



# REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room  
Wednesday, August 17, 2022  
6:30 PM

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## AGENDA

SUBJECT TO CHANGE

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

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

To find our YouTube Channel - Go to [www.lansingtown.com](http://www.lansingtown.com), click on 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. **Outside User Water Application Requests**
  - a. 457 Lansing Station Road - Andrew Pawenski
  - b. Ridge Road (across from Lansing High School) - Brian Jackson
5. **Privilege of the Floor:** Limited to 20 Minutes with a Maximum of 3 Minutes per Speaker
  - a. Optional Board Member Responses – Maximum 2 Minutes per Board Member
6. **Department Reports**
  - [a.](#) **Lansing Community Library Report** – Christine Eisenhut
  - [b.](#) **Highway Report** – Mike Moseley
  - [c.](#) **Parks and Recreation Report** – Patrick Tyrrell
  - [d.](#) **Director of Planning Report** – C.J. Randall
  - [e.](#) **Town Clerk Report** - Debbie Munson
7. **Consent Agenda**
  - [a.](#) Motion Approving Town Corrective Action Plan for Information Technology Audit
  - [b.](#) Motion to Allocate from Fund Balance DB599 to DB5112.400, Allocation will be Reimbursed by NYS Programs
  - [c.](#) Resolution Adopting Amended Town of Lansing Sexual Harassment Prevention Policy
  - [d.](#) Resolution Approving Highway Department Purchase of Replacement Equipment
  - [e.](#) Resolution to Relevy Yearly Water and Sewer Charges on the 2023 Town and County Tax Bills
  - [f.](#) Resolution Requesting Reduction of Speed Limit on Sharpsteen Road
  - [g.](#) Resolution to Partner on Federal Safe Streets and Roads for All Planning Grant Opportunity

- [h.](#) Resolution Approving and Authorizing the Placement of "No Parking" Signage on Sections of Mill Street, Salmon Creek Road, Ludlowville Road and Maple Avenue
- [i.](#) Resolution Hiring Part Time Code/Fire Enforcement Officer Position for the Town of Lansing
- [j.](#) Resolution Approving Audit and Budget Modifications and Supervisor's Report

**8. Motions and Resolutions**

- [a.](#) Motion to Approve Professional Services Agreement with LaBella Associates, D.P.C. for Environmental and Engineering Assistance Relative to ORES Applications, Including for CS Energy and the Yellow Barn Solar Project
- [b.](#) Resolution Approving Parks and Recreation Department Purchase of Equipment

**9. Board Member Reports**

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

**10. Work Session**

- a. Highway Building
- b. Code Enforcement Local Law update

**11. Executive Session if Needed**

- a. Motion to Enter/Exit

**12. Adjourn Meeting**

- a. Motion to Adjourn Meeting

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



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

Submitted by Christine Eisenhut

1. End of Summer Reading Celebration – Saturday, August 13<sup>th</sup> at 7pm – There will be a movie, crafts and refreshments.
2. Planning for fall programming is underway. There will be a series on Family Mental Health.
3. There will be a pop-up Book Sale from September 10<sup>th</sup>-17<sup>th</sup>.
4. On display throughout the month of August will be the nature photography of Morgan Wilcox.
5. Elementary Book Club - Pages to Projects selection for the month is *Tales from Moominvalley* by Tove Jansson.
6. Tween Book Club – selection of the month is *Over Sea, Under Stone* by Susan Cooper.
7. Instructor John Burger will be hosting T'ai Chi classes at the Community Center on Fridays from 10:30-11:30.
8. The library continues to provide free delivery to Woodsedge.
9. Book donations are now being accepted during open hours. Exceptions - textbooks, encyclopedias, Readers' Digest Books, or magazines. Donation receipt forms are available.
10. 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.
11. The library is distributing free self-test COVID-19 kits, antibacterial wipes and N95 masks to Lansing households.
12. The LCL's Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.

