



REGULAR TOWN BOARD MEETING

Lansing Town Hall Board Room
Wednesday, December 20, 2023
6:30 PM

AGENDA

SUBJECT TO CHANGE

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

VIEW THE MEETING LIVE - TOWN OF LANSING YOUTUBE CHANNEL

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1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Bolton Point United Auto Workers Agreement Presentation - Judy Drake**
 - a. Discussion
 - b. Resolution Approving Agreement with United Auto Workers for Southern Cayuga Lake Intermunicipal Water Commission’s Employees for 2024-2026
5. **Draft 2022 Audit Presentation - Inero & Co. CPAs - Patrick Jordan**
6. **Public Hearing for Formation of Drainage District #11 - East Shore Circle Subdivisions**
 - a. Motion to Enter/Exit
7. **Public Hearing for Formation of Drainage District #12 - Asbury-Collins Subdivision**
 - a. Motion to Enter/Exit
8. **Resolutions**
 - a. Resolution Approving Public Interest Order and Conditionally Approving Formation of Drainage District #11 for East Shore Circle Subdivisions
 - b. Resolution Approving Public Interest Order and Conditionally Approving Formation of Drainage District #12 for Asbury-Collins Subdivision
9. **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
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 Authorizing Town of Lansing Supervisor to Sign Agreement Between the Town of Lansing and Foodnet Meals on Wheels
- b. Motion Approving Carrying Forward Vacation Time Exceeding Forty (40) Hours
- c. Motion Approving Full-Time Information Aide
- d. Resolution Authorizing Supervisor to Sign Agreement for new Accounting Software
- e. Resolution Approving Dog Control & Shelter Agreement with Country Acres Pet Services
- f. Resolution Appointing Receiver of Taxes and Deputy Receiver of Taxes for 2024 and 2025
- g. Resolution Approving 2024 Counsel Engagement Letter with Guy K. Krogh, and his Firm, Thaler and Thaler, P.C.
- h. Resolution Approving the 2023 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium
- i. Resolution Approving Hiring Highway Automotive Mechanic Assistant
- j. Resolution Declaring Highway Equipment as Excess Property and Authorizing Disposal or Sale
- k. Resolution Declaring Mowers and RTV Excess Property and Authorizing Disposal or Sale
- l. Resolution Reappointing Member to the Lansing Housing Authority
- m. Resolution Amending Resolution # 23-84 to Correct Budget Line Utilized to Pay for Truck for Planning and Code Office
- n. Resolution Approving Consent Agenda

12. Motions and Resolutions

- a. Resolution Approving the Town of Lansing Conservation Advisory Council 2023 Annual Report
- 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

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.

TENTATIVE AGREEMENTS FOR 2024-2026 AGREEMENT

1. **ARTICLE 16. – HOURS OF WORK** Section 16.07 ON CALL
2. **ARTICLE 16. – HOURS OF WORK** Section 16.08 CALL IN
3. **ARTICLE 17. – WAGES**
4. **ARTICLE 17. – WAGES** Classification System
5. **ARTICLE 17. – WAGES** Section 17.01 LONGEVITY
6. **ARTICLE 17. – WAGES** page 15, Section 17.02 LICENSES
7. **ARTICLE 18. – HOLIDAYS** Section 18.02 HOLIDAY PAY
8. **ARTICLE 21. – INSURANCES** Section 21.01-PLAN, 21.02- COST SHARE
9. **ARTICLE 21. – INSURANCES** Section 21.07 SHORT TERM DISABILITY
10. **ARTICLE 24. – UNIFORMS AND SAFETY SHOES**
11. **ARTICLE 25. – SAFETY GLASSES**
12. **ARTICLE 26. – CELL PHONE REIMBURSEMENT**

Section 16.07 ON CALL

11/27/23 & 12/4/23- TA'd

Production’s Electrical & Mechanical Technician and Distribution Department employees are required to rotate being “on call” for weeknights, weekends, and holidays. During this time, they must remain in ~~radio or general telephone~~ **cell phone** contact and be able to respond to the plant or work site within one hour, fit for duty. ~~Distribution Department employees and Production Department’s Electrical Mechanical Technicians~~ Instruments and Controls Mechanic Operators These employees will be paid for being “on call” from 4:00 p.m. to 8:00 a.m. Monday through Thursday and 4:00 p.m. Friday through 8:00 a.m. Monday.

Distribution Employees “on call” will be paid one-half (1/2) hour at time and one half (1½) for each eight (8) hour period of time. (i.e.: 4:00 p.m. Monday to 8:00 a.m. Tuesday equals one-half (1/2) hour at time and one half (1½). For each 24 hours of on call time for a normal two-day weekend, employees will be paid one and one half (1½) hours at time and one half. This provision is in addition to overtime pay for any hours actually worked while “on call.” {8.0 hours of On-Call per week at OT rate}

Production Employees “on call” will be paid **one (1)** hour at time and one half (1½) for each eight (8) hour period of time. (i.e.: 4:00 p.m. Monday to 8:00 a.m. Tuesday equals ~~one (1)~~ **two (2)** hours at time and one half (1½). For each 24 hours of on call time for a normal two-day weekend, employees will be paid ~~one and one half (1½)~~ **three (3)** hours at time and one half. This provision is in addition to overtime pay for any hours actually worked while “on call.” {16.0 hours of On-Call per week at OT rate}

Section 16.08 CALL IN (paragraph 2 change)

12/04/23 TA'd

Employees who are called in to work are guaranteed a minimum of four (4) hours call-in pay at a rate of time and one half (1½.) **Employees called in to work on Memorial Day, Thanksgiving Day or Christmas Day will be paid at a rate of double time (2x).**

ARTICLE 17 WAGES

12/04/23 TA'd

Classification System and Wage Scale revised for effective 1/1/2024 –See Appendix 1.

Established wages for the job classification system covered under this contract will receive a **percent (6%)** increase on the previous year's Job Rate for the first year of the contract, a **five percent (5.0%)** increase on the previous year's Job Rate for the second year of the contract and a **four percent (4.0%)** increase on the previous year's Job Rate for the third year of the contract.

Changes to Classification structure

- **Change to Classification 6 list to include Senior Distribution Operator, Senior Electrical Mechanical Technician and Assistant Finance Manager**
- **Water Treatment Plant Operator Trainee and Distribution Operator Assistant start at Classification 2 Job Rate. When eligible for promotion to Classification 5B start at Step 1.**
- **Promotions- Start at Step 1 of the new classification level**

Section 17.01 LONGEVITY 12/4/23 TA'd

Longevity payments are paid annually based on the following for the length of the contract.

| | | | | | |
|---------------|------------------------|-------------------|------------------------|--------------|------------------------|
| 5-9 Years- | \$250 | 10-14 Years- | \$425 \$500 | 15-19 years- | \$525 \$650 |
| 20-24 years - | \$625 \$750 | 25 years or more- | \$725 \$850 | | |

Section 17.02 LICENSES 11/30/23- TA'd Drone at \$0.10

As an encouragement for employees to expand their knowledge and skills, Bolton Point will add an additional amount to the employee's base wage for having specific licenses. The additional amount is added to the base rate each pay and is non-accumulative. However, it would be included in shift differential pay and overtime pay.

| | |
|--|------------------------|
| IA-SW/GUI Filtration Plant license | \$1.00 per hour |
| Code Enforcement Certification | \$0.50 per hour |
| Cross Connection/ Backflow Certification | \$0.25 per hour |
| Drone License** | \$0.10 per hour |

**** (max 1 per department-based on job description-GIS/IT Specialist & Sr. WTPO)**

Section 18.02 HOLIDAY PAY 12/4/23 TA'd

Employees who work on a Holiday (including the floating holiday) as part of their regular shift will receive pay at a rate of time and one half (1½) for the hours worked on said holidays and holiday pay at straight time for the hours worked on said holiday. **Employees scheduled to work as part of their regular shift on Memorial Day, Thanksgiving Day or Christmas Day will receive pay at a rate of double time (2 times the hourly rate plus applicable shift differential) for all hours worked on that holiday.**

SECTION 21 INSURANCES

SECTION 21.01 HEALTH INSURANCE PLAN: 11/27/23 TA'd

Health insurance coverage is offered to all employees who work 20 hours or more per week. Effective 1/1/2015, employees will be given the option to select which health insurance plan they want to enroll in; either the existing PPO plan or the Standard Platinum Plan*. ~~Employees who switch plans may opt back to the previous plan after two (2) years of consecutive coverage.~~ Effective 1/1/2018, employees hired on or after this date will be allowed to enroll only in the Platinum Plan. **Effective January 1, 2024, no new enrollment will be allowed in the GTCMHIC PPO plan.**

SECTION 21.02 HEALTH INSURANCE COST SHARE: 11/27/23 TA'd

All eligible employees shall contribute an established contribution of the health insurance monthly premium for the type of health insurance that the employee has elected (individual or family coverage **or whatever tier structure is available**.) All employee contributions to the monthly premium through payroll deduction will be made with pre-tax dollars unless the employee chooses otherwise.

