



# REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room  
Wednesday, June 21, 2023  
6:30 PM

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## AGENDA

SUBJECT TO CHANGE

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

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

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

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **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
5. **Ithaca Welcomes Refugees Presentation - Casey Verderosa and Christine Lemonda**
6. **Board of Ethics Presentation - Matt Montague, Vice Chairperson**
  - a. Discussion
7. **Village Solar Presentation - Tim Buhl, Engineer**
  - a. Documents
8. **Resolutions**
  - a. Resolution Declaring Town Lead Agency and Scheduling Public Hearing Village Solar Subdivision
9. **Sewer District #1 Presentation - Jack Young**
10. **Department Reports**
  - a. **Lansing Community Library Report** – Christine Eisenhut
  - b. **Lansing Youth Services Report** – Richard Alvord
  - c. **Tompkins County Legislator Report** – Mike Sigler
  - d. **Highway Report** – Mike Moseley
  - e. **Parks and Recreation Report** – Patrick Tyrrell
  - f. **Director of Planning Report** – John Zepko
  - g. **Engineer’s Report** – Dave Herrick
  - h. **Town Clerk Report** - Debbie Munson

## **11. Consent Agenda**

- [a.](#) Motion to Authorize Supervisor to Sign Contract with Tompkins County Soil and Water
- [b.](#) Resolution Scheduling Public Hearing for Proposed Local Law Number\_\_ of 2023 - Override Tax Levy Limit
- [c.](#) Resolution Approving Amendment of Resolutions #23-90 and #23-22 Highway Secretary Hours
- [d.](#) Resolution Adopting Amended Town Sexual Harassment Prevention Policy

## **12. Motions and Resolutions**

- [a.](#) Motion Authorizing Town of Lansing Supervisor to Write and Send Letter Supporting Bill Numbers S.6410 / A.52A to the State Legislature - Providing Flexible Options for Workers' Compensation Coverage
- [b.](#) Resolution Approving Audit and Budget Modifications and Supervisor's Report

## **13. Board Member Reports**

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

## **14. Work Session**

- [a.](#) Capital Improvement Committee Recommendations - Ruth Groff
- [b.](#) Department of Public Works Discussion - Ruth Groff and Ed LaVigne

## **15. Executive Session if Needed**

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

## **16. Adjourn Meeting**

- [a.](#) Motion to Adjourn Meeting

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



# TOWN of LANSING

*"Home of Industry, Agriculture and Scenic Beauty"*

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 5, 2023  
Mr. Ed LaVigne  
Town Supervisor  
Town of Lansing, New York

Re: Resolutions from May 4, 2023 BOE

Dear Mr. Lavigne:

Please be advised the Town of Lansing Board of Ethics developed the following resolutions to communicate to the Town of Lansing Board.

- 1) Resolved – Recommend the Town Board take the following action - Section 18.5 subparagraph (a) (vi) of the Town Law (Chapter 18: Ethics) be amended so that the word “chairperson” is replaced with the word “members.” Following such an amendment distribute the Town Disclosure Statement to those committee members affected.
- 2) Resolved – The BOE propose that we seek further clarification from the Town Board on what our responsibilities are in regard to revising the Town Ethics Laws. The committee has found the law as currently written to be overly complicated to the point that we are attempting to rewrite the law. Before moving forward, we want more guidance from the board. We request an item on the agenda for this month’s board meeting on 5/17/23 to ask the board for assistance and to discuss the issues we encountered thus far. BOE Vice Chair, Matt Montague is available to attend.

We look forward to the Town Board’s attention to these issues. Thank you again – we appreciate your commitment to an ethically run town government.

Best regards

Jamie Ferris  
Chair  
Board of Ethics

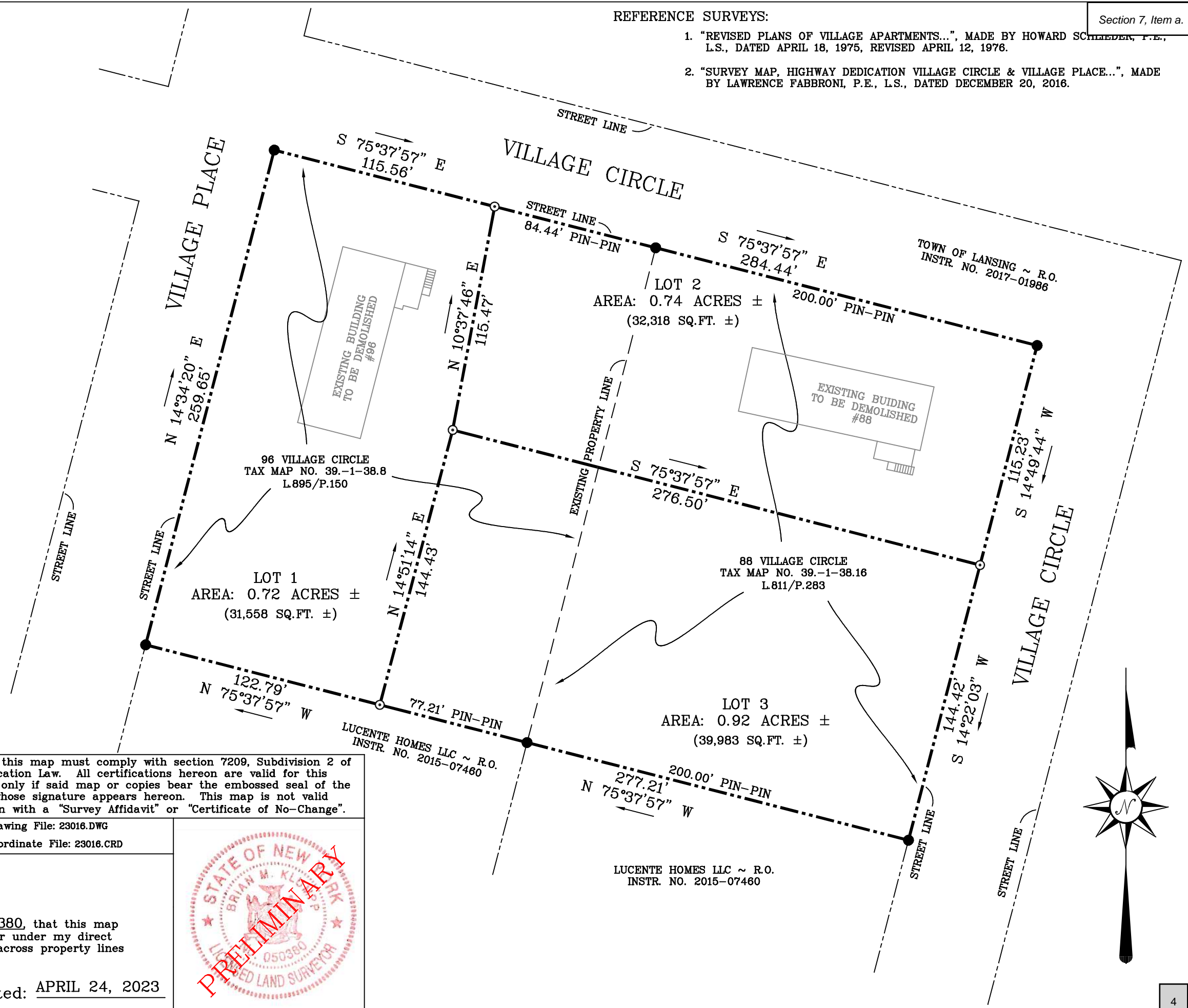
PROPOSED SUBDIVISION  
LANDS OF  
LUCENTE HOLDINGS, INC.

TOWN OF LANSING  
COUNTY OF TOMPKINS  
STATE OF NEW YORK  
TAX MAP NOS. 39.-1-38.8  
AND 39.-1-38.16  
REFERENCE DEEDS: L.895/P.150  
AND L.811/P.283

REFERENCE SURVEYS:

1. "REVISED PLANS OF VILLAGE APARTMENTS...", MADE BY HOWARD SCHNEIDER, P.E., L.S., DATED APRIL 18, 1975, REVISED APRIL 12, 1976.
2. "SURVEY MAP, HIGHWAY DEDICATION VILLAGE CIRCLE & VILLAGE PLACE...", MADE BY LAWRENCE FABBRONI, P.E., L.S., DATED DECEMBER 20, 2016.

Section 7, Item a.