## **HIGHWAY REPORT**

### **August 17, 2022**

#### **Water & Sewer**

- Sewer meter installation (located between the Town and Village of Lansing) to begin August 15th

#### **Road Maintenance**

- Hot mix patch work
- Shoulder repair
- Intermunicipal paving with Town of Ithaca

#### **Drainage Projects**

- Continue storm water drainage repair

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

- Tree & brush maintenance along roadside
- Ongoing roadside mowing
- Right of way tree maintenance

#### **Miscellaneous**

- Worked with residents of Ludlowville on no parking signs
- No new updates from Stopen Engineering regarding Ludlowville Road (Snake Road / Crooked Hill)

**Parks & Recreation  
8/17/22  
Town Board Meeting**

**RECREATION**

- Soccer camp finished two weeks ago with one of our biggest groups yet. Almost 300 kids. Thanks to our coaches for making that possible.
- Staff has worked to fix bridge on the trails.
- Our Fall youth football season started August 1<sup>st</sup>. All three teams (Flag, Junior tackle, Senior tackle) are looking to have another successful season. First game is away August 28<sup>th</sup>.
- Fall Soccer registrations are beginning to fill up. Start date September 8<sup>th</sup>.

**PARKS**

- Park staff worked hard to get the park ready for the fundraiser last week.
- The marina wall project/walkway has been finished.
- Additional signage has been posted at Salt Point to help keep people out during restricted hours. We also installed motion sensor lights at the entrance.
- Tompkins County Sherriff's are still investigating the theft that happened at the park late last month.

To: Town Board

From: C.J. Randall, Director of Planning

**CORE PLANNING FUNCTIONS**

- **Planning Board staff support**
  - Minor Subdivision – 460 & 470 Scofield Road
    - Public Hearing, SEQRA Determination of Environmental Significance, and Plat approval on 7/25
  - Site Plan – Village Solars Phase VII
    - Site Plan review and SEQRA Declaration of Lead Agency – 7/25
  - Site Plan – Convenience (Mini) Mart and Vehicular fuel (Dandy Mini Mart) – 7 Ridge Rd
    - Discussion of Site Plan and SEQR EAF Part 2 – 7/25
- **Zoning Board of Appeals staff support**
  - Area variance for emplacement of shed – 281 Bill George Rd – renewed 7/12
- Coordinated and attended monthly Department Head meeting on 7/6
- Coordinated and attended Water & Sewer Advisory Committee meeting on 7/6
- Attended Tompkins County Planning Advisory Board (PAB) meeting on 7/12
- Attended Ithaca-Tompkins County Transportation Council (ITCTC) Planning Committee meeting on 7/19
  - Attended SS4A multijurisdictional meeting on Action Plan grants on 7/11

**PROJECT MANAGEMENT**

- Prepared and submitted Five-Year Forecast on 7/8
- Submitted MS4 Vacuum Truck application to NYS WQIP on 7/29
- Coordinated with OpenGov on 7/6, 7/7, 7/13, 7/20, 7/21, and 7/29

**LAND USE WORK PROGRAM**

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

<https://bit.ly/RAZoningupdate>

- **Zoning and Land Use Regulations Update**
  - Circulated revised working draft text and map amendments for Rural Agricultural (RA) Zoning District review to Code Revision Committee on 7/25

**TOWN CLERK**

**AUGUST 17, 2022**

**Low Income Household Water Assistance Program (LIHWAP)**

The Town Clerk's Office received notification that we completed the process to participate in LIHWAP. Information about this program is posted on the Town's website.

**Water and Sewer Payments**

Water and Sewer payments are due by August 25<sup>th</sup>.

**Tompkins County Septic Upgrade Program**

The County recently received funds from New York State for replacing septic systems. The funds will be used for the upgrade of substandard septic systems for single family, owner-occupied properties located in Tompkins County, but outside the City of Ithaca. Please visit the website - <https://www.tompkinscountyny.gov/health/eh/owts/tcsup> for more details on the program.

**Town Website**

We continue to add additional resources for our residents on the Town Clerk's Department page of the newly designed website.

If anyone has trouble finding documents on the new website, please contact us: 607-533-4142 or [jhall@lansingtown.com](mailto:jhall@lansingtown.com).

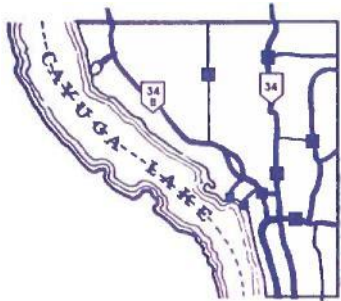
**MOTION APPROVING TOWN CORRECTIVE ACTION PLAN FOR  
INFORMATION TECHNOLOGY AUDIT**

**MOTION 22-**

**MOTION APPROVING TOWN CORRECTIVE ACTION PLAN FOR  
INFORMATION TECHNOLOGY AUDIT**

Moved that the draft audit response and remediation plan respecting the State Comptroller's Information Technology Audit Report, received by the Town upon July 8, 2022, be and hereby is approved, and further that the Town Supervisor may sign the same and cause its formal delivery to and filing with the Office of the State Comptroller.