Current PPO Health Insurance Plan (not available to employees hired after 1/1/2018)

2024- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

2025- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

2026- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

Standard Platinum Plan):

2024- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

2025- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

2026- 15% employee monthly premium contribution for ~~Individual or Family~~ **elected** coverage

Employees hired after January 1, 2021, will be only allowed to enroll in the GTCMHIC Standard Platinum Plan at the employee cost share of 15% of the monthly premium.

SECTION 21.07 SHORT TERM DISABILITY INSURANCE: 11/27/23 TA'd

Disability insurance covers employees when they have been injured outside of work or for other non-employment medical reasons like surgery. This insurance pays for missed time at work only and does not provide any coverage for medical bills. For injuries that occur during work, refer to Workers' Compensation Insurance.

Disability benefits will be paid for non-work-related illness after the 7-day waiting period (5 business days) and for non-work-related injury after 1 day. The employee must cover the waiting period using their sick time, but if depleted, then any paid time off leave can be used. After the waiting period, the employee will use code "Other-Dis" to subsidize 70% of the employee's regular hours per day (5.60 hours out of 8.0 hours). The remaining 30% of hours per day (2.40 hours) shall be supplemented by an employee's sick time or any paid time off leave can be used. The use of the employee's paid time off leave will allow the employer to issue the employee their regular full paycheck, continue to accrue paid leave time, continue health insurance, and be credited with days worked in retirement system. Short term disability leave will be available for a maximum of twenty-six (26) weeks in any consecutive fifty-two (52) week period beginning as of the first use of disability.

If the employee has depleted all their paid time off leave, then they will be eligible for only the 70% paid by the employer and will no longer be eligible to accrue additional paid leave time and will no longer be reported as active to the state retirement system. There will be no change to their health insurance or employee contribution.

The Employer may contract with a third party to process these claims. The employee must submit a claim form and provide an acceptable Doctor's statement for the claim to be processed. All decisions regarding the claim will be handled by the third party. Any reimbursement payments from the third party will be paid directly to the Employer to reimburse "Other-Dis" time. If the employee accidentally receives a payment from the third party, they shall forward it to the Human Resources Office immediately. A doctor's statement authorizing a return to work is required. The Employer and / or employee may request a light duty return to work.

~~Short Term Disability insurance is provided to all employees working 30 hours or more. A payroll deduction will be made each payday for this coverage. Upon the submission of an acceptable Doctor's statement, benefits will be paid for non-work related illness or injury after the seven day (7) waiting period (five (5) business days) and for non-work related injury (accident) after day one; both in which continue up to a maximum of twenty-six (26) weeks. Benefits are paid at 50% of the average of the employee's last eight weeks of pay or a maximum of \$300.00 a week. Disability coverage shall be supplemented by an employee's sick time balance. Sick, Vacation, Personal or Compensatory time can be used during waiting period. The use of accrued sick time will allow the employer to issue the employee their regular pay check. If an employee is out of sick time then other fringe time can be used. The payment from the carrier will be paid directly to the Employer. If the employee receives a check from the disability carrier, he/she should forward it to the Human Resources Office immediately. A doctor's statement authorizing a return to work is required.~~

ARTICLE 24- UNIFORMS AND SAFETY SHOES -12/04/23 TA'd

Distribution and Production employees are required to wear uniform style clothing during all working hours. Uniforms will display an employee's first name and identify him/her as a Commission employee; the cost of the name and logo will be absorbed by the Commission. Distribution and Production employees must wear OSHA approved steel-toed safety shoes while on duty. Distribution and Production employees that wear uniform-style clothing, the Commission will provide reimbursement for uniforms and safety shoes up to a maximum of \$400.00 **\$500.00 per year**. All Distribution and Production employees will be eligible for winter coats and overalls up to \$200 per employee every three years. **All Administration employees and the Distribution Department's GIS/IT Specialist will be eligible for SCLIWC logo clothing up to a value of \$100 per employee per year.**

ARTICLE 25 SAFETY GLASSES 11/27/23 TA'd

For Production and Distribution employees prescription ANSI safety glasses will be reimbursed for a total not to exceed \$400.00 **\$200.00** and no more frequently than every two years, unless there is a prescription change **or damaged beyond repair**. Employee may select the preferred vendor or one of their own choosing. **Employee will be responsible for eye examination and any costs above the allowed amount.**

ARTICLE 26 CELL PHONE REIMBURSEMENT 11/27/23 TA'd

~~For Production and Distribution~~ **All Commission** employees who have a cell phone which is used ~~by the Commission for communication purposes~~ will be reimbursed ~~thirty (\$30)~~ **fifty (\$50)** dollars per month towards the cost of their cell phone bill. The amount will be paid out quarterly and is a taxable benefit. Cell phone use policy will be adhered to. ~~No~~ **All** employees will be required to carry a personal cell phone to receive benefit.

RESOLUTION APPROVING COLLECTIVE BARGAINING AGREEMENT WITH THE UNITED AUTO WORKERS FOR SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION’S EMPLOYEES FOR 2024-2026

RESOLUTION 23-

RESOLUTION APPROVING COLLECTIVE BARGAINING AGREEMENT WITH THE UNITED AUTO WORKERS FOR SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION’S EMPLOYEES FOR 2024-2026

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission, in good faith, entered into contract negotiations with the United Auto Workers union for a renewed collective bargaining agreement for the contract that expired on December 31, 2023: and

WHEREAS, on December 4, 2023, the Commission’s negotiating team reached tentative agreement with the union’s negotiating team; and

WHEREAS, the Commission reviewed and approved the tentative contract at the December 7, 2023, Commission meeting; and

WHEREAS, on December 11, 2023, the employees in the union bargaining unit ratified the tentative contract; and

WHEREAS, the Town Board of the Town of Lansing has reviewed the tentative agreement and determined it to be acceptable as required by the contract and the Public Employees Relation Board; and

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

RESOLVED, the Town Board of the Town of Lansing does hereby approve the tentative collective bargaining agreement between the Commission and UAW unit; and, be it further

RESOLVED, the Town Board of the Town of Lansing authorizes the Commission’s negotiating team to sign said contract as presented.

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 Ruth Groff – |
| Councilperson Bronwyn Losey – | Councilperson Joseph Wetmore – |
| Supervisor Edward LaVigne – | |

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 20, 2023.

MOTION TO OPEN THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE SUBDIVISIONS

Councilperson _____, moved to **OPEN THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #11 FOR EAST SHORE SUBDIVISIONS** at _____ pm.
Councilperson _____ seconded the motion.
All in Favor – Opposed –

MOTION TO CLOSE THE PUBLIC HEARING

All persons desiring to be heard, having been heard, Councilperson _____, moved to **CLOSE THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE SUBDIVISIONS** at _____ pm. Councilperson _____ seconded the motion.
All in Favor – Opposed –

TOWN OF LANSING

TOMPKINS COUNTY, NEW YORK

November 6, 2023

ENGINEER'S REPORT

Proposed Town of Lansing Drainage District #11: East Shore Circle Subdivision



PREPARED BY:
T. G. Miller, P.C.
Engineers and Surveyors
Ithaca, New York

ENGINEER'S REPORT
PROPOSED TOWN OF LANSING
DRAINAGE DISTRICT #11:
EAST SHORE CIRCLE SUBDIVISION

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MAPS

- Map 1 - Vicinity Map
- Map 2 - Drainage District Boundary and Stormwater Management Practice Location

SECTION 1 - INTRODUCTION

The East Shore Circle Major Subdivision is a nine-parcel realty subdivision located north of East Shore Circle and west of East Shore Drive. The Major Subdivision obtained final approval from the Town of Lansing Planning Board on April 24, 2023. In addition, East Shore Circle Minor Subdivision is a four-parcel realty subdivision located south of East Shore Circle and west of East Shore Drive. The Minor Subdivision obtained final approval from the Town of Lansing Planning Board on January 22, 2018. Land disturbance activities within the subdivisions are subject to the design and permitting requirements of New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit No. GP-0-20-001 and GP-0-15-002, respectively. In accordance with these General Permits, the Stormwater Pollution Prevention Plans (SWPPP) prepared by the Owner/Operator for each subdivision incorporate permanent post-construction stormwater treatment and peak flow attenuation practices. In addition, permanent swales have been designed to convey stormwater runoff to and away from permanent practices.

