



REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room
Thursday, February 19, 2026
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.lansingtownny.gov, 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 for Proposed Local Law # 1 of 2026 to Amend Town Code § 240-3(A) to Update Tax Exemption Levels**
 - a. Motion to Open/Close
5. **Resolutions**
 - a. Resolution Adopting Local Law # 1 of 2026 to Add Three New Allowed Exemptions for Low-Income Seniors and Thereby Amend Town Code Chapter 240
6. **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
7. **Reports**
 - a. **Department of Public Works Report** – Mike Moseley
 - b. **Parks and Recreation Report** – Patrick Tyrrell
 - c. **Town Clerk Report** - Debbie Munson
 - d. **Lansing Community Library Report** – Annie Johnson
 - e. **Lansing Youth Services Report** – Richard Alvord
 - f. **Tompkins County Legislator Report** – Mike Sigler
8. **Consent Agenda**
 - a. Motion Authorizing Supervisor to Sign Lansing Youth Services 2026 Agreement
 - b. Motion to Authorize Town of Lansing Supervisor to Sign Access Request Form from the United States Department of Agriculture
 - c. Motion to Authorize Supervisor to Sign Agreement for Services with Discover Cayuga Lake, Inc.

- [d.](#) Resolution to Ratify the Appointment of Full-Time Motor Equipment Operator (MEO)
- [e.](#) Resolution to Assign Tasks to the Town of Lansing Conservation Advisory Council (CAC)
- [f.](#) Resolution Acknowledging Required Audit of Justice Court Records for 2025 Has Been Conducted
- [g.](#) Resolution Declaring 2023 Toro Zero Turn Mowers As Excess Property & Authorizing Disposal or Sale
- [h.](#) Resolution Updating Lansing Center Trail Policy by Amending Trails Map and Approving Two New Trail Additions and Connections
- [i.](#) Resolution to Dissolve Certain Obsolete Committees, Including Committees That Have Been Replaced in Function and Duties by Other Committees
- [j.](#) Resolution Authorizing Memorandum of Understanding with Town of Ithaca for Code Enforcement Services
- [k.](#) Resolution Correcting Total Claims Paid in the A Fund on Abstract 14 Dated January 21, 2026
- [l.](#) Resolution Approving Audit and Budget Modifications and Supervisor's Report
- [m.](#) Resolution Approving Consent Agenda

9. Motions and Resolutions

- [a.](#) Motion Amending Town Employee Handbook § 522 Remote Work Policy
- [b.](#) Motion Amending Town Employee Handbook to Add § 707 Additional Time Off Policy for Exempt (Salaried) Employees
- [c.](#) Resolution Adding the Pan-African Flag to the List of Approved Flags
- [d.](#) Resolution of the Lansing Town Board Opposing Racial Profiling and Harmful Immigration and Customs Enforcement (ICE) Enforcement Actions
- [e.](#) Resolution Appointing Alternate Member to the Town of Lansing Planning Board
- [f.](#) Resolution Approving Purchase of Two 2026 Chevrolet 1500 Pickup Trucks for Use in the Department of Public Works
- [g.](#) Resolution Approving Purchase of One 2026 Chevrolet 2500 Pickup Truck for Use in the Department of Public Works

10. Board Member Reports

- [a.](#) Councilperson Judy Drake
- [b.](#) Councilperson Laurie Hemmings
- [c.](#) Councilperson Christine Montague
- [d.](#) Councilperson Joseph Wetmore
- [e.](#) Supervisor Ruth Groff

11. Work Session

- [a.](#) Allocation of Host Community Agreement (HCA) Funds
- [b.](#) Discussion Assigning the Code Revision Committee in Creating a Noise Law
- [c.](#) Scoops Lease

d. Town Hall Sessions

12. Executive Session if Needed

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

13. 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.

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

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

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

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

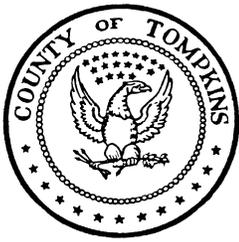
(A) Real property located in the Town of Lansing, County of Tompkins; owned by one or more persons, each of whom is 65 years of age or over, or real property owned by husband and wife, one of whom is 65 years of age or over, or persons with disabilities, shall be partially exempt from taxation by said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

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

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

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

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



Department of Assessment

128 East Buffalo Street

Jay Franklin
Director

Inclusion through Diversity

Irene Kehoe
Assistant Director

To: Town of Lansing
From: Jay Franklin
Date: January 23, 2026
Re: Increased Senior Scale

The following looks at what would have happened to the 2026 Lansing Tax Rate if the Town of Lansing had adopted the increased senior scale which allows up to a 65% exemption for the 2025 Assessment.

NYS has yet to update our state database to allow for this exemption yet but they will do this before the 2026 Assessment Roll must be filed. This analysis looks at what if all the properties receiving a 50% exemption will receive a 65% exemption. This will most likely not be the case but in the absence of exact data, this is the extreme case of what the potential effect will be. There are 103 seniors in the Town of Lansing who currently receive a 50% reduction on the town taxes.

General Town Levy

If Lansing adopted this scale for the 2025 Assessment Roll, there would be an additional \$5,355,676 exempted from the tax base. This would cause the tax rate to increase by \$0.005803. This would result in a median house in the Town of Lansing to see a \$2.00 increase in their town tax bill (0.26% increase).

Part Town Levy

If Lansing adopted this scale for the 2025 Assessment Roll, there would be an additional \$4,848,376 exempted from the tax base. This would cause the tax rate to increase by \$0.000264. This would result in a median house in the Town of Lansing to see a \$0.09 increase in their town tax bill (0.36% increase).

Cumulative Effect

Village of Lansing Median Residence	\$2.00 increase (0.26%)
Town of Lansing Median Residence	\$2.09 increase (0.25%)

RESOLUTION ADOPTING LOCAL LAW # 1 OF 2026 TO ADD THREE ADDITIONAL INCOME LEVELS AND EXEMPTIONS FOR LOW-INCOME SENIORS AND PERSONS WITH DISABILITIES AND THEREBY AMEND TOWN CODE CHAPTER 240

RESOLUTION 26-

RESOLUTION ADOPTING LOCAL LAW # 1 OF 2026 TO ADD THREE ADDITIONAL INCOME LEVELS AND EXEMPTIONS FOR LOW-INCOME SENIORS AND PERSONS WITH DISABILITIES AND THEREBY AMEND TOWN CODE CHAPTER 240

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

WHEREAS, NYS continually creates new tax exemptions for certain qualifying landowners, and allows and adjusts the maximum allowable amounts of such exemptions from time to time, and the Town has examined the cost of current options respecting the same, as well as what updates and amendments may be appropriate for the Town Code; and

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

TOWN OF LANSING

DEPARTMENT OF PUBLIC WORKS REPORT *February 2026*

NEW DEPARTMENT OF PUBLIC WORKS BUILDING:

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

Onsite Work anticipated for February & March 2026

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

WINTER MAINTENANCE:

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

WATERMAIN BREAK

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

OFFICE:

- We are pleased to welcome Jordan Betts as the newest member of our team. Jordan has joined us as the Maintenance Supervisor, and we are excited to have him on board. Welcome to Lansing, Jordan!
- The DPW would also like to extend congratulations to Dave Boyes on his transition from Seasonal MEO to full-time MEO!
- The Town of Lansing continues to work hand in hand with the Village of Lansing and the Village of Cayuga Heights regarding the Intermunicipal Agreement for Sewer District One.

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

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



February 2026
Town Board Report

RECREATION:

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

PARKS:

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

TRAILS:

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

TOWN HALL/COMMUNITY CENTER:

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

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

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



LANSING COMMUNITY LIBRARY UPDATE TO THE LANSING TOWN BOARD
February 2026

Submitted by Annie Johnson

1. Don't forget that if the Library is closed, you still have access to Libby, Hoopla, and Kanopy!
2. The library continues to provide free delivery to Woodsedge. The library also has a mobile wireless hotspot available for check out. The Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
3. Learn to play American Mah Jongg every Wednesday at 10:00 am.
4. Learn T'ai Chi Fridays from 10:30-11:30
5. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out. Board games, puzzles, story time kits, and STEAM kits are also available.
6. The Library now offers free period products using an Aunt Flow dispenser. There are currently free covid tests available as well.
7. Chair Yoga is offered every Monday at 9:45 am.
8. Winter Wonderland Yoga for the whole family will be on Fridays until March 3rd at 10:30 am.
9. There is a year round book sale at the Library. Book donations are currently paused.
10. Story times for the month, Thursdays at 10:30: "Being Brave" 2/5, "Valentines" 2/12, Stay and Play on 2/19, and "Art and Sensory Play" on 2/26.
11. The Johnson Museum will present "Imagining Nature's Textiles" for 3rd and 4th graders on 2/24 from 3:30-5 pm.
12. The Johnson Museum will present "Crack the Code: Egyptian hieroglyphics and clay creations" on February 10th for 5th and 6th graders.
13. The Book Club for Adults is reading "Hello Beautiful" by Ann Napolitano with discussion on 2/17 at 7 pm.
14. The Cozy Winter Reading Challenge will continue all month, just turn in reading logs by the 28th and be entered into the raffle for gift cards to Barnes and Noble.
15. The current art exhibit is botanical paintings and nature photography by Adrienne Hopkins.