# TOWN of LANSING

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

PO Box 186  
29 Auburn Road  
Lansing, NY 14882

August 15, 2022

Office of the State Comptroller  
Binghamton Regional Office  
44 Hawley Street, Suite 1702  
Binghamton, NY 13091

## **Town of Lansing Corrective Action Plan for Information Technology Audit**

**Unit Name: Town of Lansing**

**Audit Report Title: Town of Lansing Information Technology**

**Audit Report Number: 2022M-66**

The Town of Lansing would like to thank all involved in the Information Technology Audit in 2022. We appreciate your consideration and the insight this has given our leadership into our Information Technology operations. The Town has already been able to take several steps to increase security and minimize vulnerabilities in our IT policies and practices. We have also used the recommendations provided in the audit findings to develop a Corrective Action Plan that addresses security concerns.

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed:

### **Audit Recommendation:**

Review user access on a routine basis and disable unnecessary network user accounts in a timely manner.

### **Implementation Plan of Action(s):**

Effective immediately, the IT Department will review network user accounts and disable any found to be unnecessary on a monthly basis.

### **Audit Recommendation:**

Develop and adopt adequate written IT policies.

### **Implementation Plan of Action(s):**

The Town's IT Department is currently composing a new, updated IT policy which will be presented to the Town Board for approval by October 1, 2022. Upon adoption, the IT department will oversee policy disbursement and verify that all employees read the policy and sign an acknowledgement of understanding. The policy will be included in the updated Employee Handbook to be finalized in 2023.

**Audit Recommendation:**

Require periodic IT security awareness training for personnel who use Town IT resources.

**Implementation Plan of Action(s):**

Effective immediately, IT security awareness training will be offered to appropriate employees by the IT Department. Once completed, employees and their respective Supervisor or Department Head must sign an acknowledgement of training and give to the IT Department.

We would like to thank the Office of the State Comptroller again for your consideration in this matter. We appreciate the opportunity to address any concerns and to continue to develop best practices for the policies and procedures undertaken by Town employees and officials.

Sincerely,

Edward J. LaVigne  
Town Supervisor

**MOTION TO ALLOCATE FROM FUND BALANCE DB599 TO DB5112.400,  
ALLOCATION WILL BE REIMBURSED BY NYS PROGRAMS**

**MOTION M22-**

**MOTION TO ALLOCATE FROM FUND BALANCE DB599 TO DB5112.400,  
ALLOCATION WILL BE REIMBURSED BY NYS PROGRAMS**

Moved, to allocate \$104,000 from fund balance DB599 to DB5112.400 for paving roads, allocation will be reimbursed in full from the following NYS programs: Consolidated Local Street and Highway Improvement Program (CHIPS), Extreme Winter Recovery (EWR) and PaveNY.

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

**RESOLUTION 22-**

**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, among other things, including a hotline contact number in all sexual harassment prevention and workplace policies, and an amended policy was presented to 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 August 18, 2022

The Town of Lansing (the “Town”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of employee misconduct and workplace discrimination. The Town has and hereby reaffirms and adopts a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment 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.

### **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 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 will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and disciplinary action, up to and including termination.
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, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any Employee or Contractor who retaliates against anyone involved in a sexual harassment 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 victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of Town policies, is unlawful, and subjects the Town to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and

supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. The Town will conduct a prompt, thorough and confidential investigation that ensures due process for all parties whenever the Town receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigations of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or hear about to the Town Supervisor.

8. This policy applies to employees, each Employee or Contractor, all Non-Employees, and all such persons shall follow and uphold this policy. This policy must be posted prominently in all work locations and shall be provided to employees upon hiring.

**What Is “Sexual Harassment”:** Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes unwelcome conduct which is either of a sexual nature or that is directed at an individual because of that individual’s sex. This includes conduct directed at an individual’s sexual orientation, gender identity, and transgender status, when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating 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.

A sexually harassing hostile work environment consists of 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. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks, made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’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.

**Examples of sexual harassment:** The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion, or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
  - Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- 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.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity, 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.