The General Permits require on-going maintenance of these practices and dictate the Owner/Operator ensure one of the following prior to terminating permit coverage:

- a. the post-construction stormwater management practice(s) and any right-of-way(s) needed to maintain such practice(s) have been deeded to the municipality in which the practice(s) is located,*
- b. an executed maintenance agreement is in place with the municipality that will maintain the post-construction stormwater management practice(s),*
- c. for post-construction stormwater management practices that are privately owned, the owner or operator has a deed covenant in place that requires operation and maintenance of the practice(s) in accordance with the operation and maintenance plan.*
- d. for post-construction stormwater management practices that are owned by a public or private institution (e.g. school, college, university), or government agency or authority, the owner or operator has policy and procedures in place that ensures operation and maintenance of the practices in accordance with the operation and maintenance plan.*

In this instance, there are permanent water quality treatment practices (bioretention basins, detention ponds and dry ponds) together with grassed diversion swales that will be or have been installed on residential lots or lands that will be dedicated to the Town. Long-term operation and maintenance of these practices and swales will be the responsibility of the Town as prescribed in a maintenance agreement carried in the deed or general covenants and restrictions filed and common to the Subdivision. As described herein, Drainage District No. 11 here after referred to as the "District", will provide the methodology for financing long-term stormwater practice maintenance. It is the intent that any prior Stormwater Operation, Reporting and Maintenance Agreements (SOMRAs) recorded for the four-parcel minor subdivision will be superseded by a new Stormwater Declarations, Covenants, Conditions and Restrictions Agreement drafted concurrently with the formation of the District. The maintenance agreements and covenants will be reviewed and approved by the Town's Counsel to assure that adequate rights of access and maintenance are provided. These privately owned and District owned practices will require annual inspection by the drainage district. To offset the expenses related to the inspection and maintenance of these stormwater management facilities, the Town is proposing to form the District to include all lands within the Minor and Major Subdivisions, which are further described in Appendix A, Boundary Description.

SECTION 2 - SERVICE AREA

As depicted on Map 1, the subdivisions are located north and south of East Shore Circle and west of East Shore Drive. The total land area of the two subdivisions to be included in the District is approximately 21.48 acres, inclusive of road right-of way. Based on the approved final subdivision plats, the lands have been divided into eight residential building lots, two storm water lots, and a remnant parcel of vacant land on the south side of E. Shore Circle. The parcels to be included in the District are identified on Map 2 and itemized in Table 1.

| Lot # | Tax Map Parcel # | Owner | Acres |
|--------------|-------------------------|----------------------------|--------------|
| 1 | | JOHN YOUNG, et al | 1.03 |
| 2 | | JOHN YOUNG, et al | 1.04 |
| 3 | | JOHN YOUNG, et al | 1.24 |
| 4 | | JOHN YOUNG, et al | 1.32 |
| 5 | | JOHN YOUNG, et al | 2.07 |
| 7 | | JOHN YOUNG, et al | 9.85 |
| 8 | | JOHN YOUNG, et al | 0.39 |
| 9 | | JOHN YOUNG, et al | 0.58 |
| - | 37.1-7-12.8 | PIKULIK, GRIGORY & NATALYA | 1.05 |
| - | 37.1-7-12.9 | PIKULIK, GRIGORY & NATALYA | 1.05 |
| - | 37.1-7-12.10 | GLENNA MCMINN | 1.16 |
| Total | | | 20.78 |

SECTION 3 – OVERVIEW OF MAINTENANCE RESPONSIBILITIES

Under this proposal, the District will assume the responsibility for maintaining the dry pond, detention ponds, bioretention basins and grassed diversion swale once constructed by the Owner/Operator on lots as identified in Map 2 and detailed in final plans and SWPPP as approved by the Stormwater Management Officer for the Major Subdivision and final approved Minor Subdivision plan and SWPPP dated December 27, 2017. The Owner/Operator will be responsible for all temporary sediment and erosion control practices in compliance with the requirements of the General Permits for land disturbance activities. The roles and responsibilities of the District and the Owner/Operator are further outlined below.

3.1 The Owner/Operator

Prior to beginning construction on any lot or parcel, the Owner/Operator will be responsible for obtaining coverage under the General Permit by submitting a Notice of Intent (NOI). Under the General Permit, the individuals who obtain coverage are responsible for complying with the permit until a Notice of Termination (NOT) is filed with the NYSDEC. A NOT cannot be filed until the site is completely stabilized and all soil disturbance activity is ceased. Until that time, the Owner/Operator will be liable for the following elements of the permit:

- 1) Fees for continuing permit coverage.
- 2) Construction inspections for ongoing construction activity.
- 3) Ensuring final site stabilization.
- 4) Responsibility and liability for water quality violations caused by construction activity within the Subdivision.
- 5) Filing of a NOT to terminate permit coverage.

3.2 *Town of Lansing on behalf of Drainage District #11*

The Town will be responsible on behalf of the District for undertaking annual inspections and implementing emergency repairs to the dry pond, detention ponds, bioretention practices and grassed diversion swales as deemed necessary. In addition, the Town will be responsible for administration of the Drainage District, including tracking expenses, assessing fees, and collecting fees attributable to any emergency repair activities for the permanent stormwater practices.

The required permanent practices, or Facilities, are to be installed by Owner/Operator on each building lot or parcel prior to or as houses are constructed, thereafter, to be maintained by the District. The District will complete annual inspection, reporting, maintenance and improvement obligations. To assure compliance with such local law and NYSDEC Stormwater regulations, the following minimum provisions shall cover each building lot or parcel within the District:

- 1) All landowners and lot owners shall be responsible to construct and install, and once so constructed and installed, the District to operate, maintain, and repair the stormwater management facilities as described in or as shown upon the Final Subdivision Plat, the Stormwater Drainage District Map, or the Stormwater Pollution Prevention Plan (hereinafter severally and together, the "Stormwater Plan"), including but not limited to drainage ditches, swales, infiltrators, drop inlets, pipes, culverts, soil absorption devices, raingardens, bioretention basins, and all appurtenances thereto (hereinafter severally and together, the "Facilities"), to ensure that the Facilities continue to function as designed and for their intended purposes.
- 2) All Owners shall grant access to the Town of Lansing for the purposes of observing, maintaining, and inspecting the Facilities at any time, and from time-to-time, as may be deemed appropriate, necessary, or desirable by the Town.
- 3) If any deficiencies in Facilities are discovered or suspected to have been caused by the Owner/Operator, the Town will notify the Owner in writing and mandate a reasonable number of days to effect needed analyses or repairs or maintenance pursuant to a fair plan on notice to the Owner. If the Owner shall fail to complete any analyses or repairs or maintenance to the reasonable satisfaction of the Town within the required period set forth in any notice the Town may effect the same and charge to the Owner the cost thereof. Emergencies do not require prior notice. The Town may collect such costs in any manner as allowed by law and determinations and demands for reimbursement shall be subject to review under Article 78 of the New York Civil Practice Law and Rules.
- 4) No Owner may authorize, undertake, or permit the alteration of, abandonment of, modification of, demolition of, discontinuation of, or interference with any Facilities, except in strict accordance with the written approval of the Town.

- 5) All covenants or maintenance easements or agreements implementing these basic requirements shall be written in a form as is acceptable to and approved by the Town, and all rights of entry and rights of way to and for the Facilities shall be written as appurtenant easements and rights-of-way duly limited to that which is reasonably necessary for stormwater needs and practices under law. All covenants and maintenance easements and agreement shall be enforceable in law or equity.
- 6) Other landowners within the Drainage District shall also have rights of enforcement relative to stormwater Facilities maintenance to prevent flooding, nuisance, loss of property or property value, and hazards.

SECTION 4 - OVERVIEW OF MAINTENANCE ACTIVITIES

The Owner/Operator will be responsible for constructing the permanent practices on their land in accordance with the Final Subdivision SWPPP applicable to each subdivision and as shown on Map 2. With respect to Lots 1-5, the dry pond (Lot 9), bioretention basin (Lot 8) and swales on Lots 1, 3, 4 and 5 shall be constructed prior to issuing buildings permits in order to capture runoff from the impervious areas of the individual lots they serve. For parcels 37.1-7-12.8, 37.1-7-12.9 and 37.1-7-12.10 the Owner/Operator shall construct individual lot detention pond, bioretention basin and swale in order to capture runoff from the impervious areas of the lot they serve. Maintenance activities for these practices may include annual inspections, routine maintenance, and emergency repairs. This section outlines some of the routine activities needed to maintain both the long-term pollutant removal and structural integrity of stormwater practices. These activities are encompassed within six general categories as described below. In addition, Table 3 outlines some of the detailed activities within these categories, together with an estimated frequency.

Inspections

An annual inspection is needed to monitor the permanent practices. In the long term, these inspections reduce expenses by allowing the Owner and District to address small problems as they occur, with relatively low-cost solutions.

Sediment and Debris Removal

Sediment, trash and other debris accumulate within bioretention practices at a fairly constant rate. As sediment accumulates in stormwater practices, the capacity to treat and attenuate stormwater is reduced. In addition, the sediment can clog outflow pipes and reduce the capacity of the overflow channels. Some typical maintenance activities include removing sediment and debris, and unclogging outlet pipes.

Vegetation Management

Vegetation can enhance pollutant removal in some stormwater management practices but needs to be managed. Mowing is necessary to maintain a safe basin embankment.

Animals and Nuisances

Some typical nuisance issues for stormwater basins are mosquitoes and animal burrows. Mosquitoes can sometimes breed in pond forebays, particularly if dense vegetation develops. Some non-toxic methods are available to discourage mosquito breeding. Animal burrows damage basin embankments and need to be filled immediately.

Erosion

Over time, soil erosion can occur at some critical points in stormwater management practices, particularly when bare soil exists. When erosion occurs, the area needs to be stabilized to prevent further damage.