LEGEND:

- EXISTING PIN
- ⊙ SET 5/8" REBAR AND SURVEY CAP
- R.O. REPUTED OWNER



GRAPHIC SCALE

OWASCO LAND SURVEYING  
52 HART DRIVE  
FREEVILLE, NEW YORK 13068  
PHONE: (607) 898-5051  
email: owascos@outlook.com

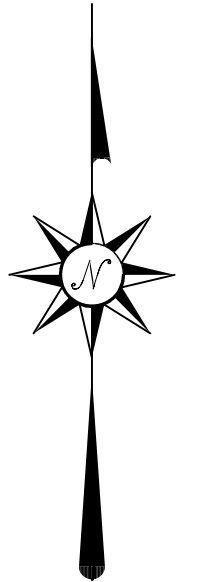
NOTE: Any revisions to this map must comply with section 7209, Subdivision 2 of the New York State Education Law. All certifications hereon are valid for this map and copies thereof only if said map or copies bear the embossed seal of the licensed land surveyor whose signature appears hereon. This map is not valid when used in conjunction with a "Survey Affidavit" or "Certificate of No-Change".

Drawn By: BMK	Scale: 1"=50'	Job No.: 23-016	Drawing File: 23016.DWG
			Coordinate File: 23016.CRD

I hereby certify to LUCENTE HOLDINGS, INC.

that I am a licensed land surveyor, New York State License No. 050380, that this map correctly delineates an actual survey on the ground made by me or under my direct supervision, and that I found no visible encroachments either way across property lines except as shown hereon.

Signed: Brian M. Klump Dated: APRIL 24, 2023  
"Copyright 2023: All Rights Reserved, Owasco Land Surveying"





Town Of Lansing Planning Board
Application for Review and Approval of Subdivision

Check One: \_\_\_ Subdivision Plat Fee Paid \$ \_\_\_ Date 4/26/2023
\_\_\_ Boundary Change Receipt No. \_\_\_

1. Name or Identifying Title Village Solars Phase VII&C
2. Tax Parcel No. 39.1-38.8, 38.-1-38.16 Zoning District VCVS PDA

3. Subdivider: (if owner, so state:
if agent or other type of relationship, state details on separate sheet)

Name & Title Rocco Lucente, Owner & Senior VP, Village Solars LLC
Signature [Signature] Date 4/26/2023
Address 381 Hagadorn Hill Road Spencer, NY 14883
Phone \_\_\_ Fax \_\_\_ E-Mail \_\_\_
Other Contact information 607-229-4822, 607-256-5821, lucenterocco@yahoo.com

4. Licensed Land Surveyor:
Name: Brian Klumpp
Address 52 Hart Drive Freeville, NY 13068
Phone \_\_\_ Fax \_\_\_ E-Mail \_\_\_
Other Contact information 607-898-5051, owascols@outlook.com

5. Engineer:
Name: Timothy Buhl
Address 35 Fire Lane 24 Auburn, NY 13021
Phone \_\_\_ Fax \_\_\_ E-Mail \_\_\_
Other Contact information 607-423-1919, tcbuhl@verizon.net

6. Easements or other restrictions on property: (Describe generally)
Cross easements granting access to common features (trails, community center) throughout PDA

7. Names of abutting owners and owners directly across adjoining streets, including those
in other towns ( Available at Tompkins County Assessor's Office. Attach
additional sheets if necessary)
Village Solars LLC, 102-116 Village Circle, Ithaca NY 14850
Rocco P Lucente Estate, 37 Village Place, Ithaca NY 14850
Village Solars LLC, 99 Village Circle, Ithaca NY 14850
Village Solars LLC, 36 Village Place, Ithaca NY 14850

8. Requested exceptions: The Planning Board is hereby requested to authorize the
following exceptions to or waivers of its regulations governing Subdivisions
(attach list of exceptions with the reason for each exception set forth):
None

\* Note: Application, Fee and required documents must be received in
the Planning Office 21 days prior to the scheduled Planning Board Meeting.

### Subdivision Application Procedure

#### Subdivision Plat Requirements.

Materials for Subdivision Review shall be submitted to the Planning Department at least twenty-one (21) days in advance of the Planning Board meeting and shall include;

1. \_\_\_\_\_ Subdivision Application (Received); \_\_\_\_\_ Complete
2. \_\_\_\_\_ Subdivision Plat of the proposed Subdivision (Details below)
3. \_\_\_\_\_ SEQR For: Completed and signed Short Environmental Assessment Form, Part 1 (SEAF), or Long Environmental Assessment For, Part I (LEAF). (Consult with Planning Department as to which to submit)
4. \_\_\_\_\_ Agricultural Data Statement if site is in an Agricultural District
5. \_\_\_\_\_ Payment of Application Fee
6. \_\_\_\_\_ Applicant should be provided with "information regarding Lansing Pathway Planning".

The Application and Subdivision Plat shall contain the following information:

- a. \_\_\_\_\_ Name and address of the landowner of record and the applicant, if not the same. Scale of the drawing(s), north arrow, and date.
- b. \_\_\_\_\_ An identification map showing the location and orientation of the proposed development relative to the local road system and pathway plan (See information regarding Lansing Pathway Planning). A tax map or USGS map may be adequate for this purpose.
- c. \_\_\_\_\_ Location of the site in relation to abutting properties and roads. Show existing property lines, right of-way, easements and the names of current owners of adjacent property and property on the opposite side of the road serving the site.
- d. \_\_\_\_\_ Gross acreage of the parcel to be subdivided.
- e. \_\_\_\_\_ Existing and proposed buildings, structures and land uses on the site and on adjacent properties.
- f. \_\_\_\_\_ The location of any floodplain, NYSDEC mapped state wetlands and/or federal mapped wetlands designated by the National Flood Insurance Program.
- g. \_\_\_\_\_ The location of any areas either recognized or designated by the Town of Lansing Planning Board as Unique Natural Areas as may be set forth in the Tompkins County Inventory of Unique Natural Areas. In addition, provide location of any CEAs and New York State Historic Preservation Office (SHPO) mapped historic archeological, and cultural resources located at or near the site.
- h. \_\_\_\_\_ Indication of existing and proposed topography and drainage systems for the site.
- i. \_\_\_\_\_ Proposed storm water drainage from the site. Applicant shall delineate the area of proposed soil disturbance, including landscaping and proposed lawn. A stormwater management plan, consistent with the Town's local stormwater and erosion control local law and NYSDEC SPEDES permit requisites is required. A full SWPPP is currently required for a 2 acre or more soil disturbance pursuant to the Town's Local Stormwater and Erosion Control Local Law Number 6 of 2009. Soil disturbance includes landscaping and lawn placement.



# AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: Rocco Lucente  
Mailing address: 381 Hagadorn Hill Road, Spencer NY 14883

B. Description of the proposed project: We seek to subdivide the parcels at 88 & 96 Village Circle for the purpose of tearing down two buildings and replacing it with three buildings, each on their own parcel.

C. Project site address: 88 & 96 Village Circle Town: Lansing

D. Project site tax map number: 39.-1-38.8, 39.-1-38.16

E. The project is located on property:  
 within an Agricultural District containing a farm operation, or  
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: 2.34

G. Is any portion of the project site currently being farmed?  
 Yes. If yes, how many acres \_\_\_\_\_ or square feet \_\_\_\_\_ ?  
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

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**FARM NOTE**

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

Rocco Lucente  
Name and Title of Person Completing Form

4/26/2023  
Date

# Short Environmental Assessment Form

## Part 1 - Project Information

**Instructions for Completing** - Go to [www.DEC.NY.Gov/caf\\_mapper/](http://www.DEC.NY.Gov/caf_mapper/) Fill out from there.