**Who can be a target of sexual harassment:** Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, Non-Employees, and the general public against sexual harassment. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

**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 can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

**What is "Retaliation":** Unlawful retaliation can be any action, more than trivial, that keeps a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. 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:

- Filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of the harassment;
- Complained that another employee has been sexually harassed; or
- Encouraged a fellow employee to report harassment.

**Reporting Sexual Harassment and Preventing Sexual Harassment is everyone's responsibility:** The Town cannot prevent or remedy sexual harassment unless it knows about it. Any employee, all Employees or Contractors, all Non-Employees, and anyone else who has been subjected to behavior that may constitute sexual harassment 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. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. Any person who believes they have been a victim of sexual harassment may also seek compensation in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities:** All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment 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 conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

**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. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be 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. Employees who participate in any investigation will not be retaliated against. Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Town Supervisor will cause or conduct an immediate review of the allegations and take any interim actions, as appropriate. If the complaint is oral, the complainant will be encouraged to complete the "Complaint Form" in writing. If he or she refuses, the Town Supervisor will prepare (or cause to be prepared) a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.

- Promptly notify the individual who complained and the individual(s) who responded to the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

**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 at any time (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 Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to employers in New York State with regard to sexual harassment, and protects employees, unpaid interns and Non-Employees. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Contact DHR at (888) 392-3644 or visit [www.dhr.ny.gov/complaint](http://www.dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400

- **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 harassment. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties.

Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that he/she has been discriminated against at work, he/she 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 (1-800-669-6820 (TTY)), 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 DHR, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

- **New York** employees may call 1-800-427-2773 to obtain free legal counseling for any complaint of sexual harassment in the workplace.
- **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, 40 Rector Street, 10th 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 physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department, Sherriff's Office, or the State Police.

In all cases, complainants and those subjected to sexual harassment 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. Each claim of sexual harassment 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 policy and procedure.

**RESOLUTION APPROVING HIGHWAY DEPARTMENT PURCHASE OF REPLACEMENT VEHICLE AND EQUIPMENT IN ACCORD WITH CAPITAL REPLACEMENT PLANS, TO BE PAID FOR AND RECEIVED IN 2024**

**RESOLUTION 22-**

**RESOLUTION APPROVING HIGHWAY DEPARTMENT PURCHASE OF REPLACEMENT VEHICLE AND EQUIPMENT IN ACCORD WITH CAPITAL REPLACEMENT PLANS, TO BE PAID FOR AND RECEIVED IN 2024**

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

WHEREAS, the Town of Lansing has long had capital management and equipment replacement plans for the Highway Department consisting of a balance of reserve funds and budgeted cash, and in 2022 certain capital needs of the Highway Department were discussed, including how to fund the purchase of the same in 2024; and

WHEREAS, there is a very long manufacturing time on equipment such as equipment ordered in 2022 will be delivered in 2024; and

WHEREAS, the Highway Department has now confirmed and identified its need for a new highway truck in 2024 which consists of a plow truck with box and plow kit, and has utilized the County Bid lists for pricing such vehicle and equipment; and

WHEREAS, the Town Board has fully reviewed such need and the options for the same, including placing the order in 2022 and paying for and receiving the equipment in 2024, and the Highway Department now wishes to place the order and seeks verification from the Town Board; and

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

RESOLVED, that the Town Board affirms the funds to pay for same in 2024 are \$94,713.13 in DB5110.200 and \$94,713.13 in SW8430.200 and \$94,713.13 in DA5142.200 are intended to be used for equipment and vehicle purchases; and it is further

RESOLVED, that the Highway Superintendent be and hereby is authorized to affect the following purchase in 2022 and pay for and receive in 2024: a 2024 International HX620 tandem axle dump truck with plow package and muni body (county contract #8996); but only as long as the amount to be expended does not cumulatively exceed the sum of \$284,139.39 for such vehicle and equipment; and it is further

RESOLVED, that should the sum proposed to be expended exceed such amount of \$284,139.39, it is requested that the Highway Superintendent notify the Town Board and work with the Town Board to decide whether to spend such additional funds.