Structural Repairs

Although the stormwater detention ponds, dry ponds and bioretention basins that services the lots in this Subdivision have relatively few moving parts and structural elements, some long-term repairs may be needed. These will include replacing or repairing cracked pipes, eroded banks, and basin cleanout structures.

Inspections of Private Practices

These will be as needed and conducted in conjunction with annual review and any complaints or direct observations made during construction and site alterations.

| TABLE 3. STORMWATER MAINTENANCE ACTIVITIES FOR DRAINAGE DISTRICT #11 | | |
|---|--|--|
| Maintenance Item | Frequency (years)^{1,2} | Practices Where Performed |
| <i>Inspections</i> | | |
| Inspection | 1 | Detention Pond, Dry Pond, Bioretention basin and swales |
| <i>Sediment and Debris Removal</i> | | |
| Unclog outlet pipes | 1 | Detention Pond, Dry Pond, Bioretention basin and swales |
| Debris/Trash Removal | 1 | Detention Pond, Dry Pond, Bioretention basin and swales |
| Remove sediment from forebay and swales | 5 | Forebay Swales |
| Dredge Detention Pond and Dry Pond | 15 | Detention Pond and Dry Pond |
| <i>Vegetation Management</i> | | |
| Mowing | 1 | Detention Pond, Dry Pond, Bioretention basin and swales |
| Tree removal from embankment | 10 | Detention Pond, Dry Pond, Bioretention basin Embankments (should be limited by mowing) |
| Replace vegetation (Dead or decaying vegetation in filter) | As needed | Bioretention basin |
| <i>Animals/ Nuisances</i> | | |
| Remove animal burrows from basin embankment. | 5 | Detention Pond, Dry Pond and Bioretention basin |
| <i>Erosion</i> | | |
| Repair areas of erosion | 2-5 | Detention Pond, Dry Pond, Bioretention basin and swales |
| <i>Structural repairs</i> | | |
| Repair low spots on the embankment | 5 | Detention Pond, Dry Pond and Bioretention basin |
| Repair or replace trash racks | 15 | Detention Pond and Dry Pond |
| Repair cracks in concrete | 10 | Dry Pond |
| Replace riser structure (concrete) | 50 | Dry Pond |
| Till bioretention surface to restore permeability (Filter drains slowly and surface is compacted) | 3 (or as needed) | Bioretention basin |

| TABLE 3. STORMWATER MAINTENANCE ACTIVITIES FOR DRAINAGE DISTRICT #11 | | |
|---|--|----------------------------------|
| Maintenance Item | Frequency (years)^{1,2} | Practices Where Performed |
| Replace entire bioretention media (Filter does not drain, and other measures to restore are unsuccessful) | 10 (or as needed) | Bioretention basin |
| 1: Maintenance Frequencies derived from the "New York State Stormwater Management Design Manual created by the New York State Department of Environmental Conservation. | | |
| 2: Frequency may vary, and the need for maintenance will be determined by annual inspections. | | |

SECTION 5 – ESTIMATE OF FIRST-YEAR MAINTENANCE COST

This section estimates the initial first year maintenance cost, with the goal of establishing an initial assessment rate for landowners of properties within the District. Over time, these costs will vary, based on the occurrence of relatively high cost items at the time services are performed. The cost estimate includes assumptions regarding the items that will occur within the first year, the extent of these items, and the unit cost. The first-year maintenance plan, along with cost estimates, is presented in Table 4.

The first-year maintenance items are derived from the maintenance frequencies presented in Table 3, with the following assumptions:

- 1) All residential lots are simultaneously developed for residential use.
- 2) Items listed as annual or more frequent occur within the first year, at the frequency named.
- 3) Some erosion occurs within the diversion swales or swales leading to the basins, and will need to be repaired.
- 4) As a contingency, it is assumed that two five-year frequency items occur in the first year, including repairing low spots on the embankment and removing animal burrows.
- 5) Mowing is needed on basin embankments and swales, representing a total of approximately 2.0 acres.

| TABLE 4. COST OF FIRST-YEAR MAINTENANCE | | | | |
|---|---|------------------|---------------------|----------------|
| Maintenance Item | Description | Unit Cost | Extent | Cost |
| Inspection, Reporting and coordinating corrective actions | Inspect using forms derived from Appendix G of the "New York Stormwater Management Design Manual" | \$150/hour | 10 hours | \$1,500 |
| Unclog outlet pipes | Remove accumulated debris from the outlet pipes, possibly by jet cleaning. | \$150/basin | 1 time for 8 basins | \$1,200 |
| Mowing and Debris/Trash Removal | Mow the swales and embankments. Remove trash and debris. | \$800/acre | 2 acres | \$1,600 |
| Repair areas of erosion and settling within swales and basins | Replace topsoil, compact and reseed area. | \$5/sf | 400 sf | \$2,000 |
| TOTAL ESTIMATED COST (ROUNDED) = | | | | \$6,300 |

SECTION 6 – METHOD OF FINANCING

Estimate of First-Year Maintenance Charges

The cost of annual inspection and reporting completed by the Town will be assessed to the owners of taxable land within the District. The total acreage of all parcels based on the approved final plat, excluding stormwater Lots 8 and 9 and excluding road right-of-way is 19.81 acres. Thus, the maintenance charge to each of the parcels within the district is calculated as outlined in the formula below. A tiered rate will be used for parcels considered Vacant Land and Developed Land defined as follows:

“Vacant Land” means a lot or parcel of land that is not improved or significantly disturbed, and which has not been earmarked by planning board or other approvals for development or significant disturbance.

“Developed Land” means a lot or parcel of land was or is improved, or which is earmarked for significant disturbance or development, whether with a residence, an accessory structure, or otherwise, including by planning board or other approvals.

Developed Land will be charged full rate. Parcels that are considered Vacant Land will be charged 10% of the full rate until the property becomes classified as Developed Land.

Maintenance Charge (cost per acre):

Full Rate (Developed Land)=
 Maintenance Cost/(Developed Land Acreage + (10%*Vacant Land Acreage))

Full Rate (Developed Land) = \$6,300/(9.96 + (10%*9.85))
= \$575.61 per acre

10% of Full Rate (Vacant Land) = \$575.61*10%
= \$57.56 per acre

Using the cost of \$6,300 derived from Table 4, and the lot areas from the Final Subdivision plats, the estimated first-year maintenance fees are presented in Table 5.

| Table 5. Estimated First-Year Stormwater Maintenance Fees | | | | | |
|---|------------------|----------------------------|------------------------|---------------------|-------------------------|
| Lot # | Tax Map Parcel # | Owner(s) Names(s) | Developed Land Acreage | Vacant Land Acreage | Estimated Fee (Rounded) |
| 1 | | JOHN YOUNG, et al | 1.03 | | \$593 |
| 2 | | JOHN YOUNG, et al | 1.04 | | \$599 |
| 3 | | JOHN YOUNG, et al | 1.24 | | \$714 |
| 4 | | JOHN YOUNG, et al | 1.32 | | \$760 |
| 5 | | JOHN YOUNG, et al | 2.07 | | \$1,192 |
| 7 | | JOHN YOUNG, et al | | 9.85 | \$567 |
| - | 37.1-7-12.8 | PIKULIK, GRIGORY & NATALYA | 1.05 | | \$604 |
| - | 37.1-7-12.9 | PIKULIK, GRIGORY & NATALYA | 1.05 | | \$604 |
| - | 37.1-7-12.10 | GLENNA MCMINN | 1.16 | | \$668 |
| Total | | | 9.96 | 9.85 | \$6,300 |

Method of Assessment

The charges to finance the costs of this district will be included in the annual Town/County tax bill. Although estimated first year charges are included in this report, the calculated charge will be a reimbursement for actual maintenance activities of each preceding year. The Town will track all maintenance activities and the resulting costs in labor and equipment, and annually adjust the amount to be raised from each landowner.