Lansing Youth Services February 2026 Report

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

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

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

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

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

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

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

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

Youth Employment

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

AGREEMENT

AGREEMENT, made as of the first day of January 2026, by and between the **COUNTY OF TOMPKINS**, a municipal corporation of the State of New York with main offices in the Tompkins County Courthouse at 125 E. Court Street, Ithaca, New York, hereinafter referred to as “the County” and **TOWN OF LANSING**, a municipal corporation of the State of New York with offices at 29 Auburn Road, P.O. Box 186, Lansing, New York, hereinafter referred to as “the Town”.

WITNESSETH:

WHEREAS, the parties hereto wish to enter into an agreement to participate in the Tompkins County Youth Services Program,

NOW, THEREFORE, in consideration of the promises, covenants, and agreements contained herein, the parties agree as follows:

1. The term of this agreement shall be from **January 1 through December 31, 2026**.
2. The Town agrees to provide the youth services as described in its program proposals on file at the County Youth Services Department in accordance with locally approved planning group guidelines.
3. Town agrees to designate and maintain an active youth planning group.
4. The Town agrees to provide the necessary record keeping and monitoring to comply with the program reporting and claiming procedures of the County.
5. Claims for reimbursement for payments made by the Town may be submitted quarterly. In any event the Town agrees to submit all claims within 15 days after the end of the calendar year.
6. The Town also agrees to submit all program reports required by the due date set forth.
7. The County will reimburse the Town an amount not to exceed **\$31,496** as outlined in the approved program plan and budget on file with the Tompkins County Youth Services Dept.
 - *50% reimbursement on payments made by the Town to the Cooperative Extension for Lansing Youth Services Program up to a total of \$30,741,*
 - *50% reimbursement on payments made by the Town for Youth Employment up to a total of \$755.*
8. It is understood between the parties that any persons hired or contracted with by the Town are not employees of the County.

9. Tompkins County encourages the payment of livable wages whenever practical and reasonable.
10. It is the responsibility of the municipality to execute any subcontracts with other providers authorized in the Program Plan and Budget and to provide the Tompkins County Youth Services Department with a copy.
11. No youth shall be denied access to any county-supported program because of race, creed, color, gender, sexual orientation, national origin, disability, or ability to pay.
12. The Town certifies to the County that the programs and services to be provided and described herein are accessible for the handicapped in accordance with the provisions of Section 504 of the Federal Rehabilitation Act of 1973.
13. The Town agrees that it will comply with federal, state, county and other applicable laws regarding work under municipal contracts, matters of employment, length of hours, Workers' Compensation and human rights, which pertain to this agreement and the services to be provided.
14. REGULATORY COMPLIANCE. The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Contractor agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be viewed at www.tompkins-co.org, or a copy can be obtained by contacting Tompkins County Department of Administration.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers and subcontractors of the Contractor, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. If the Contractor provides healthcare services, the Contractor agrees to screen all employees, directors, officers and subcontractors on a monthly basis at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

The Contractor shall promptly notify the County if any employee, director, officer or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By signing this contract, the Contractor attests to the fact that the Contractor and/or the provider have not been sanctioned nor excluded by any of the aforementioned entities.

15. The Town shall release, waive, indemnify, hold harmless, and defend the County and its officers, employees, agents and elected officials from and against any and all claims, demands, actions, causes of action, suits, or judgements, including but not limited to, losses, costs, expenses, penalties, or other damages or liability brought against the County and its officers, employees, agents and elected officials for injury, illness, or death to any person or persons or damage to property arising out of the performance of this Agreement by the Town, its employees, subcontractors or agents with the exception of actions and claims arising out of the negligence of the County. The indemnification will survive the term of this Agreement whether it is terminated or expired. The Town shall maintain the minimum limits of insurance as outlined by this Agreement in **Attachment A** or as required by law, whichever is greater.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATED: _____

County of Tompkins
Jessi Schmeiske
Risk & Compliance Administrator

DATED: _____

Ruth Groff
Supervisor, Town of Lansing

ATTACHMENT A:

Contractor/Subcontractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this agreement by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor/Subcontractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

A.) Workers' Compensation and New York Disability

Workers' Compensation

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

Disability Benefits Requirements

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

B.) Commercial General Liability (CGL) including, contractual, independent contractors, products/completed operations

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000

Damage to Rented Premises	\$50,000
Medical Expense	\$5,000

- Contractor/Subcontractor shall maintain coverage for itself and all additional insureds for the duration of the Agreement.
- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
- It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured’s on a primary and non-contributory basis.**
- If applicable, Contractor, owner, and all other parties required of the Contractor shall be included as Additional Insured included Completed Operations on the CGL, using ISO Additional Insured Endorsement CG2010 (11/85) or CG2010 (04/13) **AND** CG2037 (04/13) or CG2037 (04/13) **AND** CG2038 (04/13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor/Subcontractor. It shall apply as Primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.

C.) Commercial Umbrella \$1,000,000

- Policy may not contain any exclusions relating to NY Labor Law or municipal work.
- Tompkins County and its officers, employees, agents and elected officials are to be included as Additional Insured’s on a primary and non-contributory basis.
- Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
- Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the Contractor/Subcontractor.

D.) Waiver of Subrogation

Contractor/Subcontractor waives all rights against Tompkins County and its officers, employees, agents and elected officials for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employers’ liability insurance maintained per requirements stated above.

All insurance shall be written with insurance carriers licensed by the New York State and have an A.M. Best’s Key Rating no lower than “A-X”. Proof of liability insurance shall be provided on the Acord Certificate of Insurance, Acord 25 (03/2016), or insurance company certificate. Proof of Workers’ Compensation and NYS Disability shall be provided on forms as outline in A, above. All insurance policies and Certificates shall contain a provision that coverage afforded under the policies will not be canceled, allowed to expire, or materially changed (except for non-payments) until at least thirty (30) days prior written notice has been given to the County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Certificates of Insurance shall be submitted with the RFP, bid, and/or signed agreement.

MOTION AUTHORIZING SUPERVISOR TO SIGN LANSING YOUTH SERVICES 2026 AGREEMENT

MOTION M26-

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

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



Pest Alert

European Cherry Fruit Fly (*Rhagoletis cerasi*)



Adult European cherry fruit fly (Biopix, S.D. Lund, www.biopix.com)

European cherry fruit fly is the most serious pest of cherries in Europe. The fly attacks ripening fruit, causing it to rot and fall off the tree. In heavily infested areas, the fly can destroy up to 100 percent of cherry and other host plants if left uncontrolled.

Distribution

European cherry fruit fly is found throughout Europe and in parts of West and Central Asia. In 2016, Canada confirmed this pest on wild honeysuckle at several sites in Ontario. In 2017, the United States found European cherry fruit fly on traps hung in wild honeysuckle plants and sweet cherry trees along the Niagara River in New York. This was the first U.S. detection of European cherry fruit fly.

Damage

European cherry fruit fly attacks only the fruit of its host plants. Larvae-infested fruit may have dark soft spots or appear wilted

or shriveled. As mature larvae emerge from the fruit, they may leave behind visible exit holes.

If European cherry fruit fly becomes established in the United States, it could affect U.S. access to foreign cherry markets and cause lower prices and economic losses for U.S. cherry growers.

Host Range and At-Risk Areas of the United States

European cherry fruit fly prefers sweet cherries and honeysuckle, but may also attack tart cherries. If this pest establishes itself in New York and spreads to other parts of the country, it could threaten commercial cherry production along the Pacific Coast (California, Oregon, and Washington), in the Northeast (Maryland, New York, and Pennsylvania), and in several Western and Central States (Colorado, Michigan, New Mexico, and Utah).

Appearance and Life Cycle

Adult flies range in length from 1/8 to 3/16 of an inch (3.5–4.0 millimeters). Both males and females are mostly black with yellow to orange heads. A large yellow dot is visible on their backs. The wings are transparent with dark bands.

Adults typically emerge from May to July and have an average lifespan of 2 to 4 weeks. Females usually lay one egg beneath the skin of each piece of fruit. Once they hatch from the eggs, the larvae develop inside the fruit and feed for up to 6 weeks. As the larvae develop, they damage the fruit pulp. Mature larvae exit the fruit through emergence holes, drop to the ground, and burrow into the soil. Once in the soil, they pupate within a few days and overwinter in the soil underneath or near the host plant.

Preventing Fruit Fly Spread

When U.S. Department of Agriculture (USDA) or State agriculture officials find an infestation of invasive fruit flies that could damage crops in this country, State regulatory officials first establish an intrastate quarantine to prevent the pest's spread within that State. USDA then establishes a parallel interstate quarantine to keep the pest from spreading to other States. Together, these quarantines allow State and Federal officials to control and suppress the outbreak locally and regulate the movement of host fruits, nursery plants, and other items that could harbor the pest. These efforts help protect growers in other vulnerable parts of the country.