**RESOLUTION TO RELEVY YEARLY WATER AND SEWER CHARGES  
ON THE 2023 TOWN AND COUNTY TAX BILLS**

**RESOLUTION 22-**

**RESOLUTION TO RELEVY YEARLY WATER AND SEWER CHARGES  
ON THE 2023 TOWN AND COUNTY TAX BILLS**

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

WHEREAS, the Town of Lansing Town Board hereby authorizes the Receiver of Water and Sewer Rents to relevy water and sewer accounts each year on the Town and County Tax Bills; and

WHEREAS, to assure proper notification to all account holders, the Lansing Town Board hereby directs SCLIWC (Bolton Point) once a year to place a timely reminder notice on the August water bills, or the Receiver of Water and Sewer Rents will send the courtesy reminder letter generated by Williamson Law Book, to all owners and tenants who have a balance of \$1.00 or more for the water and sewer charges on their account; and

WHEREAS, the last day for payment will be the second Tuesday of October; and

WHEREAS, after the collection date the Receiver will notify SCLIWC to remove said amounts from accounts to be relevied on the Town and County Tax Bills; and

WHEREAS, by no later than the second Tuesday of November the Receiver will send the amounts to be relevied on the Town and County Tax Bill to the Tompkins County Assessment Department.

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

RESOLVED, that the Receiver will relevy the unpaid water and sewer account charges plus a 10% fee on all accounts with a balance of \$10.00 or more to the Town and County Tax Bills.

BE IT FURTHER RESOLVED that all unpaid water and sewer account charges under \$10.00 will be adjusted.

**RESOLUTION REQUESTING REDUCTION OF SPEED LIMIT  
ON SHARPSTEEN ROAD**

**RESOLUTION 22-**

**RESOLUTION REQUESTING REDUCTION OF SPEED LIMIT  
ON SHARPSTEEN ROAD**

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

WHEREAS, the Town Board of the Town of Lansing has received a request from the residents along Sharpsteen Road concerned about safety of pedestrians and excessive speed and a representative of the neighborhood has presented a petition signed by the residents in support thereof; and

WHEREAS, Sharpsteen Road is a Town Highway; and

WHEREAS, the residents and property owners of Sharpsteen Road request a reduction in the speed limit to 35 miles per hour to improve public safety; and

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

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

**RESOLUTION TO PARTNER ON FEDERAL SAFE STREETS AND ROADS FOR ALL PLANNING GRANT OPPORTUNITY**

**RESOLUTION 22-**

**RESOLUTION TO PARTNER ON FEDERAL SAFE STREETS AND ROADS FOR ALL PLANNING GRANT OPPORTUNITY**

**WHEREAS**, in 2022, the Bipartisan Infrastructure Law established the new Safe Streets and Roads for All (SS4A) federal grant program, with up to one billion dollars appropriated in FY22, and with a local match of 20% of the project cost; and

**WHEREAS**, local municipalities are eligible to apply for funding to create a detailed transportation safety “Action Plan”, either individually or in collaboration with other municipalities; and

**WHEREAS**, the FY22 Notice of Funding Opportunity (NOFO), available here: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=340385>), states that applications with multiple municipalities partnering to create a plan will be more competitive for funding than applications from a single municipality; and

**WHEREAS**, successful creation of an Action Plan in this grant cycle would make the partnering municipalities eligible to apply for implementation grants in future years of this grant program, either individually or in collaboration again; and

**WHEREAS**, the City of Ithaca has agreed to be the “Lead Applicant” on this planning grant application, with multiple neighboring municipalities expressing interest in applying as “Joint Applicants”, including the following in alphabetical order:

- Town of Caroline
- Town of Danby
- Town of Dryden
- Town of Enfield
- Town of Ithaca
- Town of Lansing
- Town of Newfield
- Village of Cayuga Heights
- Village of Lansing

**WHEREAS**, the role of the City of Ithaca as Lead Applicant will be to complete the online application on behalf of all partnering municipalities for FY22 funding, with an application due date of September 15, 2022; and

**WHEREAS**, the City of Ithaca is presenting a resolution to its Common Council, requesting a budget to fund the study in whole at \$750,000, to be eventually reimbursed 80% by the grant,

with individual municipalities reimbursing the City of Ithaca for its share of the 20% local match. The Town of Lansing's share of the local match will not exceed \$25,000; then be it

**RESOLVED**, that the Town of Lansing agrees to partner with the City of Ithaca and other neighboring municipalities to jointly apply for the SS4A planning grant opportunity to create an Action Plan that uncovers both regional and municipality-specific transportation safety problems, as well as presents detailed regional and municipality-specific solutions; and

**RESOLVED**, that the Town of Lansing agrees to reimburse the City of Ithaca for its share of the 20% local match (\$150,000 total local match for a \$750,000 total project cost), specifically that the Town of Lansing will reimburse the City of Ithaca an amount not to exceed \$25,000.