APPENDIX ABOUNDARY DESCRIPTIONTOWN OF LANSING DRAINAGE DISTRICT No. 11

ALL THAT TRACT OR PARCEL OF LAND situate in the, Town of Lansing, County of Tompkins, State of New York, being bounded and described as follows:

BEGINNING at a point in the present centerline of East Shore Circle, said point being further located approximately 587.3' East of the present centerline intersection with Teeter Road;

RUNNING THENCE North 70° 57' 51" East along the present centerline of East Shore Circle for a distance of 75.00' to a point;

RUNNING THENCE South 18° 58' 58" East, passing through an iron pin found at a distance of 28.85' and continuing for a total distance of 248.59' to an iron pin found;

RUNNING THENCE North 71° 11' 06" East for a distance of 329.32' to an iron pin found;

RUNNING THENCE South 18° 02' 05" East for a distance of 5.92' to a point;

RUNNING THENCE North 70° 49' 21" East for a distance of 341.21' to an iron pin found;

RUNNING THENCE North 71° 01' 16" East for a distance of 147.52' to an iron pin found;

RUNNING THENCE North 16° 32' 00" West for a distance of 33.11' to an iron pin found;

RUNNING THENCE South 25° 15' 46" East for a distance of 147.00' to an iron pin found;

RUNNING THENCE South 24° 53' 54" West for a distance of 189.64' to a point;

RUNNING THENCE South 56° 56' 25" West, along the North line of East Shore Drive for a distance of 305.99' to a point;

RUNNING THENCE South 63° 15' 24" West, along the North line of East Shore Drive for a distance of 467.00' to a highway monument found;

RUNNING THENCE North 87° 15' 43" East for a distance of 619.53' to an iron pipe found;

RUNNING THENCE North 14° 52' 42" East for a distance of 143.28' to an iron pin found;

RUNNING THENCE North 19° 11' 22" West for a distance of 39.16' to an iron pin found;

RUNNING THENCE North 19° 11' 22" West for a distance of 310.35' to a point;

RUNNING THENCE North 71° 06' 53" East along the present centerline of East Shore Circle for a distance of 160.00' to a point;

RUNNING THENCE North 71° 06' 53" East along the present centerline of East Shore Circle for a distance of 139.59' to a point;

RUNNING THENCE North 03° 02' 22" West for a distance of 390.04' to a point;

RUNNING THENCE North 03° 02' 22" West for a distance of 277.95' to a point;

RUNNING THENCE North 03° 02' 22" West for a distance of 239.60' to an iron pin found;

RUNNING THENCE South 82° 49' 40" East for a distance of 136.15' to a point;

RUNNING THENCE South 82° 49' 40" East for a distance of 133.50' to a point;

RUNNING THENCE South 07° 10' 20" West for a distance of 45.00' to a point;

RUNNING THENCE along a curve to the right for an arc distance of 124.14' to a point, said course having a chord tie of South 10° 36' 36" East for a distance of 122.16';

RUNNING THENCE along a curve to the right for an arc distance of 53.00' to a point, said course having a chord tie of South 35° 59' 01" East for a distance of 52.85';

RUNNING THENCE South 43° 33' 41" East for a distance of 105.80' to a point;

RUNNING THENCE South 43° 33' 41" East for a distance of 234.55' to a point;

RUNNING THENCE South 43° 33' 41" East for a distance of 122.10' to a point;

RUNNING THENCE South 19° 02' 09" East for a distance of 73.92' to a point;

RUNNING THENCE South 70° 57' 51" West for a distance of 51.13' to a point;

RUNNING THENCE South 19° 02' 09" East for a distance of 46.97' to a point;

RUNNING THENCE South 70° 57' 51" West along the present centerline of East Shore Circle for a distance of 162.48' to a point;

RUNNING THENCE South 70° 57' 51" West along the present centerline of East Shore Circle for a distance of 174.85' to a point;

RUNNING THENCE South 70° 57' 51" West along the present centerline of East Shore Circle for a distance of 76.00' to the point and place of beginning;

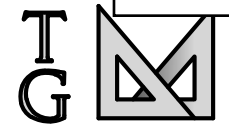
Said parcel having an area of 21.48 acres to the centerline of roads.

SUBJECT TO covenants, restrictions, easements and encumbrances of record.

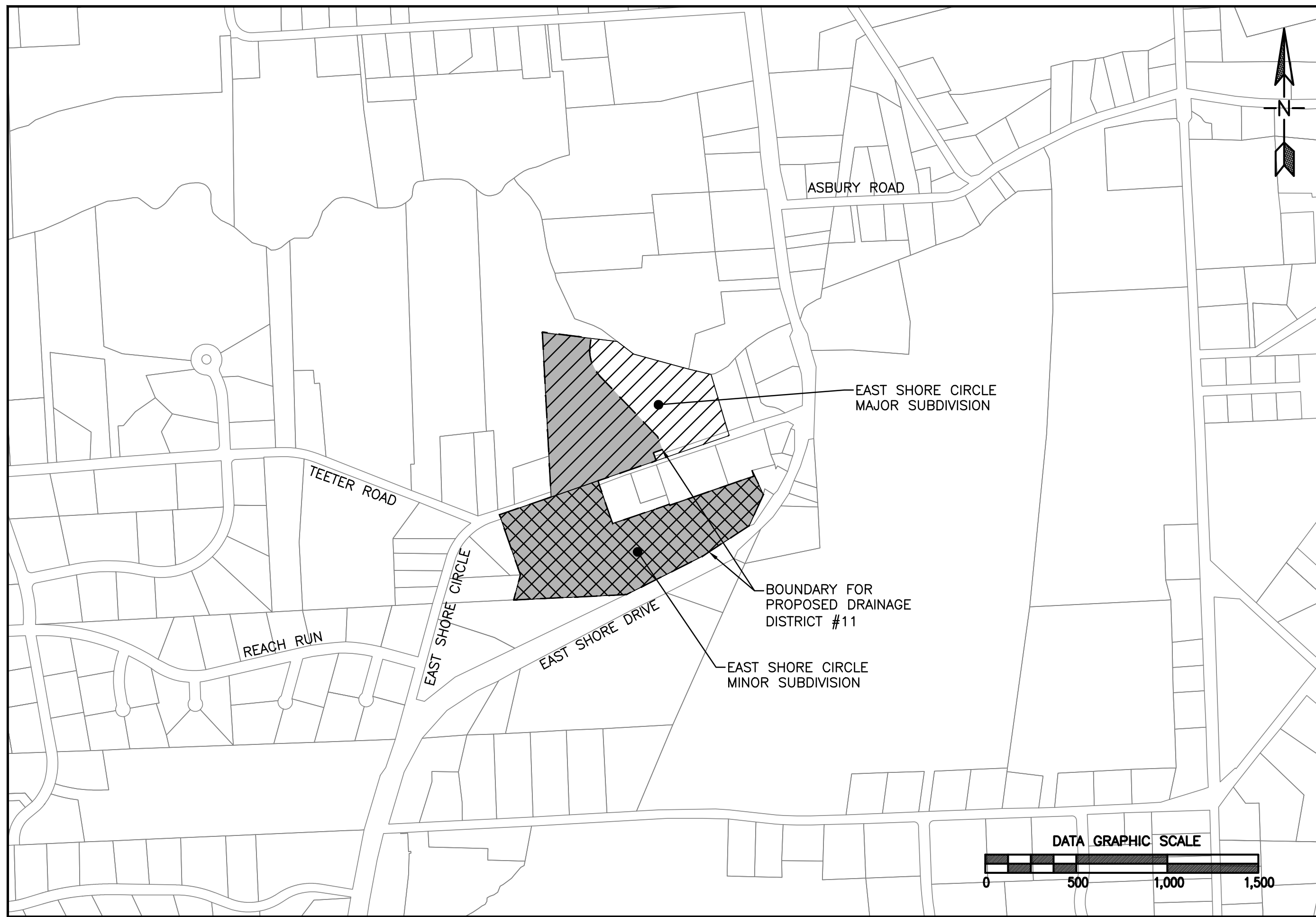
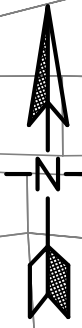
For a more particular description thereof, reference is hereby made to a survey map entitled, being "Subdivision Plat, Showing Portion of Lands of John F. Young, Susan M. Barnett, James R. Young and Julie Young, Located North of East Shore Circle, Town of Lansing, Tompkins County, New York" dated 10/23/2023, prepared by T.G. Miller, P.C., Engineers and Surveyors, Ithaca, New York, filed concurrently herewith and incorporated herein by reference.

Also, reference is hereby made to a survey map entitled, being "Survey Map Showing Southerly Portion of Lands of No. 106 East Shore Circle, Town of Lansing, Tompkins County, New York" dated 12/14/2022, prepared by T.G. Miller, P.C., Engineers and Surveyors, Ithaca, New York, filed concurrently herewith and incorporated herein by reference.

Also, references is hereby made to a survey map entitled, being "Town of Lansing Proposed Drainage District No. 11 East Shore Circle Subdivision, Town of Lansing, Tompkins County, New York" dated 8/7/2023, prepared by T.G. Miller, P.C., Engineers and Surveyors, Ithaca, New York, filed concurrently herewith and incorporated herein by reference.