What You Can Do

Please cooperate with agricultural workers who may be in your area surveying for the pest. In areas where the pest has been found, agricultural workers may request approval from the property owner to apply treatment to prevent the spread. Know and follow any quarantine restrictions in fruit fly-infested areas.

When traveling, declare all food, live animals, and plant or animal products to a U.S. Customs and Border Protection officer or agriculture specialist at the first port of entry. If your items are generally allowed, the inspector will check them to make sure they are free from pests and disease.

If you travel to Canada, be advised that you may not bring cherries from the provinces of Quebec and Ontario into the United States. Cherries from other Canadian provinces are allowed if they are accompanied by a receipt or other document that confirms the fruit's origin. For more information, view the Federal Order: www.aphis.usda.gov/sites/default/files/DA-2017-15.pdf.

Learn More

Section 8, Item b.

To learn more, visit USDA's fly Web site (www.aphis.usda.gov/plant-pests-diseases/fruit-flies) or contact:

- **The New York State Integrated Pest Management Program**
nysipm.cornell.edu/agriculture/fruits
- **Your local Extension office**
www.nifa.usda.gov/Extension
- **Your State department of agriculture**
www.nationalplantboard.org/members.html
- **The nearest USDA Animal and Plant Health Inspection Service office**
www.aphis.usda.gov/contact/plant-health

Questions and Answers

2025 European Cherry Fruit Fly Survey in New York

What is the European cherry fruit fly (ECFF), and why is it a threat?

ECFF (*Rhagoletis cerasi* L.) is a serious pest of cherries. The fly damages ripening fruit, causing it to rot and fall off the tree. In heavily infested areas, the fly can destroy all ripening cherries if left uncontrolled. The pest can spread to new areas through the transport of infested fresh cherries, soil, or fruit from host plants. The U.S. Department of Agriculture (USDA) first found European cherry fruit fly on traps hung along the Niagara River in New York's Niagara County in 2017.

What is the ECFF survey?

USDA's Animal and Plant Health Inspection Service (APHIS) and New York's State Department of Agriculture and Markets (NYS AGM) will hang approximately 2,000 traps across Western and Central New York, which is under quarantine for ECFF. APHIS will also hang traps outside the ECFF quarantine in areas that are at higher risk for the pest's spread.



What do the traps look like?

The yellow panel trap is a rectangular cardboard trap coated on both sides with a mixture of a nontoxic glue and a food bait. The traps are about 9 inches long and hang vertically in trees.

Do the traps really catch the fruit flies?

The trap helps detect new infestations and monitors the insect's spread. It is not meant to catch fruit flies to reduce populations.

How do the traps work?

Adult fruit flies are attracted to the ammonium acetate food bait that's on the trap. If the flies land on the trap, they will get stuck in the nontoxic glue. APHIS and NYS AGM service the traps at least every 2 weeks to replace the bait and collect insects.

If a trap is in my area, does that mean ECFF is there?

No. If you see a trap in your community, it does not mean ECFF is present. It just means we are looking for ECFF in your area. The goal of the survey is to determine where the insect is and monitor its spread.

What were the results of the 2024 survey in New York?

The 2024 survey found 78 ECFF in 21 trap locations. These results helped guide decisions on trap placement for the 2025 survey.

Where will traps be set this year?

For the 2025 season, surveyors will place traps along the edge of the quarantined areas in Western and Central New York. APHIS will also hang traps in selected areas in Michigan and Pennsylvania.

How can I help?

Please allow APHIS and NYS AGM surveyors access to your property to place and check traps. Residents with questions can contact the ECFF program office by calling 1-800-249-2363 or emailing ppq.ecff@usda.gov. Learn more at www.aphis.usda.gov/plant-pests-diseases/ecff.



New York European Cherry Fruit Fly Program

Property Access Request

United States Department of Agriculture is requesting permission to trap for an invasive pest, the European Cherry Fruit Fly (ECFF) on your property.

- USDA has my permission to place an ECFF trap(s) on my property. I understand that the trap(s) will be serviced at least every three weeks and will be removed on or before November 30th
- I would like to be notified each time trap service is performed
- Trap service notification is not necessary
- USDA does not have permission to place an ECFF trap(s) on my property

Property Location(s): _____

Authority Granted By: _____

Printed Name

Signature *Date*

Phone Number: _____

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

MOTION M26-

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

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

Agreement for Services with Discover Cayuga Lake, Inc.

THIS AGREEMENT is made this ____ day of _____ 2026, among

TOWN OF CAROLINE, with offices at 2668 Slaterville Road, PO Box 136, Slaterville Springs, NY 1488.

TOWN OF DRYDEN, with offices at 93 East Main St Dryden, NY 13053

CITY OF ITHACA, with offices at 108 Green Street Ithaca, NY 14850

TOWN OF ITHACA, with offices at 215 N. Tioga St., Ithaca, NY 14850

TOWN OF LANSING, with offices at 29 Auburn Road Lansing, NY 14882

TOWN OF NEWFIELD, with offices at 166 Main Street Newfield, NY 14867

TOWN OF ULYSSES, with offices at 10 Elm Street Trumansburg, NY 14886

VILLAGE OF CAYUGA HEIGHTS with offices at 836 Hanshaw Road Ithaca, NY 14850

VILLAGE OF LANSING, with offices at 2405 North Triphammer Road Ithaca, NY 14850

COUNTY OF TOMPKINS, with offices at 170 Bostwick Road Ithaca, NY 14850

(hereinafter each individually referred to as a “Municipality” and collectively referred to as the "Municipalities"), and

DISCOVER CAYUGA LAKE, INC., with offices at 110 North Tioga St., Suite 303, Ithaca, NY 14850 (hereinafter referred to as the "Contractor").

Whereas, the New York State Department of Environmental Conservation (NYSDEC) issued a State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (Permit No. GP-0-24-001), effective January 3, 2024 (the “SPDES General Permit”), which applies to each of the Municipalities, and

Whereas, the Municipalities have been working cooperatively with each other in a county-wide stormwater coalition to comply with their SPDES General Permits in a consistent and cost-effective manner, and

Whereas, the SPDES General Permit requires the Municipalities to develop, implement and enforce their Stormwater Management Programs, which consist of six (6) Minimum Control Measures, and

Whereas, the SPDES General Permit allows a Municipality to utilize other entities to assist it in such requirements, and

Whereas, pursuant to New York General Municipal Law, Article 5-G, Section 199-o, the Municipalities have the authority to enter into agreements for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative or contract basis. The Municipalities wish to receive joint services from the Contractor as described in this Agreement, and to have the Town of Ithaca collect and hold

funds from the Municipalities, pay the Contractor, and undertake other duties as outlined in this Agreement,

Now, therefore, in consideration of the covenants, conditions, and provisions contained herein, it is hereby agreed as follows:

1. Services to be Performed.
Contractor agrees to perform the services described in attached Appendix A, which is incorporated herein by reference. The services must meet the NYSDEC’s requirements, as outlined in the SPDES General Permit, for the MCM(s) outlined in Appendix A. The services shall be performed pursuant to the following schedule: February 2, 2026 -January 2, 2027.

2. Fees.
The Contractor shall be paid Seven Thousand Dollars and No Cents (\$7,000.00) on a lump sum basis for services provided, including all travel, time and expenses associated with providing these services to the Municipalities. This payment will be made upon completion of services and in accordance with the procedures in Section 5 below.

3. Term of Agreement and Termination.
The term of this Agreement shall be from January 3, 2026 to January 2, 2027, unless earlier terminated by Municipalities or Contractor as set forth herein. Notwithstanding the term set forth above, this Agreement may be terminated by joint agreement of all Municipalities at any time without cause upon seven (7) days prior written notice to the Contractor, in which case the Contractor shall be paid pro rata for the satisfactory work performed to the date of termination. This Agreement may be terminated immediately by either the Municipalities or by Contractor upon the breach of any of its terms by the other party. Termination shall be effected by the breaching party’s receipt of a written notice of termination setting forth the manner in which the party is in default. In the event of the Municipalities’ termination for Contractor’s default, the Contractor will be paid only for services performed in accordance with this Agreement. If it is later determined by the Municipalities that the Contractor had an excusable reason for not performing, such as a strike, fire, flood, or other events which are not the fault of or are beyond the control of Contractor, the Municipalities may allow the Contractor to continue work, or treat the termination as a termination without cause.

4. Quality of Work.
The work to be performed hereunder shall be of good workmanship and quality. If this Agreement is for the performance of services, the Contractor shall perform its services using that degree of skill and care ordinarily exercised under similar conditions by experienced, qualified, competent and reputable professionals working in the same field in the same or similar locality at the time of performance.

5. Collection and Holding of Funds and Payment for Services.

A. The Municipalities designate the Town of Ithaca's Finance Officer as the Fiscal Officer for the Municipalities for the purpose of receiving and paying out funds pursuant to this Agreement. The Fiscal Officer shall deposit all moneys received from the respective Municipalities in a separate account in a bank or trust company authorized by law to receive deposits of funds on behalf of the respective Municipalities. No expenditures shall be made from said special account except after an audit according to normal auditing and payment procedures of the Town of Ithaca and in accordance with provisions of General Municipal Law Section 119-o.