[DRAFT MEMO (Erin Cuddihy, City of Ithaca)]

**(Municipality Name)**

Memo - Partnering on Federal Safe Streets and Roads for All Planning Grant Opportunity  
July 25, 2022

This Spring, the federal government announced a new grant opportunity called Safe Streets and Roads for All (SS4A). This grant program will provide \$1 billion of total funding for municipalities and other eligible groups to apply for either money to create a transportation safety “Action Plan”, or to apply for money to implement safety-related transportation projects. Importantly, in order to apply for implementation grant funding, a municipality must first have an Action Plan (or similar) that includes all of the components listed in Table 1 on p. 4 of the Notice of Funding Opportunity, available here: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=340385>

Ithaca-Tompkins County Transportation Council (ITCTC) has recently led meetings bringing together our local municipalities to discuss this grant opportunity. As none of the municipalities in Tompkins County have an Action Plan that meets the requirements for applying for implementation funding under this grant, and as all of the local municipalities have transportation safety issues to solve, we have discussed creating a joint application for SS4A planning grant funding. The City of Ithaca has agreed to take the lead by being the “Lead Applicant” in the grant application. Other interested municipalities in Tompkins County would be “Joint Applicants”. Being an official “joint applicant” on the planning grant, assuming the grant is awarded and the Action Plan is created, would allow joint applicant municipalities to apply for SS4A implementation grant funding in future years of the grant, either alone or in partnership with other municipalities.

As Lead Applicant, the City of Ithaca will request approval from its Common Council to apply for the SS4A grant and to provide the funding for the entire Action Plan (it is currently estimated that the project cost will be approximately \$750,000 to create an Action Plan that meets all of the requirements for implementation funding, and which would provide analysis and solutions for both the region and for individual municipalities.) The grant would reimburse the City of Ithaca for 80% of the project cost; the local match is 20%. The 20% local match will be split between the City of Ithaca and all joint applicants (*list them here*). The local match requirement of the (*Town/Village of \_\_\_\_\_*) would be (*\$XXXXX*), to be reimbursed to the City of Ithaca upon project completion.

The grant application due date is September 15, 2022.

**RESOLUTION APPROVING AND AUTHORIZING THE PLACEMENT OF “NO PARKING” SIGNAGE ON SECTIONS OF MILL STREET, SALMON CREEK ROAD, LUDLOWVILLE ROAD AND MAPLE AVENUE**

**RESOLUTION 22-**

**RESOLUTION APPROVING AND AUTHORIZING THE PLACEMENT OF “NO PARKING” SIGNAGE ON SECTIONS OF MILL STREET, SALMON CREEK ROAD, LUDLOWVILLE ROAD AND MAPLE AVENUE**

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

WHEREAS, there is a recognized hazard being created by roadside parking on portions of Mill Street, Salmon Creek Road, Ludlowville Road and Maple Avenue; and

WHEREAS, the Highway Department, through its Superintendent, has inspected and has analyzed and investigated this issue and has made recommendations to this Board and to the County Highway Department; and

WHEREAS, the County Highway Department requires the approval of the Town Board before placing “No Parking” signs at and/or near such intersection upon any county road thereat located, Ludlowville Road being a County Road and Mill Street, Salmon Creek Road and Maple Avenue being Town Roads; and

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

RESOLVED, that the installation and placement of “No Parking” signage on sections of Mill Street, Salmon Creek Road, Ludlowville Road and Maple Avenue be and hereby is authorized and approved, and the County and Town Highway Departments may confer and cooperate to decide upon the pattern and placement of such signage.