T.G. MILLER, P.C.
ENGINEERS AND SURVEYORS
605 WEST STATE STREET, SUITE A
ITHACA, NEW YORK 14850
WWW.TGMILLERPC.COM
607-272-6477



TOWN OF LANSING
PROPOSED DRAINAGE DISTRICT #11
EAST SHORE CIRCLE SUBDIVISION
TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK

SHEET TITLE

VICINITY
MAP

DATE: 8/7/23

JOB No.
E23-01

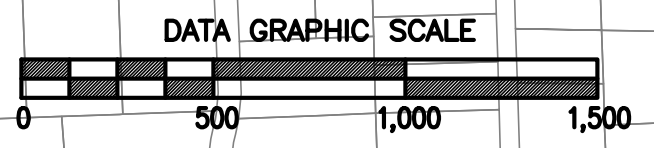
SCALE:
1" = 500'

DRAWN BY:
AXA

SHEET

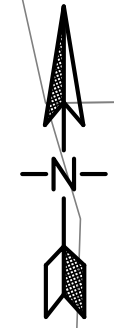
CHECKED:
DMH

MAP 1





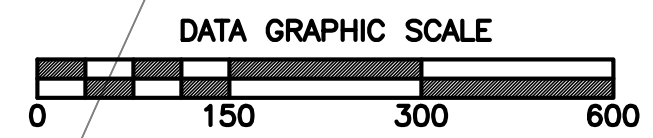
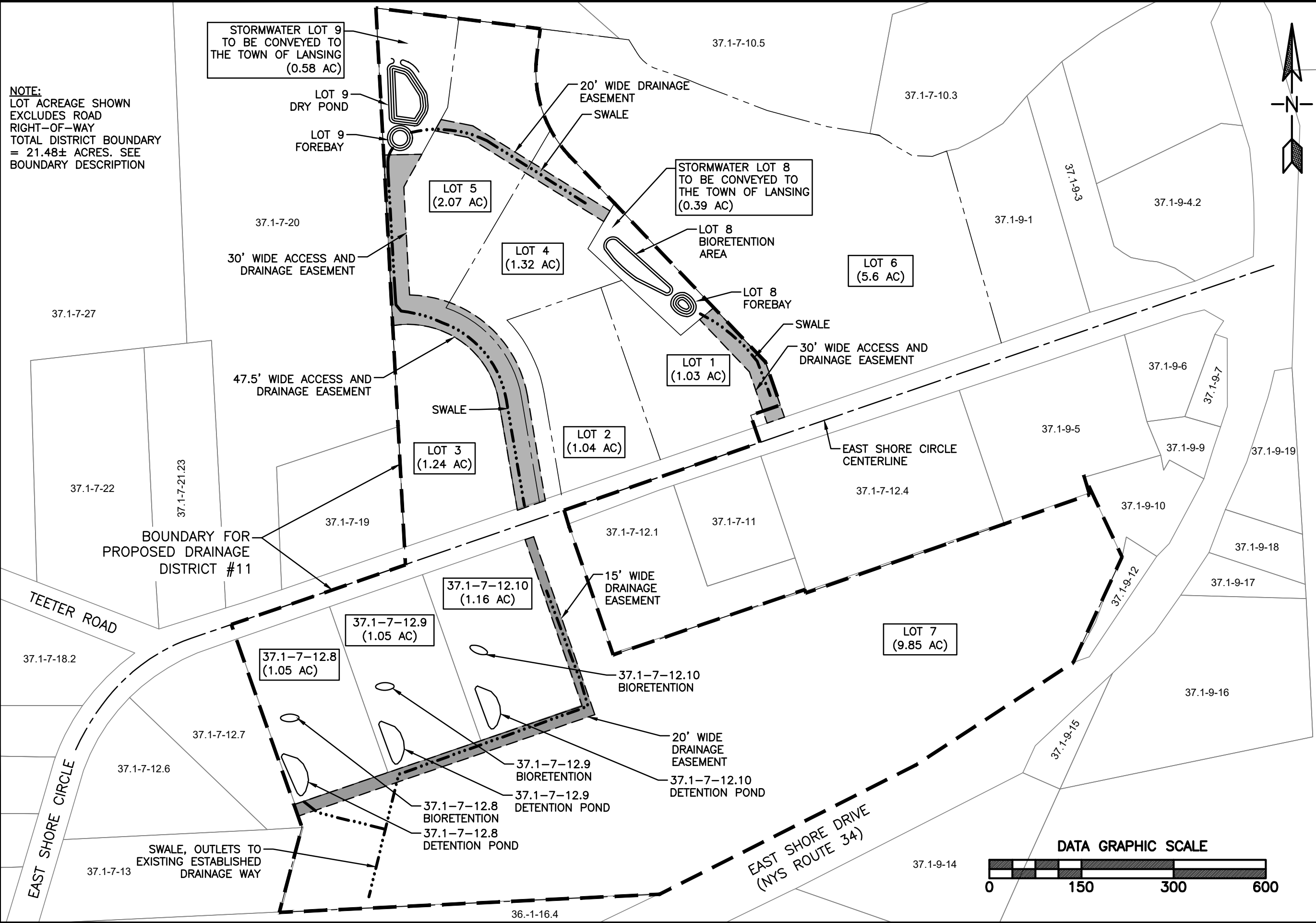
T.G. MILLER, P.C.
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**TOWN OF LANSING
PROPOSED DRAINAGE DISTRICT #11
EAST SHORE CIRCLE SUBDIVISION**
TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK

SHEET TITLE
DISTRICT BOUNDARY
AND STORMWATER
MANAGEMENT
PRACTICE LOCATION

| | |
|----------------------------|--------------------------|
| DATE: 8/7/23 | JOB No. E23-01 |
| SCALE: 1" = 150' | SHEET MAP 2 |
| DRAWN BY: AXA | |
| CHECKED: DMH | |



MOTION TO OPEN THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #12 FOR THE ASBURY-COLLINS SUBDIVISION

Councilperson _____, moved to **OPEN THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #12 FOR THE ASBURY-COLLINS SUBDIVISION** at _____ pm.

Councilperson _____ seconded the motion.

All in Favor – Opposed –

MOTION TO CLOSE THE PUBLIC HEARING

All persons desiring to be heard, having been heard, Councilperson _____, moved to **CLOSE THE PUBLIC HEARING ON FORMATION OF DRAINAGE DISTRICT #12 FOR THE ASBURY-COLLINS SUBDIVISION** at _____ pm.

Councilperson _____ seconded the motion.

All in Favor – Opposed –

TOWN OF LANSING

TOMPKINS COUNTY, NEW YORK

November 6, 2023

ENGINEER'S REPORT

**Proposed Town of Lansing
Drainage District #12:
Asbury Road Subdivision**



PREPARED BY:
T. G. Miller, P.C.
Engineers and Surveyors
Ithaca, New York

ENGINEER'S REPORT
PROPOSED TOWN OF LANSING
DRAINAGE DISTRICT #12:
ASBURY ROAD SUBDIVISION

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- Section 2 - Service Area
- Section 3 - Overview of Maintenance Responsibilities
- Section 4 - Overview of Maintenance Activities
- Section 5 - First Year Maintenance Cost Estimates
- Section 6 - Method of Financing

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- Appendix A - Boundary Description

MAPS

- Map 1 - Vicinity Map
- Map 2 - Drainage District Boundary and Stormwater Management Practice Location

SECTION 1 - INTRODUCTION

The Asbury Road Subdivision is a six-parcel realty subdivision located north of Asbury Road and east of Collins Road. The Subdivision obtained final approval from the Town of Lansing Planning Board on March 28, 2022. Land disturbance activities within the Subdivision are subject to the design and permitting requirements of New York State Department of Environmental Conservation (DEC) SPDES General Permit No. GP-0-20-001. In accordance with the General Permit, the Stormwater Pollution Prevention Plan (SWPPP) prepared by the Owner/Operator incorporates permanent post-construction stormwater treatment and peak flow attenuation practices. In addition, permanent swales have been designed to convey stormwater runoff from the undeveloped areas away from the permanent practices.

The SPDES General Permit requires on-going maintenance of these practices and dictates the Owner/Operator ensure one of the following prior to terminating permit coverage:

- a. *the post-construction stormwater management practice(s) and any right-of-way(s) needed to maintain such practice(s) have been deeded to the municipality in which the practice(s) is located,*
- b. *an executed maintenance agreement is in place with the municipality that will maintain the post-construction stormwater management practice(s),*
- c. *for post-construction stormwater management practices that are privately owned, the owner or operator has a deed covenant in place that requires operation and maintenance of the practice(s) in accordance with the operation and maintenance plan.*
- d. *for post-construction stormwater management practices that are owned by a public or private institution (e.g. school, college, university), or government agency or authority, the owner or operator has policy and procedures in place that ensures operation and maintenance of the practices in accordance with the operation and maintenance plan.*

In this instance, there are permanent water quality treatment practices (bioretention basins) and grassed diversion swales that will be installed on each residential lot as houses are constructed. Long-term operation and maintenance of these practices and swales will be the responsibility of the drainage district as prescribed in a maintenance agreement carried in the deed or general covenants and restrictions filed and common to the Subdivision. The maintenance agreements and covenants will be reviewed and approved by the Town's Counsel to assure that adequate rights of access and maintenance are provided. These privately owned practices will require annual inspection by the drainage district. To offset the expenses related to the inspection and maintenance of these stormwater management facilities, the Town is proposing to establish a drainage benefit district for all lands within this Subdivision and which are further outlined in the Boundary Description in Appendix A. As described herein, Drainage District No. 12 here after referred to as the "District", will provide the methodology for financing long-term stormwater practice maintenance.