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| <b>Part 1 - Project and Sponsor Information</b><br>Rocco Lucente, Owner & Senior VP, Village Solars LLC                                                                                                                                                                                                                                                                                                          |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------------------------|--------------------------|
| Name of Action or Project:<br>88/96 Village Circle Subdivision                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| Project Location (describe, and attach a location map):<br>88+96 Village Circle Ithaca, NY 14850                                                                                                                                                                                                                                                                                                                 |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| Brief Description of Proposed Action:                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| Name of Applicant or Sponsor:<br>Rocco Lucente                                                                                                                                                                                                                                                                                                                                                                   |                          | Telephone:<br>607-223-4822                                                   |                                                                                                                                                     |    |     |                                     |                          |
| Address:<br>381 Hagadorn Hill Rd                                                                                                                                                                                                                                                                                                                                                                                 |                          | E-Mail: <a href="mailto:lucente.rocco@yahoo.com">lucente.rocco@yahoo.com</a> |                                                                                                                                                     |    |     |                                     |                          |
| City/PO:<br>Spencer                                                                                                                                                                                                                                                                                                                                                                                              |                          | State:<br>NY                                                                 | Zip Code:<br>14883                                                                                                                                  |    |     |                                     |                          |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.                                                             |                          |                                                                              | <table border="1"> <tr><th>NO</th><th>YES</th></tr> <tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> | NO | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| NO                                                                                                                                                                                                                                                                                                                                                                                                               | YES                      |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:                                                                                                                                                                                                                                                     |                          |                                                                              | <table border="1"> <tr><th>NO</th><th>YES</th></tr> <tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> | NO | YES | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| NO                                                                                                                                                                                                                                                                                                                                                                                                               | YES                      |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| 3.a. Total acreage of the site of the proposed action?                                                                                                                                                                                                                                                                                                                                                           |                          | 2.34 acres                                                                   |                                                                                                                                                     |    |     |                                     |                          |
| b. Total acreage to be physically disturbed?                                                                                                                                                                                                                                                                                                                                                                     |                          | 2.34 acres                                                                   |                                                                                                                                                     |    |     |                                     |                          |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?                                                                                                                                                                                                                                                                                           |                          | 2.34 acres                                                                   |                                                                                                                                                     |    |     |                                     |                          |
| 4. Check all land uses that occur on, adjoining and near the proposed action.                                                                                                                                                                                                                                                                                                                                    |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)<br><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____<br><input type="checkbox"/> Parkland |                          |                                                                              |                                                                                                                                                     |    |     |                                     |                          |



|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                                     |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations?                                                                                                                                                                                                                                                                                                                                    | NO                                  | YES                                 | N/A                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Consistent with the adopted comprehensive plan?                                                                                                                                                                                                                                                                                                                                                                | NO                                  | YES                                 | N/A                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?                                                                                                                                                                                                                                                                                                   | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____                                                                                                                                                                                                                                                                       | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?                                                                                                                                                                                                                                                                                                                  | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Are public transportation service(s) available at or near the site of the proposed action?                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies: _____                                                                                                                                                                                                                               | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____                                                                                                                                                                                                                                                                     | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____                                                                                                                                                                                                                                                                        | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?                                                                                                                                                                                                                                                                                              | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Is the proposed action located in an archeological sensitive area?                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?                                                                                                                                                                                                                          | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban |                                     |                                     |                          |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?                                                                                                                                                                                                                                            | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 16. Is the project site located in the 100 year flood plain?                                                                                                                                                                                                                                                                                                                                                      | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                             | NO                                  | YES                                 |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: _____                                                                                                                                                                                                                                                                        | <input type="checkbox"/> NO         | <input type="checkbox"/> YES        |                          |

|                                                                                                                                                                                                                              |                                     |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____<br>_____ | NO                                  | YES                      |
|                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____<br>_____                                               | NO                                  | YES                      |
|                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____<br>_____                                             | NO                                  | YES                      |
|                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor name: Rocco Vucenite  
Signature: Rocco Vucenite

Date: 4/26/23



RESOLUTION 15-40

RESOLUTION ISSUING PRELIMINARY APPROVALS FOR WATER METERING GUIDELINES FOR CAYUGA FARMS PROJECT AND VILLAGE CIRCLE-VILLAGE SOLARS PDA PROJECTS

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

WHEREAS, upon a review of water metering issues and infrastructure siting pertaining to the above projects, and after consultation with Bolton Point, the Water and Sewer Advisory Board ("WSAB"), and delineating the needs and distinctions for various projects; and

WHEREAS, some general guidelines for metering were thus developed with input from the Town Engineer and WSAB, including factors such as: (i) whether the Town owns the roadways; (ii) whether the Town owns the water lines and related infrastructure; (iii) whether the Town owns the underlying lands upon which the same are situate or merely has rights of access or an easement; (iv) whether the project is new or is an infill project; (v) whether the project is to be built in phases; (vi) the needs of the development and the residents, businesses, and users thereof, including for fire suppression and firefighting purposes; and (vii) any other relevant factors; and

WHEREAS, and after due deliberation upon these matters and in respect of the upcoming construction of water facilities for the above mentioned projects, the Town Board of the Town of Lansing has hereby

RESOLVED as follows:

1. The Cayuga Farms project shall have two master meters located off Triphammer Road, to be paid for and owned by the Developer or otherwise approved and managed or owned as required by Bolton Point, with each building or user(s) to be sub-metered in such manner as the Developer shall desire.
2. The VCVS PDA sites for the Village Circle infill buildings shall have separate metering for each building, and the Town Board reserves the right to review metering issues for the Village Solars projects as the same become phased into construction. The Developer shall ensure reasonable ground floor access to meter sites and will, if and as required, install remote metering and other related infrastructure for each meter as required by the PDA approval and the Rules of the Town and of Bolton Point.

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 Ruth Hopkins  
Supervisor Kathy Miller

U Councilperson Edward LaVigne

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 18, 2015.

**RESOLUTION DECLARING INTENT TO ESTABLISH LEAD AGENCY PURSUANT TO STATE ENVIRONMENTAL QUALITY REVIEW 6 NYCRR § 617 FOR THE VILLAGE SOLAR MAJOR SUBDIVISION AND SCHEDULING PUBLIC HEARING**

**RESOLUTION 23-**

**RESOLUTION DECLARING INTENT TO ESTABLISH LEAD AGENCY PURSUANT TO STATE ENVIRONMENTAL QUALITY REVIEW 6 NYCRR § 617 FOR THE VILLAGE SOLAR MAJOR SUBDIVISION AND SCHEDULING PUBLIC HEARING**

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

**WHEREAS**, an application was made by Rocco Lucente, for Village Solar, Owner, for subdivision approval. The applicant proposes to reconfigure tax Parcel Numbers 39.-1-38.8 & 38.-1-38.16 (lots 88 and 96) into three lots. Lot 1 is .72 acres; Lot 2 is .74 acres; Lot 3 is .92 acres. The property is in the Village Circle – Village Solar PDA #1.; and

**WHEREAS**, 6 NYCRR § 617 of the State Environmental Quality Review Act ("SEQRA") requires that a Lead Agency be established for conducting environmental review of projects in accordance with local and state environmental law and the Lead Agency shall be that local agency which has primary responsibility for approving and funding or carrying out the action; and

**WHEREAS**, The Town Board of the Town of Lansing is believed best suited to review the impacts of this proposed Subdivision as (i) the Town Board is the only body with jurisdiction to review the Subdivision and issue the final Subdivision approval, (ii) the Town Board is best situated to understand and evaluate the potential unique impacts of such upon the developmental patterns, topography, and unique natural and non-natural features of the Town of Lansing, including known streams, wetlands, UNAs, agricultural resources of value, and archeosensitive sites within or near the proposed subdivision area, (iii) the Town Board has the broadest governmental powers for investigating the potential or actual impacts of the Subdivision and implementing conditions or mitigating controls, and accordingly (iv) the Town Board has the greatest capacity for providing the most thorough environmental assessment of the proposed Subdivision; and

**WHEREAS**, this proposed action is a Type I Action, per 6 NYCRR 617.4 (b)(6)(i) and 617.4 (b)(9) for the purposes of conducting a coordinated environmental review pursuant to the State Environmental Quality Review Act ("SEQRA");

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the Town of Lansing Town Board does hereby declare itself Lead Agency for the coordinated environmental review for the action of subdivision; and it is further

**RESOLVED**, that a Public Hearing will be held on the 19th day of July, 2023, at 6:32 pm, to consider public input and comments upon such subdivision, and to hear all persons, at 29 Auburn Road, Lansing, NY, interested in the subject thereof, and to take such action thereon as is required or permitted by law; and it is further

**RESOLVED**, that the Town Clerk of the Town of Lansing, Tompkins County, New York, is hereby authorized and directed to cause a Notice of Public Hearing to be published in the official newspaper of the Town of Lansing, and also to post a copy thereof on the Town signboard maintained by the Town Clerk, in accord with the law.

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

Councilperson Andra Benson –  
Councilperson Bronwyn Losey –  
Supervisor Edward LaVigne –

Councilperson Ruth Groff –  
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on June 21, 2023.