**RESOLUTION HIRING PART TIME CODE/FIRE ENFORCEMENT OFFICER  
POSITION FOR THE TOWN OF LANSING**

**RESOLUTION 22**

**RESOLUTION HIRING PART TIME CODE/FIRE ENFORCEMENT OFFICER  
POSITION FOR THE TOWN OF LANSING**

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

WHEREAS, there is a need for one (1) Part Time Code/Fire Enforcement Officer position at the Town of Lansing; and

WHEREAS, Resolution 22-81 adopted on March 16, 2022 authorized the Director of Planning to select and identify an acceptable and qualified candidate; and

WHEREAS, said position has been classified and deemed as a Non-Competitive Civil Service position by the Tompkins County Department of Personnel; and

WHEREAS, the Town of Lansing Supervisor has recommended that the above positions be filled at the Town of Lansing; and

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

RESOLVED, that Resolution 22-81 is hereby amended to authorize the Director of Planning to hire a Part Time Code/Fire Enforcement Officer, in the Planning & Code Enforcement Department, at a pay grade not to exceed \$50 per hour and not to exceed \$28,000 annually; and

RESOLVED, that the appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution, and to file Form 428s, if required.

**RESOLUTION 22-**

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

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

**CONSOLIDATED ABSTRACT # 008**

DATED 08/17/2022

AUDITED VOUCHER #'s	<u>654 – 812</u>
PREPAY VOUCHER #'s	<u>654 – 659</u>
AUDITED T & A VOUCHER #'s	<u>49 – 55</u>
PREPAY T & A VOUCHER #'s	<u>49 – 51</u>

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	<u>\$ 209,464.96</u>
HIGHWAY FUND (DA&DB)	<u>\$ 128,301.69</u>
LANSING LIGHTING (SL1, 2 &3)	<u>\$ 1,462.73</u>
LANSING WATER DISTRICTS (SW)	<u>\$ 259,162.17</u>
TRUST & AGENCY (TA)	<u>\$ 62,119.12</u>
WARREN&CHERRY ROAD SEWER DISTRICT (SS1&SS3)	<u>\$ 28,491.37</u>

**BUDGET MODIFICATIONS  
AUGUST 17, 2022 MEETING**

**GENERAL FUND A  
August 17, 2022**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A599	A1610.400	From Fund Balance to Technology Addtl needed for transition to Municode, Williamson Cloud	\$ 50,000.00

**HIGHWAY FUND DA**  
**August 17, 2022**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA599	DA5148.100	From Fund Balance to Snow removal other - personal services Additional needed	\$ 20,000.00
DA599	DA5142.100	From Fund Balance to Snow removal town - personal services Additional needed	\$ 5,000.00

**HIGHWAY FUND DB**  
**August 17, 2022**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DB599	DB5110.400	From Fund Balance to Street maintenance Addtl needed because of cost of ice damage	\$ 8,500.00

**CONSENT AGENDA MOTIONS M22-XX – M22-XX AND RESOLUTIONS  
22-XX – 22-XX**

**RESOLUTION 22-XX**

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

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

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

Councilperson Andra Benson –  
Councilperson Joseph Wetmore –

Councilperson Ruth Groff –  
Supervisor Edward LaVigne –

Accordingly, the foregoing Motions and Resolutions were approved, carried, and duly adopted on August 17, 2022.

**MOTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH LABELLA ASSOCIATES, D.P.C. FOR ENVIRONMENTAL AND ENGINEERING ASSISTANCE RELATIVE TO ORES APPLICATIONS, INCLUDING FOR CS ENERGY AND THE YELLOW BARN SOLAR PROJECT**

**MOTION M22-**

**MOTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH LABELLA ASSOCIATES, D.P.C. FOR ENVIRONMENTAL AND ENGINEERING ASSISTANCE RELATIVE TO ORES APPLICATIONS, INCLUDING FOR CS ENERGY AND THE YELLOW BARN SOLAR PROJECT**

Moved to approve hiring LaBella Associates, D.P.C., Rochester, NY, for environmental and engineering professional services, to work mainly with Town Counsel and the Planning Department relative to ORES applications, including but not limited to CS Energy’s Yellow Barn Solar Project, and environmental reviews thereunder, together with such other services as may mutually be agreed upon between special counsel and the Town, and further authorizing Supervisor to sign engagement agreement for these purposes by and on behalf of the Town of Lansing.

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

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

Accordingly, the foregoing Motion was approved, carried, and duly adopted on August 17, 2022.