B. By no later than ten (10) days after the beginning of the term of this Agreement as set forth in Section 3, each of the ten Municipalities shall remit to the Fiscal Officer Seven Hundred Dollars and No Cents (\$700.00), which is one-tenth of the \$7,000 lump sum for the Contractor's services.

C. Contractor's request for the lump sum payment for its services shall be submitted to the Fiscal Officer on the standard Town of Ithaca voucher, which will list the activities, or products, expenses, the dates on which performed, supplied or incurred, and, if applicable, the time spent on each indicated date for which the Municipalities are being billed. The voucher shall be submitted upon satisfactory completion of services. The Ithaca Town Board will review same and, if acceptable, the Fiscal Officer will pay for the services and/or products after approval of the voucher by the Ithaca Town Board in compliance with the Ithaca Town Board's statutory duties to audit claims for payment. In no event will the total payment to Contractor exceed the lump sum stated in Section 2 above.

6. Relationship.

The Contractor is, for all purposes (including, without limitation, withholding of income tax, payment of workman's compensation, and payment of FICA taxes) an independent contractor and no employer-employee relationship is intended, implied or created by this Agreement. Contractor shall determine the times and manner of performance of any services for the Municipalities hereunder consistent with the overall obligations to complete the work contemplated by this Agreement. Contractor shall be free to devote such portions of its time not required for the performance of services to the Municipalities in such manner as Contractor sees fit and for such other persons, firms, or entities as Contractor deems advisable, provided that such other services do not constitute a conflict of interest with the interests of the Municipalities.

7. Ownership of Products of Service.

All work products of any services to be performed hereunder shall be the property of the Municipalities, and the Municipalities are vested with all rights therein, including the right to use, duplicate, distribute, share or sell such materials, without any further compensation of any nature to Contractor. If patents or copyrights may be obtained with respect to such work, the Municipalities shall own same and have all rights to

same without further compensation to the Contractor. The Contractor retains the right to use the information also.

8. Insurance Requirements.

A. The Contractor and any subcontractors (Subcontractors) shall purchase and maintain insurance of the following types of coverage and limits of liability with insurance carriers licensed in New York State that have a rating no lower than "A- VII" by the most recent A.M. Best's Key Rating Guide, unless otherwise agreed to by the Fiscal Officer:

- 1) Commercial General Liability (CGL) with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - a) If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
 - b) CGL coverage shall be written on ISO Occurrence form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
 - c) Contractor, the Municipalities, and all other parties required of the Contractor/Subcontractor, shall be included as Additional Insureds on the CGL, using ISO Additional Insured Endorsement CG2010 (11/85) or CG2010 (04/13) **AND** CG2037 (04/13) or CG2037 (04/13) **AND** CG2038 (04/13) or an endorsement providing equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor/Subcontractor. It shall apply as Primary and non-contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.
 - d) Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the Work.
 - e) The policy may not contain any exclusions relating to NY Labor Law or municipal work.

- 2) Automobile Liability
 - a) Business Auto Liability with limits of at least \$1,000,000 each accident.
 - b) Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
 - c) Contractor, Municipalities and all other parties required of the Contractor, shall be included as Additional Insureds on the auto policy.

- 3) Commercial Umbrella
 - a) Umbrella limits must be at least \$5,000,000.
 - b) Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
 - c) Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Automobile Liability and Employer's Liability coverages maintained by the Contractor/Subcontractor.
 - d) The policy may not contain any exclusions relating to NY Labor Law or municipal work.

- 4) Workers' Compensation and Employer's Liability - Statutory coverage complying with the New York Workers' Compensation Law - Contractor and Subcontractors must submit one of the following:
 - CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation, OR
 - C-105.2 - Certification of NYS Workers' Compensation Insurance, OR
 - U-26.3 - State Insurance Fund version), OR
 - SI-12 - Certificate of NYS Workers' Compensation Self Insurance, OR
 - GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance

- 5) Disability Benefits Coverage - Statutory coverage complying with NYS Workers' Compensation Law - Contractor and Subcontractors must submit one of the following:
 - CE-200 - Certificate of Attestation of Exemption from NYS Disability Benefits Coverage, OR
 - DB120.1 - Certification of Disability Benefits Insurance, OR
 - DB155 - Certificate of Disability Self-Insurance

B. Waiver of Subrogation

1) Contractor waives all rights against the Municipalities and respective elected officials, public officers, Boards, employees and agents for recovery of damages to the extent these damages are covered by Commercial General Liability, Commercial Umbrella liability, Automobile Liability, Workers' Compensation, and/or Employer's Liability insurance maintained per the requirements stated above.

2) Contractor shall assure that all Subcontractors execute a waiver of all rights against Contractor, the Municipalities, and their respective elected officials, public officers, Boards, directors, officers, employees and agents for recovery of damages to the extent these damages are covered by Commercial General Liability, Commercial Umbrella liability, Automobile Liability, Workers' Compensation,

and/or Employer's Liability insurance maintained per the requirements stated above. Contractor shall provide the Subcontractors' executed subrogation waivers to the Fiscal Officer prior to the commencement of work under this Agreement.

- C. Attached to each certificate of insurance shall be a copy of the Additional Insured Endorsement that is part of the Contractor/Subcontractor's policies. These certificates and the insurance policies shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Fiscal Officer.

- D. Contractor acknowledges that failure to obtain such insurance on behalf of the Municipalities constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Municipalities. The Contractor is to provide the Fiscal Officer with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Fiscal Officer to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Municipalities.

- E. Additional Subcontractor Requirements
 - 1) Without in any way limiting the Contractor's liability pursuant to the indemnification provisions of this Agreement, the Contractor shall require each Subcontractor to: (a) maintain insurance coverages and limits of liability in accordance with the provisions of this Agreement (though the Commercial Umbrella limits required of each Subcontractor may be adjusted, if agreed to by the Fiscal Officer, in advance of any work being undertaken); and (b) name the Municipalities, the Contractor, and their respective elected officials, public officers, Boards, directors, officers, employees and agents as Additional Insureds on a direct primary basis under its Commercial General Liability insurance policy and Commercial Umbrella insurance policy.

 - 2) The Contractor is responsible for obtaining and providing to the Fiscal Officer Certificates of Insurance from each Subcontractor evidencing coverage in accordance with the requirements applicable to Subcontractors under this Section 8, and the Contractor shall not permit Subcontractor's work to be undertaken until Subcontractor's compliance with such requirements is evidenced.

9. Indemnity.

To the fullest extent permitted by law, the Contractor agrees to fully defend, indemnify and hold harmless the Municipalities and their respective elected officials, public officers, Boards, employees, and agents (hereafter collectively referred to as "Indemnified Parties") from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs), whether or not involving a third party claim, which any or all of them may incur, resulting from bodily injuries (or death) to any person, damage (including loss of use) to any property, other damages, or contamination of or adverse effects on the environment, caused by, resulting from, or arising out of the negligent or intentional wrongful acts or omissions of Contractor

or Contractor's employees, agents or subcontractors, in connection with this Agreement. To the extent the Indemnified Parties are negligent, Contractor's duty to indemnify them shall not extend to the proportion of loss attributable to the Indemnified Parties' negligence.

10. Contractor May Not Assign.

This Agreement may not be assigned by the Contractor without the previous written consent to such assignment from the Municipalities, which consent may be withheld entirely at the discretion of the Municipalities, it being understood that the Municipalities are making this Agreement personally with the Contractor and are not intending that it be performed by any other person or entity.

11. Binding Nature of Agreement.

This Agreement is binding upon the parties, their respective representatives and successors and, when assignment is permitted, assigns.

12. Governing Law, Jurisdiction, and Enforcement.

This Agreement is made in New York, and shall be construed under the laws of the State of New York without regard to, or the application of, New York State's choice of law provisions. All parties consent that if any action is brought to enforce this Agreement, it shall be brought in an appropriate Court in Tompkins County, New York, and all parties consent to the jurisdiction of such court.

13. Notices.

Any notices or other communications given under or in relation to this Agreement shall be deemed duly given if served personally or by commercial courier service upon the other parties at the addresses set forth above, or, if the mails are operating, mailed by certified mail to the other parties at the address set forth above, return receipt requested. All notices shall be effective upon the date of receipt. Any party may change the address to which notices are sent by giving notice of such change in the manner set forth above to the other parties.

14. Claims and Disputes Arbitration.

The Municipalities may jointly elect to subject disputes arising out of this Agreement to resolution by mediation or arbitration or litigation. This election can be made at any time up until sixty (60) days after the claim or dispute arises in writing. If the Municipalities do not make an election, the dispute shall be subject only to litigation. Unless otherwise agreed by the parties at the time of such election, the rules governing mediation or arbitration invoked by the Municipalities shall be the Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. Contractor hereby waives the right to elect the method of dispute resolution and agrees that this waiver is supported by sufficient and appropriate consideration.