SECTION 2 - SERVICE AREA

As depicted on Map 1, the Subdivision is located north of Asbury Road and east of Collins Road. The total land area of the subdivision to be included in Drainage District #12 is approximately 72.358 acres including road right-of-way. Based on the approved final subdivision plat, the lands have been divided into five residential building lots and a remnant parcel of vacant land. The building lots are identified on the final plat and Map 2 as Lots 3-7, and the vacant land as Parcel A.

| TABLE 1. TAX MAP PARCELS IN DRAINAGE DISTRICT #12 | | | |
|--|-------------------------|-------------------|--------------|
| Lot # | Tax Map Parcel # | Owner | Acres |
| 3 | | JOHN YOUNG, et al | 1.049 |
| 4 | | JOHN YOUNG, et al | 1.303 |
| 5 | | JOHN YOUNG, et al | 1.306 |
| 6 | | JOHN YOUNG, et al | 3.254 |
| 7 | | JOHN YOUNG, et al | 9.219 |
| Parcel A | | JOHN YOUNG, et al | 55.314 |
| Total Area of Building Lots = | | | 71.445 |

SECTION 3 – OVERVIEW OF MAINTENANCE RESPONSIBILITIES

Under this proposal, the District will assume the responsibility for maintaining the bioretention basin and grassed diversion swale once constructed by the Owner/Operator on lots as identified in Map 2 and detailed in the final plans and SWPPP as approved by the Stormwater Management Officer. The Owner/Operator will be responsible for all temporary sediment and erosion control practices in compliance with the requirements of the NYSDEC SPDES General Permit for land disturbance activities. The roles and responsibilities of the District and the Owner/Operator are further outlined below.

3.1 The Owner/Operator

Prior to beginning construction on any lot or parcel, the Owner/Operator will be responsible for obtaining coverage under the General Permit by submitting a Notice of Intent (NOI). The NOI must reference the Final Subdivision SWPPP as well as the Subdivision SPDES permit number identified on the Final Plat. Under the General Permit, the individuals who retain permit coverage are responsible for and liable under the permit until a Notice of Termination (NOT) is filed with the NYSDEC. A NOT cannot be filed until the site is completely stabilized and all soil disturbance activity is ceased. Until that time, the Owner/Operator will be liable for the following elements of the permit:

- 1) Fees for continuing permit coverage.
- 2) Construction inspections for ongoing construction activity.
- 3) Ensuring final site stabilization.
- 4) Responsibility and liability for water quality violations caused by construction activity within the Subdivision.
- 5) Filing of a NOT to terminate permit coverage.

3.2 Town of Lansing on behalf of Drainage District #12

The Town will be responsible on behalf of the District for undertaking annual inspections and implementing emergency repairs to the bioretention practices and grassed diversion swales as deemed necessary. In addition, the Town will be responsible for administration of the Drainage District, including tracking expenses, assessing fees, and collecting fees attributable to any emergency repair activities for the permanent stormwater practices.

The required permanent practices, or Facilities, are to be installed by Owner/Operator on each building lot or parcel prior to or as houses are constructed, thereafter, to be maintained by the District. The District will complete annual inspection, reporting, maintenance and improvement obligations. To assure compliance with such local law and NYSDEC Stormwater regulations, the following minimum provisions shall cover each building lot or parcel within the District:

- 1) All landowners and lot owners shall be responsible to construct and install, and once so constructed and installed, the District to operate, maintain, and repair the stormwater management facilities as described in or as shown upon the Final Subdivision Plat, the Stormwater Drainage District Map, or the Stormwater Pollution Prevention Plan (hereinafter severally and together, the "Stormwater Plan"), including but not limited to drainage ditches, swales, infiltrators, drop inlets, pipes, culverts, soil absorption devices, raingardens, bioretention basins, and all appurtenances thereto (hereinafter severally and together, the "Facilities"), to ensure that the Facilities continue to function as designed and for their intended purposes.
- 2) All Owners shall grant access to the Town of Lansing for the purposes of observing, maintaining, and inspecting the Facilities at any time, and from time-to-time, as may be deemed appropriate, necessary, or desirable by the Town.
- 3) If any deficiencies in Facilities are discovered or suspected to have been caused by the Owner/Operator, the Town will notify the Owner in writing and mandate a reasonable number of days to effect needed analyses or repairs or maintenance pursuant to a fair plan on notice to the Owner. If the Owner shall fail to complete any analyses or repairs or maintenance to the reasonable satisfaction of the Town within the required period set forth in any notice the Town may effect the same and charge to the Owner the cost thereof. Emergencies do not require prior notice. The Town may collect such costs in any manner as allowed by law and determinations and demands for reimbursement shall be subject to review under Article 78 of the New York Civil Practice Law and Rules.
- 4) No Owner may authorize, undertake, or permit the alteration of, abandonment of, modification of, demolition of, discontinuation of, or interference with any Facilities, except in strict accordance with the written approval of the Town.
- 5) All covenants or maintenance easements or agreements implementing these basic requirements shall be written in a form as is acceptable to and approved by the Town, and all rights of entry and rights of way to and for the Facilities shall be written as appurtenant easements and rights-of-way duly limited to that which is reasonably necessary for stormwater needs and practices under law. All covenants and maintenance easements and agreement shall be enforceable in law or equity.
- 6) Other landowners within the Drainage District shall also have rights of enforcement relative to stormwater Facilities maintenance to prevent flooding, nuisance, loss of property or property value, and hazards.

SECTION 4 - OVERVIEW OF MAINTENANCE ACTIVITIES

The Owner/Operator will be responsible for constructing the permanent practices on their land in accordance with the Final Subdivision SWPPP and as shown on Map 2. With respect to Lots 3-7, each bioretention basin is intended to receive runoff from the impervious areas of the individual lot they serve. Runoff from the upstream undeveloped land will be captured and diverted to the Town's right-of-way by grass lined swales. Maintenance activities for these practices may include annual inspections, routine maintenance, and emergency repairs. This section outlines some of the routine activities needed to

maintain both the long-term pollutant removal and structural integrity of stormwater practices. These activities are encompassed within six general categories as described below. In addition, Table 3 outlines some of the detailed activities within these categories, together with an estimated frequency.

Inspections

An annual inspection is needed to monitor the permanent practices. In the long term, these inspections reduce expenses by allowing the Owner and District to address small problems as they occur, with relatively low-cost solutions.

Sediment and Debris Removal

Sediment, trash and other debris accumulate within bioretention practices at a fairly constant rate. As sediment accumulates in stormwater practices, the capacity to treat and attenuate stormwater is reduced. In addition, the sediment can clog outflow pipes and reduce the capacity of the overflow channels. Some typical maintenance activities include removing sediment and debris, and unclogging outlet pipes.

Vegetation Management

Vegetation can enhance pollutant removal in some stormwater management practices but needs to be managed. Mowing is necessary to maintain a safe basin embankment.

Animals and Nuisances

Some typical nuisance issues for stormwater basins are mosquitoes and animal burrows. Mosquitoes can sometimes breed in pond forebays, particularly if dense vegetation develops. Some non-toxic methods are available to discourage mosquito breeding. Animal burrows damage basin embankments and need to be filled immediately.

Erosion

Over time, soil erosion can occur at some critical points in stormwater management practices, particularly when bare soil exists. When erosion occurs, the area needs to be stabilized to prevent further damage.

Structural Repairs

Although the stormwater bioretention basins that services the lots in this Subdivision have relatively few moving parts and structural elements, some long-term repairs may be needed. These will include replacing or repairing cracked pipes, eroded banks, and basin cleanout structures.

Inspections of Private Practices

These will be as needed and conducted in conjunction with annual review and any complaints or direct observations made during construction and site alterations.

| TABLE 3. STORMWATER MAINTENANCE ACTIVITIES FOR DRAINAGE DISTRICT #12 | | |
|---|--|---|
| Maintenance Item | Frequency (years)^{1,2} | Practices Where Performed |
| <i>Inspections</i> | | |
| Inspection | 1 | Bioretention basin and swales |
| <i>Sediment and Debris Removal</i> | | |
| Unclog outlet pipes | 1 | Bioretention basin |
| Debris/Trash Removal | 1 | Bioretention basin and swales |
| Remove sediment from swales | 5 | Swales |
| <i>Vegetation Management</i> | | |
| Mowing | 1 | Bioretention basin embankment and swales |
| Tree removal from embankment | 10 | Bioretention basin Embankments (should be |

| TABLE 3. STORMWATER MAINTENANCE ACTIVITIES FOR DRAINAGE DISTRICT #12 | | |
|---|--|----------------------------------|
| Maintenance Item | Frequency (years)^{1,2} | Practices Where Performed |
| | | limited by mowing) |
| Replace vegetation (Dead or decaying vegetation in filter) | As needed | Bioretention basin |
| <i>Animals/ Nuisances</i> | | |
| Remove animal burrows from basin embankment. | 5 | Bioretention basin |
| <i>Erosion</i> | | |
| Repair areas of erosion | 2-5 | Bioretention basin and swales |
| <i>Structural repairs</i> | | |
| Repair low spots on the embankment | 5 | Bioretention basin |
| Till bioretention surface to restore permeability (Filter drains slowly and surface is compacted) | 3 (as needed) | Bioretention basin |
| Replace entire bioretention media (Filter does not drain, and other measures to restore are unsuccessful) | 10 (as needed) | Bioretention basin |
| 1: Maintenance Frequencies derived from the “New York State Stormwater Management Design Manual created by the New York State Department of Environmental Conservation. | | |
| 2: Frequency may vary, and the need for maintenance will be determined by annual inspections. | | |

SECTION 5 – ESTIMATE OF FIRST-YEAR MAINTENANCE COST

This section estimates the initial first year maintenance cost, with the goal of establishing an initial assessment rate for landowners of properties within the District. Over time, these costs will vary, based on the occurrence of relatively high cost items at the time services are performed. The cost estimate includes assumptions regarding the items that will occur within the first year, the extent of these items, and the unit cost. The first-year maintenance plan, along with cost estimates, is presented in Table 4.