LANSING COMMUNITY LIBRARY UPDATE TO THE LANSING TOWN BOARD  
June, 2023

Submitted by Christine Eisenhut

1. The Summer Reading program is in full swing! The theme is “All Together Now”. There are many events planned throughout June, July and August. Please check the website or the library for a full calendar.
2. Thank you to the community for their support of the chicken BBQ.
3. The Library has recently purchased equipment to successfully host hybrid meetings/programs. This was made possible through a grant from Tompkins County.
4. During the summer, the library will be displaying all of the entries submitted by children for the Summer Reading Logo Contest.
5. The library now has a mobile wireless hotspot available for check out.
6. Storytime is on Thursdays at 10:30 am with Ms. Shelley.
7. Instructor John Burger hosts T'ai Chi classes at the Community Center on Fridays from 10:30-11:30 am.
8. Learn to play American Mah Jongg every Tuesday at 10:15 am.
9. Play American Mah Jongg every Wednesday from 1:00-3:00 pm.
10. The library continues to provide free delivery to Woodsedge.
11. 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.
12. The library continues to distribute free self-test COVID-19 kits, antibacterial wipes and N95 masks to Lansing households.
13. The LCL’s Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.

**Lansing Youth Services**  
**Town Board Report**  
**June 2023**

**Outdoor Adventure:** Youth in Outdoor Adventure have been spending a lot of time at Salmon Creek working on lots of skills. Shelter construction is still a favorite for many youth and some have shown a great interest in fire making. One student has compiled his own fire making kit and brings it every week to add additional fire making materials as he encounters them. The group has seen evidence of a raccoon and its kit, a mink, sucker fish, crayfish, and osprey. Friction fires using a cotton ball and two pieces of wood will be the next challenge, the Rudiger Roll. 13 youth served.

**Game On!:** Game On youth have been busy playing lots of board games like Monopoly, Exploding Kittens, Chess, and Apples to Apples. One student asked to design a game to play on his computer, which turned out to be a similar game to Risk. Different players work together to form alliances and try to take over the world. Although it is on a computer, many students are able to play at the same time and the group has been having a blast. 12 youth served.

**Coal Cookin':** Coal Cooking has been using a campfire to cook their daily treats. The group made campfire apple pie, with many modifications to the cooking process, campfire chili, and the ever-popular spider dogs. The area where students cook is behind the high school, under a huge willow tree. This willow has since fallen and created another exciting environment to explore. 10 youth served.

**Fishin' Friday's:** Fishing Fridays began with dry land casting practice at targets in the field. The group then spent each afternoon on Salmon Creek practicing their fishing skills. The large suckers have not been interested in anyone's bait, but the excitement never waned. When the fishing got less exciting for one participant, they took out their gold pan and started panning for treasures. 10 youth served.

**Youth Employment:** Youth Employees are finishing the school year strong as assistants with three Lansing Youth Services programs, and the Library team has been doing an amazing job. Two assistants are still helping teachers in the high school, and several have expressed interest in working with LYS over the summer. 18 youth served.

**LYS Fishing Derby:** The Annual Lansing Youth Services Fishing Derby is here! This event is a public event that invites community members out on Cayuga Lake for a morning of fishing, fun, and prizes! This year it will take place on the morning of June 17<sup>th</sup> 7:30am-11:00am at Myers Park.

**HIGHWAY REPORT**  
**June 2023**

**Intermunicipal Work**

- Highway crew worked to overlay Asbury Road with hot mix for Tompkins County Highway Department

**Road Maintenance/Improvement**

- Roadside mowing
- Continue to prep roads for paving
- Algerine Road was cold milled and paved with hot mix
- Buck Road was cold milled and paved with hot mix between VanOstrand Road and Auburn Road
- Drake Road was resurfaced from House #233 to Ridge Road
- Shoulders were replaced on all the roads that were recently paved

**Brush Pile**

- Crews worked to assist in the mulching of the Town’s brush pile

**Tree & Brush Maintenance**

- Tree & brush maintenance along roadside to aid line of sight
- Right of way tree maintenance

**Miscellaneous**

- Highway Superintendent Mike Moseley and Deputy Highway Superintendent attended the Cornell Local Roads Program held at Ithaca College
- Hydroseeded completed jobs around Town
- Attended committee meetings
- Our head mechanic, Dan Schenck, continues to perform maintenance on our fleet of equipment



**Parks & Recreation  
June 2023  
Town Board Meeting**

**RECREATION**

- Please welcome our newest employee, Meggie Conley, in the Parks & Recreation Department.
- LBP and LSP ended on June 10 (Super Saturday), thanks to Moore's Family Farm that provided their donut trailer as a fundraiser for Lansing Hitcats.
- We have record numbers in our Day Camps this summer.
- Our Summer Programs are always expanding, we have an outstanding list of camp offerings.
- Ellie Peterson from Cornell Design connect has done some excellent planning work for us.
- The Town Hall parking lot lights have been installed, they add much needed light for safety and security.
- Please take notice of the beautiful wildflowers in the ballfield ditch, we will continue to expand on these with the Parks and Trails money from the County.
- We are still dealing with multiple issues with Milton Meadow residents. It is becoming more and more frustrating for employees here and at the library.

**PARKS**

- We have had some power issues along the marina and out to the lighthouse, after working with NYSEG we believe we now have that resolved.
- We have several repairs that are needed on the big playground at the park, we hope to have a resolution soon.
- The lighthouse peninsula will be hosting its 3rd wedding this month, it has become a beautiful backdrop for several events.
- NYS Parks & Trails Grant team met with us yesterday, information will be available to you soon.
- We have purchased materials and are partnering with the Boys Residential Center to build bridges for the Lansing Center Trail.
- All non-Lansing residents must pay \$7 to enter Myers Park. Season Passes are available at a discounted rate.
- We are receiving donated logs from Cascadilla Tree Service to replace the concrete barriers at Salt Point and make it look a little more natural.
- Myers Park hosted the 3<sup>rd</sup> Annual Lansing Rec cheerleading Car Show, it was a huge success. The turnout was much better than expected and raised lots of money.
- Myers Park also hosted an Artisan Fair on June 10<sup>th</sup> that was also very successful.

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## Planning & Code Enforcement

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John Zepko, Director, CPESC, CFM  
Reporting Period May 2023

### CORE PLANNING FUNCTIONS

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- **General Admin**
  - Conducted multiple staff meetings to discuss procedures, policy changes, and long term department strategy as well as opportunities for improvement of same.
- **Planner conducting classification and review of development applications**
- **Planning Board staff support**
- **Zoning Board of Appeals staff support**
- **Hazard Mitigation Planning**
- **Floodplain Management**
  - 31 May 2023 - A Community Assistance Visit (CAV) was conducted by a representative of the NY Department of Environmental Conservation and was attended by John Zepko, Director, and Scott Russell, Code Enforcement Officer. The purpose of the CAV was to assess the Town of Lansing's compliance with NFIP regulations. Official findings are expected by the end of June. All findings or deficiencies must be corrected to maintain compliance with NFIP requirements.
- **Stormwater Management**

### LAND USE WORK PROGRAM

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- **Code Revision Committee**

### COMMITTEE MANAGEMENT

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- **Agricultural and Farmland Protection Committee staff support**

### PLANNING BOARD

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- **22 May meeting** – the Planning Board heard the following:
  - Lansing Community Solar – Lansingville Rd – a public hearing was held for a proposed 5 MW community solar project. A second public hearing will be held on 26 June 2023.
  - Sketch plan for Minor Subdivision at 547 Ridge Rd
  - Sketch plan for Minor Subdivision at 365 Fenner Rd
  - Sketch Plan for Major Subdivision at 88 & 96 Village Circle

## ZONING BOARD OF APPEALS

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- 2 May meeting – The Zoning Board of Appeals heard one appeal for relief for side and front setback regulations of the AG zone. A public hearing was scheduled for 14 June.

## CODE ENFORCEMENT

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- **May 2023 Permit Information**
  - 20 New Building Permits issued
  - 15 Building Permits Closed
  - 13 Life Safety (fire) inspections conducted

**TOWN CLERK  
JUNE 2023**

**Cayuga Lake National Bank (CLNB)**

Debbie and Jessie attended a very nice breakfast which was specifically for CLNB municipalities.

**New York Association of Local Government Records Officers (NYALGRO) Conference – Ithaca, NY, June 5 and 6, 2023**

Debbie and Jessie attended this conference which is for local government officers responsible for records upkeep and information management. The topics covered this year included Freedom of Information Law (FOIL), Records after COVID, Historical Documents, Electronic Document Records Systems (EDRS) and Laserfiche, Round Table Discussions, Records Management Policy, Tackling Records Management Messes, and Navigating a First Amendment Audit. We always get great information from these sessions.