15. Entire Agreement.

This Agreement constitutes the entire agreement between the parties and supersedes any and all prior written or oral agreements, negotiations or understandings existing between the parties regarding its subject matter. This Agreement may be amended only by written instrument signed by each party.

16. Survival.

The rights and obligations of the respective parties under Section 9 (Indemnity), Section 11 (Binding Nature of Agreement), Section 12 (Governing Law, Jurisdiction, and Enforcement), and Section 14 (Claims and Disputes Arbitration) shall survive the expiration or termination (for any reason) of this Agreement and remain in full force and effect.

17. Severability.

If any provision of this Agreement is deemed to be invalid or inoperative for any reason, that part may be modified by the parties to the extent necessary to make it valid and operative, or if it cannot be so modified, then it shall be deemed severed, and the remainder of this Agreement shall continue in full force and effect as if this Agreement had been signed with the invalid portion so modified or eliminated.

18. Certification. Pursuant to the SPDES General Permit requirements, each Municipality certifies that it is responsible for compliance with the SPDES General Permit.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day(s) and year written below.

MUNICIPALITIES:

CONTRACTOR:

TOWN OF CAROLINE

DISCOVER CAYUGA LAKE, INC.

By: _____
Mark Witmer
Town Supervisor

By: _____
Bill Foster

TOWN OF DRYDEN

By: _____
Jason Leifer
Town Supervisor

[signatures continued on next page]

MUNICIPALITIES:

CITY OF ITHACA

By: _____
Deb Mohlenhoff
City Manager

MUNICIPALITIES:

TOWN OF ULYSSES

By: _____
Katelin Olson
Town Supervisor

TOWN OF ITHACA

By: _____
Rod Howe
Town Supervisor

VILLAGE OF CAYUGA HEIGHTS

By: _____
Linda Woodard
Mayor

TOWN OF LANSING

By: _____
Ruth Groff
Town Supervisor

VILLAGE OF LANSING

By: _____
Ronny Hardaway
Mayor

TOWN OF NEWFIELD

By: _____
Michael Allinger
Town Supervisor

COUNTY OF TOMPKINS

By: _____
Nicholas Ensign
Tompkins County Highway Director

APPENDIX A

NAME	Primary Contact	Title	Address	Phone	Email	MCM(s)	GP24 Ref.	Description	Scope of Service
Discover Cayuga Lake, Inc	William Foster	Executive Director	Suite 303, Tompkins Center for History and Culture, 110 North Tioga St, Ithaca NY 14850	607-327-5253	bill@discovercayugalake.org	1	VI.A.1.a-; VI.A.2a-c; VII.A.1.a-e; VII.A.2.a-c	Public Education and Outreach Program	<p>County wide public education/outreach program and resources:</p> <ul style="list-style-type: none"> • Discover Cayuga will work with schools throughout Tompkins County to deliver "Trout in the Classroom" and "Floating Classroom" programs. • Each "Trout in the Classroom" program will take place in a specific elementary, middle, or high school grade/classroom. • Discover Cayuga will follow Trout Unlimited's curriculum, which includes watershed education, raising trout, habitat, water quality/stormwater, and the impacts of human activities on the previously mentioned items. • Discover Cayuga will report yearly to the Stormwater Coalition of Tompkins County, the following information: number of classes and students reached, communities/school districts served, and examples of new or pre-existing stormwater related curricula developed or continued use.

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

MOTION M26-

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

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

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

RESOLUTION 26-XX

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

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

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

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

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

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

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

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

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

RESOLUTION 26

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

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

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

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

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

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

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

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

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

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

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Lansing

Month Reviewed:

12/1/2025

Through

12/31/2025

Name of Justice:

Honorable John Howell
Honorable Peter Grossman

Review Performed By:

Ruth Groff

Date

2/9/2026

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	✓	○
▶ Are duplicate receipts kept for court records?	✓	○
▶ Are receipts recorded up-to-date?	✓	○
<i>Last recorded receipt:</i> SEE ATTACHED		
# _____ Date _____ Amount _____		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	✓	○
▶ Are deposits identified?	✓	○
▶ Are duplicate deposit slips kept for court records?	✓	○
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	✓	○
▶ Are deposits recorded up-to-date?	✓	○
<i>Last recorded deposit:</i> SEE ATTACHED		
Date _____ Amount _____		
▶ Is the receipt book totaled and summarized at the end of each month?	✓	○
<i>Last Month Totaled and Summarized</i> _____ SEE ATTACHED		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	✓	○
▶ Are all checks signed by the Justice?	✓	○
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	✓	○
▶ Are checks recorded up-to-date?	✓	○
<i>Last recorded check:</i> SEE ATTACHED		
# _____ Date _____ Amount _____		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	✓	○
<i>Last Bank Reconciliation for Each Bank Account:</i> SEE ATTACHED		
Date Performed _____ Month Ending _____		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	✓	○
▶ Is a record of uncollected installment payments maintained?	✓	○

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Dockets and Case Files</u>		
▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?	✓	○
▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.	✓	○
▶ Do dockets for disposed cases appear to be complete?	✓	○
▶ Do dockets for disposed cases agree with amounts reported?	✓	○

Cash Book Reconciliation

▶ Is the cash book reconciled to the adjusted bank balances at the end of each month?	✓	○
▶ Does the cash book total agree with the bank reconciliation and supporting information?	✓	○

Last Cash Reconciliation: **SEE ATTACHED**
Date Performed _____ *Month Ending* _____

Reports to the Division of Criminal Justice Services

▶ Are reports made timely to the Division of Criminal Justice Services?	✓	○
▶ Has the court received any notices regarding late reporting? If yes, why were the reports late and what corrective actions were taken? _____	○	✓

Reports to the Justice Court Fund

▶ Are reports made timely to the Justice Court Fund?	✓	○
▶ Do reported amounts agree with docket dispositions and case files?	✓	○
▶ Do reported amounts agree with cash receipt and disbursement books? SEE ATTACHED Last report submitted: Month Ending _____ Date _____ Amount _____	✓	○
▶ Has the court received any notices regarding late reporting? If yes, why were the reports late and what corrective actions were taken? _____	○	✓

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

Yes No

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized? N/A
Last TSLED Report Available: Date _____

Yes No

Note: Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? N/A _____
 - Is the number of pending cases reasonable?
 - How many cases are shown as pending for more than 90 days? _____
 - What actions have been taken to dispose of these cases? _____

Yes No

Overall Evaluation

All court records appear to be in good condition, with appropriate recordkeeping. All records are organized and in good order, easily accessed for reference and correlation to case or docket, and maintained efficiently. Reconciliations are done in a timely manner. Required reporting and submittals are done appropriately and in a timely manner.

TOWN OF LANSING

Honorable John Howell
Honorable Peter Grossman

Covering Calendar Year 2025

Reviewed by Ruth Groff, Town Supervisor

Cash Receipts Book

Last recorded receipt for 2025:

Judge Howell	██████████	<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 133.00
Judge Grossman	██████████	<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 150.00

Last recorded deposit for 2025:

Judge Howell		<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 326.00
Judge Grossman		<i>Date</i>	12/31/2025	<i>Amount</i>	\$ 325.00

Last Month Totaled and Summarized for 2025:

Judge Howell		<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Month Ending</i>	12/31/2025

Cash Disbursements Book

Last recorded check for 2025:

Judge Howell	██████████	<i>Date</i>	12/4/2025	<i>Amount</i>	\$ 6,300.00
Judge Grossman	██████████	<i>Date</i>	12/2/2025	<i>Amount</i>	\$ 7,563.00

Bank Reconciliations

Last Bank Reconciliation for 2025:

Judge Howell		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025

Cash Book Reconciliation

Last Cash Reconciliation for 2025:

Judge Howell		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025
Judge Grossman		<i>Date Performed</i>	1/4/2026	<i>Month Ending</i>	12/31/2025

Reports to the Justice Court Fund

Last report submitted for 2025

Month ending - 12/31/25

Judge Howell		<i>Date</i>	1/4/2026	<i>Amount</i>	\$ 5,693.00
Judge Grossman		<i>Date</i>	1/4/2026	<i>Amount</i>	\$ 5,487.00

