Lansing, including the Salmon Creek Bird Sanctuary and the 110-acre former golf course, Cedarview, which was converted to a DEC Wildlife Management Area as a public-private partnership. He also described the 220-acre Sims-Jennings Preserve at Cayuga Cliffs which will open this spring after they finish the parking lot and trails.
  - b. Stephanie Redmond, representing Cayuga Lake Environmental Action Now (CLEAN), spoke about how the consent order for the Cargill salt mine is for mining and not for brine storage, saying it is a material change. They are keeping an eye on the process and actions by other interested groups.



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

**Bolton Point Personnel and Organization Committee  
Wednesday, February 28·1:00 – 2:00pm**

Reports

- a. Shop Steward
- b. Distribution Manager
  - i. Resolution for Appointment of Zackary Chaffee to Distribution Operator Assistant Position
- c. Production Manager
- d. Finance Manager
- e. Human Resources Manager
- f. General Manager

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

**ZBA interview  
Wednesday, March 13·5:00 – 6:00pm**

The committee recommended Roger Vanderpoel to fill the vacant ZBA seat.

**Ruth Groff**  
**Supervisor Report**  
**March 2024**

- **Meetings of committees:**
  - **Highway Building:** February 29, and March 14, 10:00am
    - Discussed civil engineer's site visit, existing site/buildings, concept design, next steps, and project schedule.
      - Project schedule: Feasibility/concept review (4 weeks), schematic design (6 weeks), design development (10 weeks), construction documents (16 weeks), bid phase (4 weeks), project award/contracts (4 weeks), construction admin (18-24 months).
      - Construction to begin in early 2025.
  - **Rapid Medical Response:** February 29, 4:30pm
    - It is a 2-year pilot program that will be staffed by EMTs.
    - There will be units based in Lansing, Enfield, and Brooktondale.
    - 90% of the costs for the first year have been covered by a grant.
    - The program will go live on April 1<sup>st</sup>, with 3 full time EMTs and 3 staff, working 12-hour shifts.
    - The county is proposing a cost sharing model, municipalities that have a transport service contributing \$1/person, and those without a transport service contributing \$3/person.
    - Measures of success include response times and answered calls.
  - **Trails Committee:** Bi-weekly, Tuesdays at 11:30am
    - Continuing to focus on a brochure development, easement samples, Jonas Falls possibilities, and Rural Beautification Grant Program
  - **Yellow Barn:** March 5, 10am
    - Met with Groton's Supervisor and Counsel, and Lansing's Counsel regarding funding matters and tracking of expenses.
  - **Town Supervisors:** March 11, 10am
    - There was a consensus that the Rapid Medical Response program should be sponsored totally by the county, that the cost sharing model was not feasible. The program was compared to the Sheriff's Department as a program that works best if paid for entirely by the county.
- **Meetings with individuals:**
  - Robert Rieger, March 4, 11am – Discussed information gathering options.
  - Michele Palmer, Landscape Architect, Templeton: March 6, 1pm – Discussed grant writing.
  - Matt Valaik, Vice President, Tompkins Trust: March 7, 10am – Discussed relationship with the bank.
  - Liza Burger, Executive Director, Lifelong: March 8, 2:30pm – Discussed relationship with Lifelong and Lansing.
  - Chris Pettogrosso, Superintendent, Lansing Central School District: March 11, 1:15pm – Discussed property assessment concerns, and Ludlowville Road open house location possibilities.
  - Susie Gutenberger, Library Director, Lansing Community Library: March 12, 12pm – Discussed relationship of Library and Town, and possible partnerships for various future projects.
- **Other:**
  - **Tour of Madison County Highway Building, March 13**
    - Mike Moseley, Pat Tyrrell, Mark Tyrrell, Jamar Redmond, Jenna Hoellerer, and I drove to Eaton, New York to tour the Madison County Highway building. We were met there by Laird Updyke and Lee Stepp, both from LeChase Construction, which is the company that the Town of Lansing has engaged as the project management group to oversee the construction of Lansing's town barn. The facility in Madison County was a project that LeChase managed three years ago. Several of the Madison County highway employees were able to provide some lessons learned tips that were very helpful.