**New York State Association of Tax Receivers and Collectors (NYSATRC) Conference – Ithaca, NY, June 12 and 13, 2023**

Debbie and Jessie attended this conference which is for individuals holding a position in the office of Receiver or Collector of Taxes. They offered sessions on Audits by the NYS Comptroller’s Office, Legal and Legislative Update, and Records Retention. The NYS Retirement System presentation was very informative. Association of Towns (AOT) is always excellent.

Huge thanks to Ashley for taking care of the office while we were at both conferences.

**Flags**

The Town Clerk’s Office continues to monitor the flags. The Pride flag will be flown all month and the POW flag was flown on May 29<sup>th</sup> and June 14<sup>th</sup>.

**Ethics Disclosure Statements**

We received 99% of the completed Ethics Disclosure Statements back and they were given to the Board of Ethics for review.

**MOTION TO AUTHORIZE TOWN SUPERVISOR TO SIGN UPDATED CONTRACT WITH TOMPKINS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**MOTION M23 –**

**MOTION TO AUTHORIZE TOWN SUPERVISOR TO SIGN UPDATED CONTRACT WITH TOMPKINS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

Motion to authorize Town of Lansing Supervisor to sign an updated contract with Tompkins County Soil and Water Conservation District for professional services to review stormwater management plans and monitor the implementation of erosion and sediment control measures in accordance with such plans.

AGREEMENT FOR SERVICES

THIS AGREEMENT, by and between:

THE TOWN OF LANSING (hereinafter called “the Town”), a municipal corporation, with offices at Lansing, New York and

Tompkins County Soil and Water Conservation District, a municipal district, with offices at 170 Bostwick Rd, Ithaca, New York (hereinafter called “the District”).

**WITNESSETH THAT:**

**WHEREAS, the Town desires to contract with the District for the provision of professional services to review stormwater management plans for certain residential or commercial development, and monitor the implementation of erosion and sediment control measures in accordance with such plans as approved by the Town and other duties listed in Appendix A; and**

**WHEREAS, the District is willing to provide such professional services;**

**NOW THEREFORE, in consideration of the premises and of the several promises to be faithfully performed by the parties as hereinafter set forth, the parties to this agreement do hereby agree as follows:**

1. The Town agrees to retain the District for the provision of professional services rendered in connection with the review of the planning for, and monitoring the implementation of, erosion and sediment control measures on an as needed basis to be determined by the Town. The provision of services will be at the rate of fifty dollars (\$55) per hour;
2. The District, through its duly appointed employees, shall perform the services of technical support to the Code Enforcement Officer (CEO) and Director of Planning of the Town of Lansing for the review and approval of Storm Water and Erosion Control Plans and defined in Town of Lansing Local Law # 6 of 2009 STORMWATER MANAGEMENT AND EROSION CONTROL;
3. The District certifies under penalty of law that the District understands and agrees to comply with the terms and conditions of the Town of Lansing stormwater management program and agree to implement any corrective actions identified by the Town of Lansing or a representative. The District also understands that the Town of Lansing must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System (SPDES) general permit for stormwater discharges from the Municipal Separate Storm Sewer Systems (MS4s) and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. Further, the District understands that any



non-compliance by Town of Lansing will not diminish, eliminate, or lessen the District's liability.

4. In the event that the District, in the course of work, observes any activity by a project developer, or any agent of the developer, which is contrary to approved plans, or observes that the same has failed to implement any portion of a plan or structure according to schedule or sequence, it shall immediately notify the Town's Code Enforcement Officer and/or Director of Planning. Enforcement issues shall be the sole responsibility of the Town;
5. The District shall submit a voucher or invoice to the Town of Lansing for mileage of District vehicles used in the performance of the work described in this Agreement;
6. The District will indemnify and hold harmless the Town, its officers and employees, from any and all claims or causes of action arising from the District's direction, management or control (or lack thereof) of erosion and sediment control activities. In addition, the District shall indemnify and hold harmless the Town, its officers and employees, from any act and all claims or causes of action arising from acts of omission or commission by the District. Such indemnification shall include, but not be limited to, attorney's fees necessarily incurred in defending against any action for which the District has agreed to provide indemnification;
7. The Town will indemnify and hold harmless the District, its officers and employees, from any and all claims or causes of action arising from the Town's direction, management or control (or lack thereof) of erosion and sediment control activities. In addition, the Town shall indemnify and hold harmless the District, its officers and employees, from any act and all claims or causes of action arising from acts of omission or commission by the Town. Such indemnification shall include, but not be limited to, attorney's fees necessarily incurred in defending against any action for which the Town has agreed to provide indemnification;
8. The District will be unable to provide services to the Town for construction sites that the District has already visited on behalf of the New York State Department of Environmental Conservation for a compliance inspection;
9. This Agreement shall commence effective January 1, 2023 and shall terminate on December 31, 2023.
10. Either party may terminate this Agreement within 30 days if prior written notice is sent by Registered Mail to the addresses above. Upon termination, any unpaid balance due hereunder will be paid within 30 days; and any overpayment will be refunded within 30 days.

**TOMPKINS COUNTY SOILS & WATER  
CONSERVATION DISTRICT**

by   
**JONATHAN NEGLEY**, District Manager

Date: 2/22/2023

**TOWN OF LANSING**

by \_\_\_\_\_  
**ED LaVigne**, Supervisor

Date \_\_\_\_\_

## APPENDIX A

### **General Duties of Storm Water Management Technical Advisor to Code Enforcement Officer/Director of Planning:**

The Storm Water Management Technical Advisor (herein SWMTA) to the Code Enforcement Officer/Environmental Planner (herein CEO/EP), for the Town of Lansing shall provide technical advice to the CEO/EP for the enforcement of Town of Lansing Local Law # 6 of 2009 STORMWATER MANAGEMENT AND EROSION CONTROL (herein called the Law).

The responsibilities of the SWMTA are to provide technical support to the CEO/DoP in the review of applications and plans submitted for STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL for completeness and compliance with the Law as summarized below:

The Law defines the following land development activities that require a Stormwater Pollution Prevention Plan with the specifications listed in Article II Section 225-8 B.:

If the disturbance is between one acre and five acres, the applicant must provide background information and erosion and sediment control measures to be used as a result of the land disturbance.

Land development activities that meet any of the conditions below shall include a SWPPP and water quantity and water quality controls (post-construction stormwater runoff controls)

Condition A - Land development activities discharging a pollutant of concern to either an impaired water or to a total maximum daily load (TMDL) designated watershed for which pollutants in stormwater runoff have been identified as a source causing the condition of the impaired waters.

Condition B - Stormwater runoff, erosion, or sedimentation occurring from land development activities disturbing five or more acres.

Condition C - Land development activities disturbing between one and five acres of land, exclusive of the construction of single-family residences that result in the disturbance of less than two acres.

**ADMINISTRATIVE DUTIES**

- Provide assistance for the review of Erosion and Sediment Control Plans and Stormwater Pollution Prevention Plans for compliance to Best Management Practices as set forth in the NYS Stormwater Design Manual;
- Advise the CEO/DoP that an engineering review for the plan may be in order when structural practices are proposed;
- Assist CEO/DoP in preparing compliance reports as required by the Town of Lansing and DEC;

**INSPECTION DUTIES**

- When asked by the CEO/DoP to make an inspection, relay technical information and direction to owners, applicants, contractors, and municipal officials in a manner understandable to each through tailoring the communication to the audience.

**RESOLUTION SCHEDULING PUBLIC HEARING FOR PROPOSED LOCAL LAW NO. \_\_\_ OF 2023 – OVERRIDE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW § 3-C**

**RESOLUTION 23-**

**RESOLUTION SCHEDULING PUBLIC HEARING FOR PROPOSED LOCAL LAW NO. \_\_\_ OF 2023 A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW § 3-C**

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

WHEREAS, the Town Board of the Town of Lansing is hereby authorized to adopt a budget for the fiscal year 2024; and

WHEREAS, said proposed Local Law proposes: (1) to override the limit on the amount of real property taxes that may be levied by the Town of Lansing, County of Tompkins pursuant to General Municipal Law § 3-C (2) pursuant to Town Law Article 12-C, governed by the Town Board for the fiscal year beginning January 1, 2024 and ending December 31, 2024 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-C; and

WHEREAS, this proposed Local Law if adopted pursuant to subdivision 5 of General Municipal Law § 3-C which expressly authorizes the Town Board to override the Tax Levy Limit by the adoption of a Local Law approved by a vote of at least sixty percent (60%) of the Town Board; and

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

RESOLVED, that a Public Hearing will be held on the 19th day of July, 2023, at 6:31 pm, to consider public input and comments upon such proposed Local Law, and to hear all persons, at 29 Auburn Road, Lansing, NY, interested in the subject thereof, and to take such action thereon as is required or permitted by law; and it is further

RESOLVED, that the Town Clerk of the Town of Lansing, Tompkins County, New York, is hereby authorized and directed to cause a Notice of Public Hearing to be published in the official newspaper of the Town of Lansing, and also to post a copy thereof on the Town signboard maintained by the Town Clerk, in accord with the law.

**TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK  
LOCAL LAW NUMBER \_\_\_\_ OF 2023**

**TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN  
GENERAL MUNICIPAL LAW §3-C**

Be it enacted by the Town of Lansing as follows:

**SECTION 1: LEGISLATIVE INTENT:** This Local Law shall be known as “Local Law, Number \_\_\_\_ of 2023”. It is the intent of Local Law Number \_\_\_\_ of 2023 to override the limit on the amount of real property taxes that may be levied by the Town of Lansing, County of Tompkins pursuant to General Municipal Law §3-C, and to allow the Town of Lansing, County of Tompkins to adopt a Town budget for (a) Town purposes, and (b) any other special or improvement district, and Town improvements provided pursuant to Town Law Article 12-C, governed by the Town Board for the fiscal year beginning January 1, 2024 and ending December 31, 2024 that requires a real property tax levy in excess of the “Tax Levy Limit” as defined by General Municipal Law §3-C.

**SECTION 2: AUTHORITY:** This Local Law is adopted pursuant to subdivision 5 of General Municipal Law §3-C, which expressly authorizes the Town Board to override the Tax Levy Limit by the adoption of a Local Law approved by vote of at least sixty (60%) of the Town Board.

**SECTION 3: TAX LEVY LIMIT OVERRIDE:** The Town Board of the Town of Lansing, County of Tompkins is hereby authorized to adopt a budget for the fiscal year 2023 that requires a real property tax levy in excess of the limit specified in General Municipal Law §3-C.

**SECTION 4: SEVERABILITY:** If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of the Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**SECTION 5: EFFECTIVE DATE:** This Local Law shall take effect immediately upon filing with the Secretary of State.

**RESOLUTION APPROVING THE AMENDMENT OF RESOLUTIONS #23-90 AND #23-22 UPDATING HOURS FOR THE SECRETARY TO THE HIGHWAY SUPERINTENDENT**

**RESOLUTION 23-**

**RESOLUTION APPROVING THE AMENDMENT OF RESOLUTIONS #23-90 AND #23-22 UPDATING HOURS FOR THE SECRETARY TO THE HIGHWAY SUPERINTENDENT**

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

WHEREAS, the Town of Lansing adopted Resolution #23-90 (May 17, 2023) to appoint Jenna Hoellerer as the Town of Lansing Secretary to the Highway Superintendent at 36.5 hours a week; and

WHEREAS, the Highway Superintendent now wishes to adjust the hours from 36.5 hours a week to 40 hours a week; and

WHEREAS, Organization Resolution #23-22 (January 18, 2023) was amended in Resolution #23-90 from 40 hours a week to 36.5 hours a week, and now needs to be restored to 40 hours a week; and

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

RESOLVED, Resolution #23-90 and #23-22 be and hereby are amended to state 40 hours a week, and such prior resolutions be and hereby are so amended by this Resolution.



**RESOLUTION ADOPTING AMENDED TOWN OF LANSING SEXUAL HARASSMENT PREVENTION POLICY**

**RESOLUTION 23-**

**RESOLUTION ADOPTING AMENDED TOWN OF LANSING SEXUAL HARASSMENT PREVENTION POLICY**

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

WHEREAS, New York State has mandated an updated Sexual Harassment Prevention Policy, which among other things, includes gender discrimination and by-stander intervention, and an amended policy was presented at this meeting, and upon a review and deliberation thereupon, the Town Board of the Town of Lansing has duly

RESOLVED, that said policy, as updated, supersedes and replaces the prior policy effective immediately.

**Town of Lansing**  
**Sexual Harassment Prevention Policy**  
**June 21, 2023**

The Town of Lansing (the “Town”) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Town recognizes that discrimination can be related to or affected by other identities beyond gender.

Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, predisposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual’s race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same.

The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual’s intersecting identities, and provide the tools to take action when it occurs. The Town has and hereby reaffirms and adopts a zero-tolerance policy for any form of discrimination or sexual harassment, and all employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This Policy is one component of the Town’s commitment to a discrimination-free work environment and augments and does not replace or supersede existing policies. Whenever any Town policy is construed under applicable state or federal law, this policy shall be read in harmony therewith, including (but not limited to) New York State Labor Law § 201-g.

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Town. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

**Sexual Harassment Prevention Policy**

1. Town Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, all seasonal and temporary employees, all elected or appointed officials, and volunteers, contractors, subcontractors, all Non-Employees (as defined below) and others conducting business with the Town (hereafter individually and collectively an “Employee or Contractor”). For purposes of this Policy, a “Non-Employee” is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services to the Town or in the Town’s workplace, and protected Non-Employees include persons commonly referred to as independent contractors, temporary assigned

workers, and temporary workers, and also includes persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with the employer.

2. Sexual harassment is unacceptable and will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint.

No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. The Town has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment or discrimination. Any Employee or Contractor who retaliates against anyone involved in a sexual harassment or discrimination investigation will be subjected to disciplinary action, up to and including termination. Any Employee or Contractor, and any other person present or working in the workplace who believes they have been subject to such retaliation should inform the Town Supervisor or Town Clerk, or any Departmental manager or supervisor of the same. Any Employee or Contractor, and any other person, who believes they have been a target of such retaliation may also seek relief from government agencies as explained below in the section on Legal Protections.

4. Discrimination of any kind, including sexual harassment is offensive, is a violation of Town policies, is unlawful, and subjects the Town to liability for the harm experienced by targets of discrimination and/or sexual harassment. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees of every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. The Town will conduct a prompt and thorough investigation that is fair and ensures due process for all parties whenever the Town receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Town will take all precautions to keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever discrimination or sexual harassment is found to have occurred. In addition to any required discipline, the Town will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigations of discrimination or sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. The Town will provide all employees access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make

a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of to the Town Supervisor.

7. This policy applies to all employees and covered individuals, all Non-Employees, and all such persons must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations.

### What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment or unwelcomed conduct on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Town policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts.

Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual) or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment, *even if* the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment. Such decision can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or which interfere with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or the offer, provision of, denial, or tying of any other terms, conditions, or privileges of employment to improper conduct or behaviors violative of this policy, including encouraging the non-reporting of incidents. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

### Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body; or
  - Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, questions or comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.

- Sex stereotyping, which occurs when someone’s conduct or personality traits are judged based on other people’s ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding an employee’s gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are or may be perceived as sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
  - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one’s home during a virtual meeting.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity, gender expression, or transgender status, such as
  - Interfering with, destroying, or damaging a person’s workstation, tools, or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling;
  - Intentional misuse of an individual’s preferred pronouns; or
  - Creating different expectations for individuals based on their perceived identities:
    - Dress codes that place more emphasis on women’s attire;
    - Leaving parents/caregivers out of meetings.

**Who Can be a Target of Sexual Harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees, Non-Employees, the general public and all covered individuals described earlier in this policy, against sexual harassment. **Harassers can be anyone in the workplace.** A superior, a subordinate, a coworker, or anyone else in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual’s gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual’s immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone’s behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might

impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

### **Where Can Sexual Harassment Occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees and covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or supervisor that punished an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing an employee over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or

- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### Reporting Sexual Harassment

**It is everyone’s responsibility to work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination.** The Town cannot prevent or remedy sexual harassment unless it knows about it. All Employees or Contractors, all Non-Employees, and anyone else who has been subjected to, or witnesses, behavior that may constitute harassment or discriminatory behavior is encouraged to report such behavior to the Town Supervisor, Town Clerk, or other departmental manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Town Supervisor, Town Clerk, or other departmental manager. All departmental managers and public officers who are advised about any complaint or improper conduct violating this policy shall promptly report all information and deliver all documents to the Town Supervisor.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all persons are encouraged to use this complaint form, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and should note that it is on another employee’s behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Any person who believes they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

### Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior or for any reason suspect that sexual harassment or discrimination is occurring, **are required** to report such suspected sexual harassment to the Town Supervisor. In addition to being subject to discipline if they engaged in sexually harassing or discriminatory conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or discrimination or knowingly allowing such behavior to continue. Supervisors and managers should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.