**RESOLUTION APPROVING PARKS AND RECREATION DEPARTMENT PURCHASE OF EQUIPMENT IN ACCORD WITH CAPITAL REPLACEMENT PLANS**

**RESOLUTION 22**

**RESOLUTION APPROVING PARKS AND RECREATION DEPARTMENT PURCHASE OF EQUIPMENT IN ACCORD WITH CAPITAL REPLACEMENT PLANS**

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

WHEREAS, the Town of Lansing has long had capital management and equipment plans for the Parks and Recreation Department and in 2022 certain capital needs of the Parks and Recreation Department were discussed, including how to fund the purchase of the same in 2022 without incurring debt; and

WHEREAS, the Parks and Recreation Department has now confirmed and identified its need for one new Kubota L4760HSTC Tractor with L1055 Loader, which will be shared with the Town of Lansing Highway Department and has utilized the New York State Office of General Service (NYSOGS) for pricing such equipment; and

WHEREAS, the Parks and Recreation Department has now confirmed and identified its need for one Case CX37C Excavator with 24” Digging Bucket, 36” Ditching Bucket, Hydraulic Thumb, Klac E Coupler and four (4) year warranty, which will be used Town wide and has utilized the New York State Office of General Service (NYSOGS) for pricing such equipment; and

WHEREAS, the Parks and Recreation Department was planning to purchase this equipment in 2023 and wait until 2024 to receive it; and

WHEREAS, this equipment is available now and the Town will not need to wait until 2024 to receive it if purchased now and the price will increase at least 15% if the equipment is purchased in 2023; and

WHEREAS, the Town Board has fully reviewed such need and the options for the same, and the Parks and Recreation Department now wishes to use ARPA funds and seeks verification from the Town Board that this budget line item is indeed to be used as cash to make such purchases; and

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

RESOLVED, that the Parks and Recreation Supervisor or his designee be and hereby are authorized to affect the following purchase per NYS contract PC# 69404, Kubota L4760HSTC Tractor with L1055 Loader, from Empire Tractor, Inc. for a total not to exceed \$48,976.55, Massey Ferguson Tractor 1735M with cab and loader, serial number M17350JJP23222, will either be traded in to lower the purchase price or sold and the proceeds will go towards purchasing the new Kubota Tractor; and it is further



RESOLVED, that the Parks and Recreation Supervisor or his designee be and hereby are authorized to affect the following purchase per OSG NIJPA/ Sourcewell NYS contract PC#69383, Case CX37C Excavator with 24” Digging Bucket, 36” Ditching Bucket, Hydraulic Thumb, Klac E Coupler and four (4) year warranty from Monroe Tractor for a total not to exceed \$63,684.25.

RESOLVED, that the above sums shall be paid through the use of ARPA funds, and the Town Bookkeeper is directed to make payment from such accounts and report such expenditure to the APRA administrator as required by law.

RESOLVED, that should the sum proposed to be expended exceed such amount of \$48,976.55 for the Kubota Tractor and \$63,684.25 for the Case Excavator, it is requested that the Parks and Recreation Supervisor notify the Town Board and work with the Town Board to decide whether to spend such additional funds.

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 Joseph Wetmore –

Councilperson Ruth Groff –  
Supervisor Edward LaVigne –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on August 17, 2022.

**Joseph Wetmore  
Town Board Member Report  
July 2022**

**New bridge over Salmon Creek Grand opening  
Wednesday, July 21 · 11:00am – 12:00pm**



**Bolton Point Personnel Committee  
Monday, July 25 · 11:00am – 12:00pm**

1. Review the draft June meeting notes
2. Continue discussion of policy revisions
3. Continue discussion on Staffing Plan
4. Reports
  - a. Shop Steward
  - b. Finance Manager
  - c. Tuition Reimbursement Request
  - d. Distribution Manager
  - e. Production Manager
  - f. Human Resources Manager

g. General Manager

**Planning Board**

**Monday, July 25 · 6:30 – 8:30pm**

1. Public Hearing Minor Subdivision: 460 & 470 Scofield Road
2. Site Plan, Village Solar Phase VII
3. Site Plan – Dandy Mini Mart

**Town of Lansing Codes Committee**

**Thursday, August 4 · 10:00am – 12:00pm**

1. Review of proposed draft Zoning Article VII: Principal, Accessory, and Temporary Uses permitted in the Rural Agriculture (RA) Zoning District
2. Review of map recommended by 2015 Ag Plan + proposed draft Zoning Map
3. Review of updates to schedule of adoption / postcard mailing

**Planning Board**

**Monday, August 8 · 6:30 – 9:30pm**

Discussion: Review of existing Rural Agriculture (RA) Zoning District uses and recommended changes