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

RESOLUTION 26-XX

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

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

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

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

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

RESOLUTION 26-

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

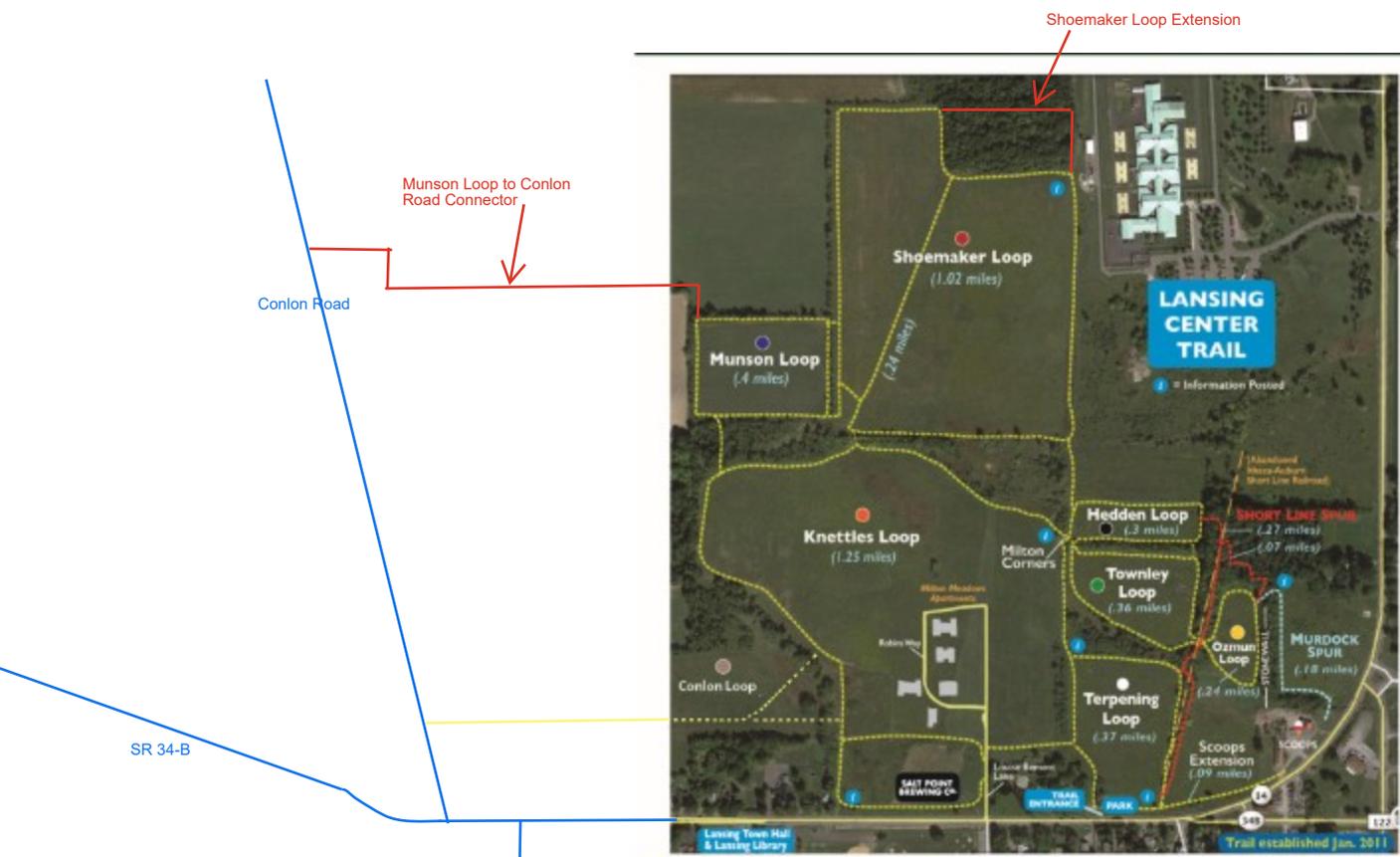
The following Resolution was duly presented for consideration by the Town Board:

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

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

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

RESOLVED, that the 2023 Toro zero turn mowers, serial numbers 414977379 and 411445105 be and hereby are declared as excess property of the Town for which no current or future use is anticipated and that the Director of Parks and Recreation, or his designee, sell the same “as is,” document the sale thereof to verify fair value, and deliver the proceeds of the sale thereof to the Town Budget Officer. The Director of Parks and Recreation, or his designee, be and each is hereby authorized to sign such bill of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.



- **OZMUN LOOP:** John Ozmun came from Orange County, NY and ran a sawmill in the 1840s on a land adjacent to the Lansing Center Trail.
- **TOWNLEY LOOP:** Richard Townley, for whom Townley Creek was named, arrived in Lansing from Pennsylvania. The family had sold land in Pennsylvania in 1788 to Frenchmen to create a village to house Marie Antoinette and the Dauphin. They never made it to Pennsylvania.
- **SHOEMAKER LOOP:** Jacob Shoemaker came from Stroudsburg, PA and farmed 203 acres. This loop is near the foundation of Shoemaker's home.
- **KNETTLES LOOP:** Knettles, a farmer, was active in local politics. He counted himself a Democrat until 1855, when he became a Republican.
- **TERPENING LOOP:** Terpening Corners was the name given to a major intersection near the Lansing Center Trail. Terpening is an old Dutch name.
- **HEDDEN LOOP:** Hedden's Creek runs through the Lansing Center Trail. Aaron Hedden came to Lansing in 1802, and died in 1864 at age 61.
- **MUNSON LOOP:** The Munsons have been farming in Lansing since at least the mid-1800's. Many Munsons still call Lansing home.
- **CONLON LOOP:** The Carlons settled here from Ireland in 1850. Andrew, one of 6 sons, served as Lansing's Justice of the Peace and on the Tompkins County Board of Supervisors... marrying Katherine Kocales, another cornerstone Lansing Family.
- MILTON CORNERS:** Milton was the name of the military township formed in 1789 and subsequently subdivided. Lansing was separated out in 1817.
- LOUISE BEMENT LANE:** Street named for Louise Bement, who was our beloved Town of Lansing Historian from 1981-2022

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

RESOLUTION 26-

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

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

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

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

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

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

WHEREAS, the Director of Parks and Recreation has verified to the Town Board that all such matters and requirements, procedural or substantive, have been duly met, and that he has specifically approved two new additions to the LCT, specifically including: (i) the Shoemaker

Loop Addition; and (ii) the Munson Loop to Conlon Road Extension; each as depicted upon an updated LCT trails map as submitted to this meeting; and

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

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

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

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

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

RESOLUTION 26-

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

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

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

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

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

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

- Conservation Advisory Council
- Operations and Code Revision Committee
- Parks, Recreation, and Trails Committee
- Personnel Management Committee
- Water, Sewer, and Stormwater Committee
- Zoning Advisory Committee.

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

MEMORANDUM OF UNDERSTANDING

Between the Town of Lansing and the Town of Ithaca
for Code Enforcement Services

TO: Rod Howe, Supervisor, Town of Ithaca
FROM: Ruth Groff, Supervisor, Town of Lansing
DATE: February 17, 2026
RE: Code Enforcement Services

This memorandum sets forth the agreement between the Town of Lansing (Lansing) and the Town of Ithaca (Ithaca) on the details related to the provision of code enforcement services by Ithaca to Lansing for a temporary period to facilitate the enforcement of codes in Lansing.

Background

The Town of Ithaca has indicated it was willing to allow the Town of Lansing to utilize an Ithaca Code Enforcement Officer as needed for a flat hourly rate without charging associated, pro-rated fringe benefits while the Town of Lansing appoints a new Personnel Officer and considers its search process and/or other long-term enforcement solutions.

The Towns are entering into this memorandum pursuant to NY Executive Law 5 381(2) and General Municipal Law Article 5-6, which allow towns to enter into agreements for one town to administer and enforce in the other town the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Construction Code.

General

1. The Town of Lansing confers on the Ithaca Code Enforcement Officer any authority that has been conferred on the Lansing Code Enforcement Officer pursuant to the Lansing Town Code § 108-5 or other applicable law, rule or regulation.
2. The Towns agree that the Ithaca Code Enforcement Officer shall not be an employee of the Town of Lansing in performing his/her services under this memorandum.

The Town of Lansing Agrees To:

1. Pay the Town of Ithaca at the rate of \$36.00 per hour for certified code enforcement services, for the period commencing February 23, 2026, through December 31, 2026, unless terminated earlier upon written notice by either party of its intent not to continue the Agreement.
2. Provide office space and access to a phone, computer and copier, Town Stamp and supplies for the Ithaca code enforcement officer.
3. Provide access to the Town's permitting system and property files as needed.
4. Provide a Town vehicle for visiting work sites as needed.
5. Provide general liability.
6. Provide a safe and friendly workspace and remote computer access, if required, to work from home.

- 7. Arrange access to the code enforcement officer to review open permits and to consult on code enforcement projects.
- 8. Defend, indemnify and hold the Town of Ithaca harmless for claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs) resulting from code enforcement services provided in good faith by Ithaca.
- 9. Pay the Town of Ithaca promptly for properly invoiced expenses. The Town of Lansing issues payments on the third Thursday of each month for invoices received by the previous Wednesday.