## **Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

## **Complaints and Investigations of Sexual Harassment**

*All* complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including victims, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The Town recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating. Employees who participate in any investigation will not be retaliated against.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, The Town Supervisor:

1. Will conduct (or cause) a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communication with the individual(s) who reported the harassment), as appropriate. If the complaint is verbal, the complainant will be encouraged to complete the "Complaint Form" in writing. If he or she prefers not to fill out the form, the Town Supervisor will

prepare (or cause to be prepared) a Complaint Form or equivalent documentation based on the verbal reporting;

2. Will take (or cause the) steps to obtain and preserve documents, emails or phone records that may be relevant to the investigation. The Town Supervisor will consider and implement (or cause to be implemented) appropriate document request, review and preservation measures for all relevant documents, including all electronic communications.
3. Will seek to (or cause an) interview of all parties involved, including any relevant witnesses;
4. Will create (or cause to be created) a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - b. A list of names of those interviewed, along with a detailed summary of their statements;
  - c. A timeline of events;
  - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
  - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep (or ensure) that all written documentation and associated documents are kept in a secure and confidential location;
6. Will promptly notify (or cause to be notified) the individual(s) who reported the harassment and the individual(s) about who the complaint was made that the investigation has been completed and implement (or cause to be implemented) any corrective actions identified in the written document; and
7. Will inform (or cause to be informed) the individual(s) who reported of their right to file a complaint or charge externally as outlined in the next section.

### Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at the Town, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney. (Some general rules apply to complaint filings, and some general guidance as to such timelines and requirements is provided. Such information is subject to exceptions and amendments, and the provision of this information is not legal advice. All persons should consult with a qualified advisor or attorney for updated and accurate analysis or advice in respect of these rules and timelines):

- **New York State Division of Human Rights (DHR):** The New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual did not file at DHR, they can bring a lawsuit directly in state

court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to the Town does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

- **United States Equal Employment Opportunity Commission (EEOC):** The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e *et seq.*). An individual can file a complaint with the EEOC anytime **within 300 days** from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

- **Local Protections:** Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

**In Tompkins County**, complaints may also be filed at the Tompkins County Office of Human Rights, at 120 West Martin Luther King, Jr./State Street, Ithaca, New York 14850, (607) 277-4080, (607) 277-4106 (fax).

- **Contact the Local Police Department:** If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact the local police department, Sherriff's Office, or the State Police.

The policy outlined above is aimed at providing employees and covered individuals at the Town of Lansing an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

In all cases, complainants and those subjected to sexual harassment or discrimination should consult with qualified advisors and legal counsel of their choice. Additionally, compliance with this policy does not prevent any person from being subjected to civil or criminal legal action or responsibility. Finally, the adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment or discrimination. Each claim of sexual harassment or discrimination will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment and anti-discrimination policy and procedure.

**MOTION TO AUTHORIZE TOWN SUPERVISOR TO WRITE AND SEND LETTER  
SUPPORTING BILL NUMBERS S.6410 / A.52A TO THE STATE LEGISLATURE –  
PROVIDING FLEXIBLE OPTIONS FOR WORKERS’ COMPENSATION COVERAGE**

**MOTION M23 –**

**MOTION TO AUTHORIZE TOWN SUPERVISOR TO WRITE AND SEND LETTER  
SUPPORTING BILL NUMBERS S.6410 / A.52A TO THE STATE LEGISLATURE –  
PROVIDING FLEXIBLE OPTIONS FOR WORKERS’ COMPENSATION COVERAGE**

Councilperson \_\_\_\_\_, moved to authorize Town Supervisor to write and send letter supporting Bill Numbers S.6410 / A.52a to the State Legislature – providing flexible options for workers’ compensation coverage.

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

All in Favor –

Opposed –

Town of Lansing  
Attn: Mr. Edward LaVigne  
29 Auburn Road  
Lansing, NY 14882

April 24, 2023

**RE: URGENT Action Requested**  
**Bill Numbers: S.6410 / A.52A**

Dear Edward,

On behalf of PERMA, I am writing to ask for your assistance in support of the above two bills currently before the State Legislature. These bills once adopted will **allow PERMA to continue to offer an Alternative Contribution Program (ACP) that is designed for large public entities and municipal pools** that prefer to absorb the initial cost of a claim in return for a savings on their annual contribution. In effect, it provides members with a large deductible option that is customized to your needs.

For over twenty years, PERMA has successfully offered this program to members. However, several years ago, the New York State Workers' Compensation Board (WCB) questioned if statutory authority permits the program to exist. PERMA believes it does but in the interim we have refrained from enrolling new members in the program until special legislation is adopted into law allowing the ACP program to continue in perpetuity.

The bills referenced above need to be adopted by both houses of the legislature before the session ends and then presented to the Governor to sign into law. As you know, **the ACP program is an important alternative to conventional workers' compensation coverage. Absent this legislation, we have no guarantee that the WCB will continue to allow those currently in the program to remain.** Over the years, the program has demonstrated considerable savings to the participating jurisdictions and now with a permanent tax cap in place, this option needs to be codified.

We are calling upon you to help advocate for the passage of these bills and show your support by:

- **Contacting your State Legislators** to discuss this important workers' compensation program and **requesting that they include their names as sponsors of the bill.**
- **Ask your State Legislators to contact PERMA's lobbyist, Alex Betke from Brown, and Weinraub** (518-427-7350), so he can explain the bill's importance and answer any questions the legislator may have.

This legislative change is critical at a time when municipalities are challenged to find lower cost alternatives to their service delivery expenses. The ACP is a proven product with no downside to the municipality or employee. **PERMA wants to continue offering and expand this custom-tailored workers' compensation benefit program that is service-oriented,** focusing on the needs of New York's larger municipal jurisdictions and municipal pools.

For your convenience, please find enclosed a sample letter that can be sent to your State Legislator in support of these bills. This letter is also available to email or download by visiting [perma.org/members/takeaction](http://perma.org/members/takeaction).

Thank you for your time and consideration.

Sincerely,



Jack Wheeler  
Chair, Board of Directors

April 2023

LEGISLATOR NAME  
ADDRESS  
ADDRESS2  
CITY, STATE, ZIP

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear [LEGISLATOR NAME],

I am writing to you today concerning proposed legislation under consideration by the [State Senate and Assembly]. This legislation will have a positive impact on the [MUNICIPALITY], as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation, [A.52A: S.6410], will continue to provide the [MUNICIPALITY NAME] flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

This bill will:

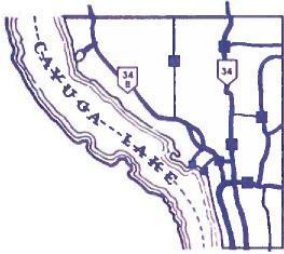
- Offer affordable coverage options for larger municipalities allowing for deductibles that can assist in managing our costs.
- Provide safer work environments as group self-insurance programs offer robust safety and risk management programs to help public employers avoid losses.
- Contain taxpayer costs through the affordable coverage option and risk management programs by reducing long-term costs.

For these reasons, we are asking that you please co-sponsor and support this bill [A.52A: S.6410]. Thank you for your time and consideration!

Sincerely,

[YOUR NAME]  
[TITLE]  
[MUNICIPALITY]

Cc: [BROKER]  
[PERMA]



# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

Assemblymember Anna R. Kelles  
LOB 833  
Albany, NY 12248  
kellesa@nyassembly.gov

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Assemblymember Kelles,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

This bill will:

- Offer affordable coverage options for larger municipalities allowing for deductibles that can assist in managing our costs.
- Provide safer work environments as group self-insurance programs offer robust safety and risk management programs to help public employers avoid losses.
- Contain taxpayer costs through the affordable coverage option and risk management programs by reducing long-term costs.

For these reasons, we are asking that you please co-sponsor and support this Bill A.52A: S.6410.

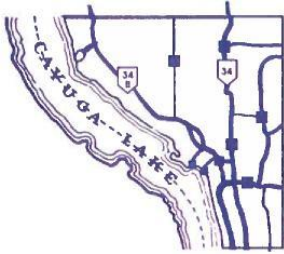
Thank you for your time and consideration!