The Town of Ithaca Agrees To:

- 1. Provide a certified code enforcement officer who is firm but friendly to assume responsibility for:
 - a. Monitoring open building permits (for demolitions, renovations, new construction, roof repairs, heat pump installations, etc.) by providing guidance as needed by contractors as well as periodic inspections as necessary.
 - b. Responding to residents' and/or contractors' questions about building code specifications and designs, on an as-needed basis.
 - c. Preparing building permits for Code Officer review and approval, as necessary.
 - d. Documenting and following up, as time permits, on derelict properties and property maintenance code violations, on an as-needed basis.
 - e. Provide plan review services for projects, on an as-needed basis.
 - f. Provide inspection services for residential and commercial projects, on an as-needed basis.
 - g. Provide guidance and advisory support to the Code Officer regarding the NYS Uniform Code and NYS Energy Code on an as-needed basis.
- 2. The Code Enforcement Officer will also:
 - a. Document hours spent on updating department and project records.
 - b. Consult with code enforcement officer regarding complex or unclear projects.
 - c. Report to the Town Supervisor any significant violations or problems related to public safety or personal safety prior to issuing citations or stop work orders.
 - e. Prepare a summary of work on completion of their interim service.
- 3. The Town of Ithaca will hold the Town of Lansing harmless for work-related injuries.
- 4. The Town of Ithaca will send to the Town of Lansing an invoice documenting the hours worked x the salary rate of \$36.00.

Approved: _____
 Date: _____
 Ruth Groff, Supervisor, Town of Lansing

Approved: _____
 Date: _____
 Rod Howe, Supervisor, Town of Ithaca

ADDENDUM #1

In addition to the agreed upon services included and approved above, the Town of Lansing adopted the following resolution on February 19, 2026:

RESOLUTION 26-XX

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

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

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

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

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

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

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

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

RESOLVED, the Lansing Town Board hereby authorizes the Town Supervisor to execute a

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

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 Joseph Wetmore – Council person Christine Montague-
Supervisor Ruth Groff –

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

###

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

RESOLUTION 26-XX

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

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

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR'S REPORT

RESOLUTION 26-

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR'S REPORT

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

CONSOLIDATED ABSTRACT # 002

TOWN OF LANSING				
Abstract # 002				02/17/2026
Summary by Fund				10:26:10
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND TOWNWIDE	8,243.38	98,100.67	106,344.05
B	GENERAL FUND OUTSIDE VILLAGE	198.84	42,750.54	42,949.38
DA	HIGHWAY FUND TOWNWIDE	346.33	134,025.82	134,372.15
DB	HIGHWAY FUND OUTSIDE VILLAGE	213.28	12,682.83	12,896.11
HG	DPW FACILITY PROJECT	582.63	52,271.40	52,854.03
SL1-	LUDLOWVILLE LIGHTING DISTRICT	124.86		124.86
SL2-	WARREN ROAD LIGHTING DISTRICT	810.54		810.54
SL3-	LAKEWATCH LIGHTING DISTRICT	995.19		995.19
SS1-	WARREN RD SEWER	208.02	40,124.07	40,332.09
SS3-	CHERRY ROAD SEWER DISTRICT	24.14	9,000.31	9,024.45
SW	LANSING WATER DISTRICTS	4,143.58	234,426.38	238,569.96
TA	TRUST & AGENCY	1,490,010.99	78,691.26	1,568,702.25
Total:		1,505,901.78	702,073.28	2,207,975.06

CONSOLIDATED ABSTRACT # 201

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

Budget Modifications for February 19th, 2026 Town Board Meeting

YEAR END BUDGET MODIFICATIONS FOR 2025 BUDGET CYCLE

General - A Fund

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

FROM	TO	FOR	AMOUNT
A1620.400 - (Buildings - Contractual)	A1110.120- (Court Clerk- Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,327.16
A1620.400 - (Buildings - Contractual)	A1220.140 - (Accountant/Finance)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,311.71
A1620.400 - (Buildings - Contractual)	A1410.110 - (Deputy Town Clerk PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,209.66
A1410.120 - (Receiver of Taxes PS)	A1410.130 - (PT Clerk PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 0.01
A1410.400 - (Town Clerk - Contractual)	A1410.140 - (Town Clerk - Admin Assistant)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 424.05

A7110.110 - (Parks - Personal Services)	A7020.100- (Parks & Recreation Admin - Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 2,423.16
A7110.110 - (Parks - Personal Services)	A7020.110- (Parks & Recreation Admin - Personal Services)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 559.55
A7310.400 - (Youth Program - Contractual)	A7140.100 - (Playground/Rec Fields PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 1,893.54
A7560.400 - (Other Performing Arts)	A7620.100 - (Adult Recreation PS)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 93.50
A9040.800 - (Workers Comp Insurance)	A9050.800 - (Unemployment Insurance)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 263.31
A8790.400 - (Natural Resources - Trails Plan)	A1440.400 - (Engineering - Contractual)	To correct coding for Myers trails study	\$ 19,960.50
A8745.400 - (Flood & Erosion - Contractual)	A8790.400 - (Natural Resources - Trails Plan)	This is a budget modification to correct the overage for this project (overage will occur after coding is corrected)	\$ 2,049.70
A3310.100 - (Traffic Control - PS)	A4989.401 - (Health - Contractual - AED's)	To update budget to reflect AED training (offsetting \$2,889 grant received from PERMA on revenue side)	\$ 3,289.83

This is a General Journal only to correct coding

General - B Fund

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

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

B3620.400 - (Safety Inspector - Contractual)	B3620.140 - (Code Enforcement Officer)	To cover year end payroll expenses for closing 2025 (overage occurred during payroll accruals)	\$ 324.19
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Highway Fund Outside Village - DB Fund
February 19th, 2026 for December 31st, 2025 Closing

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

Warren Road Sewer Fund - SS1
February 19th, 2026 for December 31st, 2025 Closing

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

Cherry Road Sewer Fund - SS3
February 19th, 2026 for December 31st, 2025 Closing

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

Water Districts Fund - SW
February 19th, 2026 for December 31st, 2025 Closing

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

Water Districts Fund - SW

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

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

RESOLUTION 26-XX

**CONSENT AGENDA MOTIONS M26-XX – M26-XX AND RESOLUTIONS
26-XX – 26-XX**

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

RESOLVED, that the Consent Agenda Motions **M26-XX – M26-XX** and Resolutions **26-XX – 26-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 Laurie Hemmings – |
| Councilperson Christine Montague – | Councilperson Joseph Wetmore – |
| Supervisor Ruth Groff – | |

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

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

MOTION M26-XX

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

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

522 Remote Work Policy

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

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

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

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

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

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

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

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

IV. Guidelines

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

- The option to work remotely does not alter the terms or conditions of employment, the employees’ job description, compensation, benefits, or the duties and responsibilities of the employees’ position.
- Employees are required to follow all position expectations, Town policies and procedures, and collective bargaining agreements.
- Working from a remote location on a recurring basis may be available for a maximum of 2 (two) days per week. “Recurring” indicates the same remote days and hours worked every week.
- If a Town Hall, DPW, or Town-wide closure or emergency excuses non-remote employees from working, remote workers are also excused from work. If the remote employee chooses to work, and the Supervisor approves the extra working hours, the employee will be compensated for both the ‘emergency closure’ hours and the actual worked hours, including hours which would be considered at the overtime rate of pay.
- In the case where an emergency (e.g., power failure at home or other remote work location) prevents work at the remote workspace, the remote worker may be required by their Supervisor to report to their regular Town office, adjust their schedule, or utilize benefit time off hours.
- Departments are authorized to establish policies and procedures as a supplement to these guidelines in order to meet the specific needs of the Department, subject to approval of Human Resources and the Town Supervisor. Department specific guidelines may not override or dismiss the procedures or guidelines set forth in this policy.

- An employee who is out of work on FMLA, disability or worker's compensation who are not permitted or are excused from work, are also not permitted to work remotely. If an employee wishes to work remotely, a Return-to-Work permission from their health care provider must be on file with Human Resources before any work can be done. In addition, the Supervisor must approve an alternate remote schedule before remote work can start.
- All State and Federal Labor Laws applicable to the regular work office are applicable to employees working remotely.

B. Employee and Supervisor Responsibilities

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

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

- The remote work area should be free from obvious safety hazards and suitable for the type of work being performed by the employee. The Town will not be responsible for costs associated with setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- The employee is responsible for all expenses related to maintaining their remote workspace as required to perform job functions and responsibilities. This may include homeowners/rental insurance, utility and internet costs if a reliable internet connection is required for full job functionality.

- It will be the employee's responsibility to determine any income tax implications of maintaining a remote workspace. The Town will not provide tax guidance, nor will the Town assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.
- Remote work will not be considered enough of a reason on its own, for the employee to be eligible for a Cell Phone Allowance.

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

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

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

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

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

- The Town reserves the right to modify or terminate such agreement with ten (10) days' notice, at any time for any reason. Termination of a remote working arrangement is not grievable under

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

MOTION M26-XX

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

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

707 Additional Time Off Policy for Exempt (Salaried) Employees

I. Purpose and Objective. The purpose of this policy is to acknowledge and give credit to exempt (salaried) employees for additional hours worked beyond their normal work week.

The Town of Lansing recognizes that exempt (salaried) employees, by nature of their position and in accordance with the Fair Labor Standards Act (FLSA), are not entitled to receive overtime pay or compensatory time for hours worked in excess of their regularly scheduled workweek. The Town also recognizes that exempt employees may regularly need to work in excess of 40 hours/week due to the responsibilities of their position or due to their attendance at a variety of meetings held outside the normal workday.

II. Eligibility. To be eligible, the position must qualify as a Fair Labor Standards Act (FLSA) exempt position, pass the salary level, salary basis and duties qualifications, and be listed as such on the Town of Lansing’s Wage & Salary Structure. The following Town positions are eligible for Additional Time Off:

- Director of Parks & Recreation
- Director of Planning
- Bookkeeper
- Accountant

III. Procedures and Guidelines. Additional Time Off is calculated at a rate equal to one hour earned for every one hour worked in excess of the employee’s standard work week.

- All hours worked each week are to be recorded on the employees’ timesheet. Additional Time Off earned and used shall be reported on the timesheet, using the “Additional Time” column.
- Additional Time Off may be used anytime throughout the calendar year, up to a maximum of 24 hours in a calendar week.
- Additional Time Off is not eligible for cash pay-out at the end of the calendar year. Up to a maximum of 40 hours may be carried over to the following year. Any hours in excess of 40 (at year-end) will be forfeited.
- Any Additional time not used at the time of separation (including retirement) shall be forfeited by the employee and will not be paid out in cash.

TOWN OF LANSING FLAG AND BANNER DISPLAY POLICY
Adopted June 20, 2018

1. This policy (the “Flag Policy”) shall apply to all flags, banners, signs, and plaques (and similar traditional display devices), all individually and together herein referred to as “Flags,” unless otherwise noted by reference or the context hereof.
2. All Flags shall fly in accord with the standards of United States Code, Title 4. All other Flags shall be displayed in accord with applicable law.
3. If placed upon any official Town halyard or flagpole, no more than 2 Flags shall fly below the U.S. flag, and if one of them is the New York State or a recognized local government flag, such shall take the spot on the halyard or flagpole immediately below the U.S. flag (or otherwise in accord with said Article 4 or applicable law).
4. No commercial Flags shall be flown or displayed, and no Flag may be displayed for commercial purposes.
5. No Flag shall be flown that may affirmatively create any risk of vandalism or harm to public property.
6. Any person or entity wishing to obtain Flag space upon the Town’s halyard, flagpole, or other locational display site approved under this Flag Policy shall apply for a permit allowing the same through the Town Clerk’s Office. Such application shall be approved and the permit issued by the Town Clerk if the applicant completes the permit and demonstrates compliance with this Flag Policy, including that the proposed Flag is on the approved Flag list, corresponds to a recognized monthly observance, and complies with the other requirements of this Flag Policy. The Town shall maintain an updated list of approved Flags and Observances to assist applicants in preparing permit applications.
7. In the event a Flag is the subject of a permit application and not upon the list of approved Flags, the Town Clerk shall forward the application to the Town Board, which shall determine whether such Flag is generally recognized on a national or international level and is or was: (i) created or issued as an officially recognized Flag of the United States; or (ii) created or issued in relation to a national observance month proclaimed by Act of Congress, Presidential Proclamation, or Executive Order. If affirmatively so determined and the Flag and permit application demonstrate compliance with this Flag Policy, the Town Board shall approve the application and the Town Clerk shall issue the permit.
8. Only Flags recognized by the United States through an Act of Congress, Presidential Proclamation, or Executive Order, or Flags nationally or internationally recognized in relation to a national month of observance by the United States through an Act of Congress, Presidential Proclamation, or Executive Order shall be granted a permit.
9. The Town Clerk shall request such information in the permit application as is deemed necessary to carry into effect this Flag Policy, and this Flag Policy may be updated by Town Board resolution from time-to-time, whether to add federal daily or weekly days of observance,

state-recognized observances, to amend procedures, to implement a fee schedule, to re Flag Policy, or otherwise.

10. It shall be the responsibility of each permit applicant to timely apply in advance of the desired date of display as to allow proper permit review, as well as to supply a Flag that complies with this Flag Policy and U.S.C. Article 4 and federally recognized Flag protocols, rules, and standards.
11. Unless otherwise approved and stated in any permit, no Flag shall fly other than during its period of recognized observance.
12. The locations where Flags may be displayed on Town-owned property include the following locations:
 - a. The halyard and flagpole adjacent to and immediately in front of the Town Hall building at 29 Auburn Road, Lansing, New York 14882.
13. The Flags initially approved under this Flag Policy include the following:
 - a. The U.S. flag.
 - b. The New York State flag.
 - c. The official flags of the President and Vice President of the U.S.
 - d. The official flags of all branches of the U.S. military and armed forces.
 - e. The Pride (Rainbow) flag.
 - f. The POW-MIA flag.
14. This Flag Policy shall at all times be construed in accord with applicable law. If for any reason at any time any provision herein shall be deemed illegal, unconstitutional, discriminatory against any person, group, or viewpoint, or invalid, this Flag Policy shall be suspended and no permits shall be issued or approved until this Flag Policy is brought back into compliance with applicable law or constitutional requirements, including but not limited to the holdings or determinations of any court or tribunal of competent jurisdiction.

RESOLUTION ADDING THE PAN-AFRICAN FLAG TO THE LIST OF APPROVED FLAGS

RESOLUTION 26-XX

RESOLUTION ADDING THE PAN-AFRICAN FLAG TO THE LIST OF APPROVED FLAGS

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

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

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

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

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

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

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

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

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

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

RESOLUTION 26-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

RESOLUTION APPOINTING ALTERNATE MEMBER TO THE TOWN OF LANSING PLANNING BOARD

RESOLUTION 26-

RESOLUTION APPOINTING ALTERNATE MEMBER TO THE TOWN OF LANSING PLANNING BOARD

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

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

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

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

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

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

RESOLUTION 26-

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

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

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

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

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

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

RESOLUTION 26-

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

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

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

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

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

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

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

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

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____ 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 19, 2026.

Judy Drake’s February 2026 Board Report:

Capital Improvement Committee - January 26, 2026 - cancelled

Lansing Business Alliance - January 27, 2026-

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

Lansing Fire Commissioners- February 2, 2026-

Calls for month: Fire: 42 EMS: 70 No Response=0 Total Calls: 113 Total Calls for Year:

Approved adding a Blue Cabinet at Fire Station #3 -Route 34B Ridge Road.

Personnel Management Committee – February 4, 2026

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

Ag Committee – February 5, 2026

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

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

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

Attended meeting to hear an update on Greenway master plan.

Other meetings:

1/22/26: Met with Pat to review parks and trails committees and studies.

1/29/26: Met with Pat and Mikey regarding preparing for Maintenance Supervisor starting.

2/5/26: Met with Mikey -general updates on department.

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

Conservation Advisory Council, Feb 4

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

Lansing Housing Authority, Jan 26

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

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

**Planning Board
Monday, January 26-6:30 – 8:30pm**

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

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

**Monthly Check-In | Lansing Smart Growth Zoning Update (C1003123)
Friday, February 6-10:00 – 11:00am**

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

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

Ruth Groff – Monthly Board Report February 2026

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

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

I continue to act as the grant administrator for the Zoning Update grant from the New York Department of State.

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

EXTERNAL COMMITTEES/ORGANIZATIONS:

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

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

There had been four committees within TCCOG, but it was recommended that three of them are no longer viable or needed, and two additional working groups were formed.

A resolution was put forth regarding structure and administration of TCCOG. That resolution received several amendments during the meeting, and the amended resolution passed unanimously.

Southern Cayuga Lake Intermunicipal Water Commission (Bolton Point):

- **Personnel and Organization Committee:** January 28, 1pm
The committee approved the December minutes, then heard reports from the Shop Steward, Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Shop Steward had nothing new to report. The Production and Distribution Managers shared lists of trainings that their staff attended. The General Manager told of events that he and his staff participated in, as well as upcoming events with BOCES, TC3, and professional events that BP attends or participates in. Human Resources explained plans for

the coming year, and the Finance Manager shared the roll out of new rates for the municipalities, preparations for the annual audit, and highlighted plans for the year.

- **Budget and Finance Committee:** February 5, 3:45pm
The financials continue to stay in line with prior years and with budget, and there were no questions about the vouchers. The Audit Engagement letter was signed.
- **Commissioners' Meeting:** February 5, 4:00pm
The Commissioners approved the January minutes, then heard reports from the Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Production and Distribution Managers shared lists of trainings that their staff attended. The General Manager told of events that he and or his staff participated in, as well as upcoming events with BOCES, TC3, and professional events that BP attends or participates in.

Town Supervisors: February 9, 10am

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

Group of Six: February 12, 10am

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

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

INTERNAL COMMITTEES AND/OR MEETINGS:

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

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

February 4:

8am – Personnel Management Committee

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

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

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

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

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

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

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

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

MOTION TO ENTER EXECUTIVE SESSION

Councilperson _____ moved to **ENTER EXECUTIVE SESSION TO DISCUSS**

AT _____ PM.

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____

MOTION TO EXIT EXECUTIVE SESSION

Councilperson _____ moved to **EXIT EXECUTIVE SESSION AT _____ PM.**

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____

MOTION TO ADJOURN MEETING

Councilperson _____ moved to **ADJOURN THE MEETING AT _____ PM.**

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____