Sincerely,

Edward J. LaVigne  
Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA





# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

Senator Lea Web  
Legislative Office Building, Room 848  
Albany, NY 12247  
leawebb@nysenate.gov

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Senator Webb,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

This bill will:

- Offer affordable coverage options for larger municipalities allowing for deductibles that can assist in managing our costs.
- Provide safer work environments as group self-insurance programs offer robust safety and risk management programs to help public employers avoid losses.
- Contain taxpayer costs through the affordable coverage option and risk management programs by reducing long-term costs.

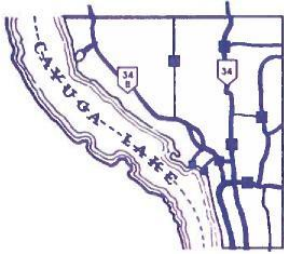
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Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA



# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

Speaker Carl E. Heastie  
LOB 932  
Albany, NY 12248  
Speaker@nyassembly.gov

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Speaker Heastie,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

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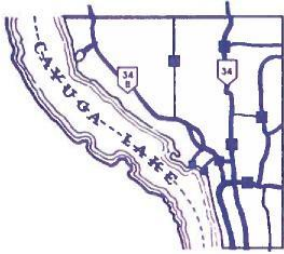
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Thank you for your time and consideration!

Sincerely,

Edward J. LaVigne  
Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA



# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

Senate Majority Leader Andrea Stewart-Cousins  
188 State Street  
Legislative Office Building, Room 907  
Albany, NY 12247  
scousins@nysenate.gov

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Majority Leader Stewart-Cousins,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

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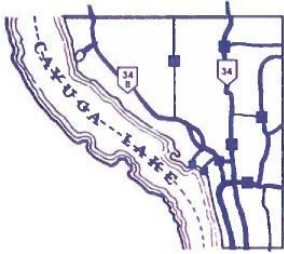
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Thank you for your time and consideration!

Sincerely,

Edward J. LaVigne  
Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA



# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

The Honorable Kathy Hochul  
Governor of New York State  
NYS State Capitol Building  
Albany, NY 12224

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Governor Hochul,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

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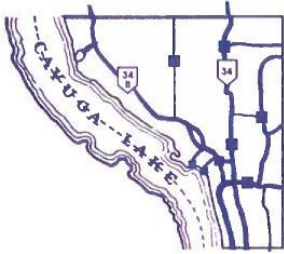
For these reasons, we are asking that you please co-sponsor and support this Bill A.52A: S.6410.

Thank you for your time and consideration!

Sincerely,

Edward J. LaVigne  
Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA



# TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

May 18, 2023

Tompkins County Legislators  
Governor Daniel D. Tompkins Building  
121 East Court Street, Ithaca, New York 14850

**RE: URGENT Action Requested**  
**Bill Numbers: A.52A: S.6410**

Dear Tompkins County Legislators,

I am writing to you today concerning proposed legislation under consideration by the New York Senate and Assembly. This legislation will have a positive impact on the Town of Lansing, as well as other municipal governments within New York State.

**I am calling upon you to support this bill and join as a co-sponsor.** The legislation A.52A: S.6410, will continue to provide the Town of Lansing flexible options for our workers' compensation coverage, to best suit our budgetary needs, including the option of group self-insurance.

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Thank you for your time and consideration!

Sincerely,

Edward J. LaVigne  
Town Supervisor  
Town of Lansing

Cc: Bailey Place Insurance  
PERMA

**RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATION AND SUPERVISOR'S REPORT**

**RESOLUTION 23-**

**RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATION AND SUPERVISOR'S REPORT**

The Supervisor submitted his monthly report for the months of March and April 2023, to all Board Members and to the Town Clerk. The Supervisor's Reports were reviewed by Councilperson Joseph Wetmore and Councilperson Ruth Groff. The bills were reviewed by Councilperson Joseph Wetmore and Councilperson Bronwyn Losey. The Supervisor's Reports be approved as submitted and the Bookkeeper is hereby authorized to pay the following bills and to make the following budget modification.

**CONSOLIDATED ABSTRACT # 006**

DATED 06/21/2023

|                           |                  |
|---------------------------|------------------|
| AUDITED VOUCHER #'s       | <u>469 – 598</u> |
| PREPAY VOUCHER #'s        | <u>469 – 476</u> |
| AUDITED T & A VOUCHER #'s | <u>33 – 34</u>   |
| PREPAY T & A VOUCHER #'s  | <u>33 – 38</u>   |

| <u>FUND</u>                                | <u>TOTAL APPROPRIATIONS</u> |
|--------------------------------------------|-----------------------------|
| GENERAL FUND (A&B)                         | \$ <u>108,406.54</u>        |
| HIGHWAY FUND (DA&DB)                       | \$ <u>302,731.93</u>        |
| ARPA (HF)                                  | \$ <u>11,100.00</u>         |
| DRAINAGE DISTRICTS (SDD2,4,5,6,7,8,SD10)   | \$ <u>555.00</u>            |
| LANSING LIGHTING (SL1, 2 &3)               | \$ <u>1,518.66</u>          |
| WARREN & CHERRY SEWER DISTRICTS (SS1, SS3) | \$ <u>21,094.20</u>         |
| LANSING WATER DISTRICTS (SW)               | \$ <u>12,112.92</u>         |

TRUST & AGENCY (TA)

\$ 56,677.03

**BUDGET MODIFICATION  
JUNE 21, 2023 MEETING**

**GENERAL FUND A  
June 21, 2023**

| <u>FROM</u> | <u>TO</u> | <u>FOR</u>                                                          | <u>AMOUNT</u> |
|-------------|-----------|---------------------------------------------------------------------|---------------|
| A7110.130   | A5010.120 | From Parks/Hwy Labor to Hwy Secretary<br>Addtl needed Hwy Secretary | \$ 19,000.00  |

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

Councilperson Andra Benson –  
Councilperson Bronwyn Losey –  
Supervisor Edward LaVigne –

Councilperson Ruth Groff –  
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on June 21, 2023.

**Ruth Groff**  
**Town Board Member Report**  
**June 2023**

- **Ithaca Tompkins County Transportation Council (“ITCTC”) Planning Committee: May 2, 10:00am**
  - This meeting was cancelled. A joint meeting with Planning and Policy Committees is scheduled for June 20.
- **Conservation Advisory Council (“CAC”): June 1, 6:30pm**
  - There was a presentation on “How the Non-Pipes Alternatives Program relates to Lansing,” by Agnes Guillo, Community Educator, Cornell Cooperative Extension. The following is taken from the CAC minutes of that meeting – “Since 2015, there has been a moratorium on new natural gas service in the Lansing area due to a failure to secure approval of a new natural gas pipeline to the area. The NPA program was initiated to try and reduce demand for natural gas in the target area. A major part of the initiative is the potential for enhanced rebates on the installation of “heat pump” technology for homeowners now on natural gas service. Free home energy audits are available through Earth Sensitive Solutions to assess the feasibility of switching to geothermal or atmospheric heat pumps. The town is divided into three zones with different rebate options. The key factor is the energy audit as each home presents different challenges to utilize the rebate program. Questions on the program should be directed to Cornell Cooperative Extension Tompkins County (CCETC).”
  - The Open Space Index (“OSI”) rankings have been divided into three categories – low, medium, and high. Bergmann Associates are now ready to move forward with constructing the narrative around the map that has been developed for this OSI, and it is expected that a rough draft will be ready to present to the committee by early August. “A ‘story map’ will be developed following the draft of the narrative with a proposed availability timeframe of Sept/Oct. With draft products available, a public meeting will be scheduled to review the products and entertain comments on the acceptability of the OSI products. Timeframe for this will be late Oct/Nov.”
- **Capital Improvement Committee: June 7, 9:00am**
  - The committee reviewed and agreed upon the preliminary draft plan of capital projects over \$500k. The plan is to be presented to the Town Board at the June 21<sup>st</sup> meeting during a working session.
- **Highway Barn Meeting: June 6, 10am – Cancelled**
  - This meeting was cancelled, based on the fact that Bergmann had presented to the full Town Board at the May meeting.
- **Parks, Recreation, and Trails Committee: May 25, June 8, June 15, 2:00pm**
  - Patrick Tyrrell and Ruth Groff have weekly update meetings with Ellie Peterson, Intern from Cornell, regarding her work on potential plans for the Jonas Falls area. She has been looking at slope analysis, topography, and parcel boundaries, as a starting point.