The first-year maintenance items are derived from the maintenance frequencies presented in Table 3, with the following assumptions:

- 1) Each inspection takes approximately two staff hours, including a site visit by one person, travel time, and report writing.
- 2) A total of five lots are simultaneously developed for residential use.
- 3) Items listed as annual or more frequent occur within the first year, at the frequency named.
- 4) Some erosion occurs within the diversion swales or swales leading to the basins, and will need to be repaired.
- 5) As a contingency, it is assumed that two five-year frequency items occur in the first year, including repairing low spots on the embankment and removing animal burrows.
- 6) Mowing is needed on basin embankments and swales, representing a total of approximately 1.5 acres.

TABLE 4. COST OF FIRST-YEAR MAINTENANCE

| Maintenance Item | Description | Unit Cost | Extent | Cost |
|--|---|------------|-----------------------------|----------------|
| Inspection and Reporting | Inspect using forms derived from Appendix G of the “New York Stormwater Management Design Manual” | \$150/hour | 2-hr for five improved lots | \$1,500 |
| Unclog outlet pipes | Remove accumulated debris from the outlet pipes, possibly by jet cleaning. | \$150/bio | 1 time for 5 bio’s | \$750 |
| Mowing and Debris/Trash Removal | Mow the swales and embankments. Remove trash and debris. | \$200/lot | 1 time for 5 improved lots | \$1,000 |
| Repair areas of erosion and settling within swales and bio | Replace topsoil, compact and reseed up to two areas. | \$250/lot | 1 time for 5 improved lots | \$1,250 |
| TOTAL ESTIMATED COST (ROUNDED) = | | | | \$4,500 |

SECTION 6 – METHOD OF FINANCING

Estimate of First-Year Maintenance Charges

The cost of annual inspection, reporting and maintenance completed by the Town will be assessed to the owners of taxable land within the District. The total acreage of all parcels based on the approved final plat is 71.445 acres excluding road right-of-way. Thus, the maintenance charge to each of the parcels within the district is calculated as outlined in the formula below. A tiered rate will be used for parcels considered Vacant Land and Developed Land defined as follows:

“Vacant Land” means a lot or parcel of land that is not improved or significantly disturbed, and which has not been earmarked by planning board or other approvals for development or significant disturbance.

“Developed Land” means a lot or parcel of land was or is improved, or which is earmarked for significant disturbance or development, whether with a residence, an accessory structure, or otherwise, including by planning board or other approvals.

Developed Land will be charged full rate. Parcels that are considered Vacant Land will be charged 10% of the full rate until the property becomes classified as Developed Land.

Maintenance Charge (cost per acre):

Full Rate (Developed Land)=

$$\text{Maintenance Cost}/(\text{Developed Land Acreage} + (10\%*\text{Vacant Land Acreage}))$$

$$\begin{aligned} \text{Full Rate (Developed Land)} &= \$4,500/(16.131 + (10\%*55.314)) \\ &= \mathbf{\$207.73 \text{ per acre}} \end{aligned}$$

$$\begin{aligned} \text{10\% of Full Rate (Vacant Land)} &= \$207.73*10\% \\ &= \mathbf{\$20.77 \text{ per acre}} \end{aligned}$$

Using the cost of \$4,500 derived from Table 4, and the lot areas from the Final Subdivision plat, the estimated first year maintenance fees are presented in Table 5.

| TABLE 5. ESTIMATED FIRST-YEAR STORMWATER MAINTENANCE FEES | | | | | |
|--|---------------------|-------------------------|-------------------------------|----------------------------|--------------------------------|
| Lot # | Tax Parcel # | Owner(s) Name(s) | Developed Land Acreage | Vacant Land Acreage | Estimated Fee (Rounded) |
| 3 | | JOHN YOUNG, et al | 1.049 | | \$218 |
| 4 | | JOHN YOUNG, et al | 1.303 | | \$271 |
| 5 | | JOHN YOUNG, et al | 1.306 | | \$271 |
| 6 | | JOHN YOUNG, et al | 3.254 | | \$676 |
| 7 | | JOHN YOUNG, et al | 9.219 | | \$1,915 |
| Parcel A | | JOHN YOUNG, et al | | 55.314 | \$1,149 |
| | | Total | 16.131 | 55.314 | \$4,500 |

Method of Assessment

The charges to finance the costs of this district will be included in the annual Town/County tax bill. Although estimated first year charges are included in this report, the calculated charge will be a reimbursement for actual maintenance activities of each preceding year. The Town will track all maintenance activities and the resulting costs in labor and equipment, and annually adjust the amount to be raised from each landowner.

APPENDIX A

BOUNDARY DESCRIPTION

TOWN OF LANSING DRAINAGE DISTRICT No. 12

ALL THAT TRACT OR PARCEL OF LAND situate in the, Town of Lansing, County of Tompkins, State of New York, being bounded and described as follows:

BEGINNING at a point in the present centerline of Asbury Road, said point being further located 776.46' East of the present centerline intersection with Collins Road;

RUNNING THENCE North 87° 32' 39" East along the present centerline of Asbury Road for a distance of 60.00' to a point;

RUNNING THENCE North 01° 50' 40" West, passing through an iron pin found at a distance of 26.47' and continuing for a total distance of 325.42' to an iron pin found;

RUNNING THENCE North 87° 08' 08" East, passing through an iron pin found at a distance of 177.99', passing through an iron pin set at an additional distance of 150.02', passing through an iron pin set at an additional distance of 150.02', said course having a total distance of 478.03';

RUNNING THENCE South 03° 51' 57" East for a distance of 328.91' to a point;

RUNNING THENCE North 87° 32' 39" East along the present centerline of Asbury Road for a distance of 150.05' to a point;

RUNNING THENCE North 03° 51' 57" West, passing through an iron pipe found at a distance of 29.76' and continuing for a total distance of 329.98' to an iron pipe found;

RUNNING THENCE North 87° 08' 08" East for a distance of 300.00' to a tall post;

RUNNING THENCE South 03° 51' 57" East for a distance of 332.12' to a point;

RUNNING THENCE North 87° 32' 39" East along the present centerline of Asbury Road for a distance of 76.26' to a point;

RUNNING THENCE North 87° 32' 39" East along the present centerline of Asbury Road for a distance of 150.00' to a point;

RUNNING THENCE North 87° 32' 39" East along the present centerline of Asbury Road for a distance of 150.00' to a point;

RUNNING THENCE North 02° 52' 45" West, passing through an iron pipe found a distance of 36.22' and continuing for a total distance of 404.60' to an iron pin set;

RUNNING THENCE North 02° 52' 45" West for a distance of 113.62' to an iron pipe found;

RUNNING THENCE North 02° 18' 28" West for a distance of 1336.42' to an iron pin set;

RUNNING THENCE South 87° 02' 17" West for a distance of 1616.99' to an iron pin found;

RUNNING THENCE South 86° 41' 09" West for a distance of 328.97' to an iron pin set;

RUNNING THENCE South 02° 41' 44" East for a distance of 200.00' to a point

RUNNING THENCE South 86° 41' 09" West, passing through an iron pipe found at a distance of 191.47' and continuing for a total distance of 217.50' to a point;

RUNNING THENCE South 02° 50' 10" East along the present centerline of Collins Road for a distance of 642.90' to a point;

RUNNING THENCE South 02° 50' 10" East along the present centerline of Collins Road for a distance of 75.00' to a point;

RUNNING THENCE South 02° 50' 10" East along the present centerline of Collins Road for a distance of 300.00 to a point;

RUNNING THENCE North 87° 29' 09" East, passing through an iron pin found at a distance of 25.00' and continuing for a total distance of 330.84' to an iron pin set;

RUNNING THENCE North 56° 37' 39" East for a distance of 243.70' to an iron pin set;

RUNNING THENCE North 87° 29' 09" East for a distance of 246.68' to an iron pin set;

RUNNING THENCE South 02° 30' 51" East for a distance of 125.00' to an iron pin found;

RUNNING THENCE South 01° 50' 40" East, passing through an iron pin found at a distance of 590.36' and continuing for a total distance of 615.12 to the point and place of beginning;

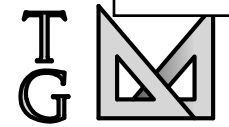
Said parcel having an area of 72.35 acres to the centerline of roads.

Said parcel having an area of 71.45 acres net to the road right of ways.

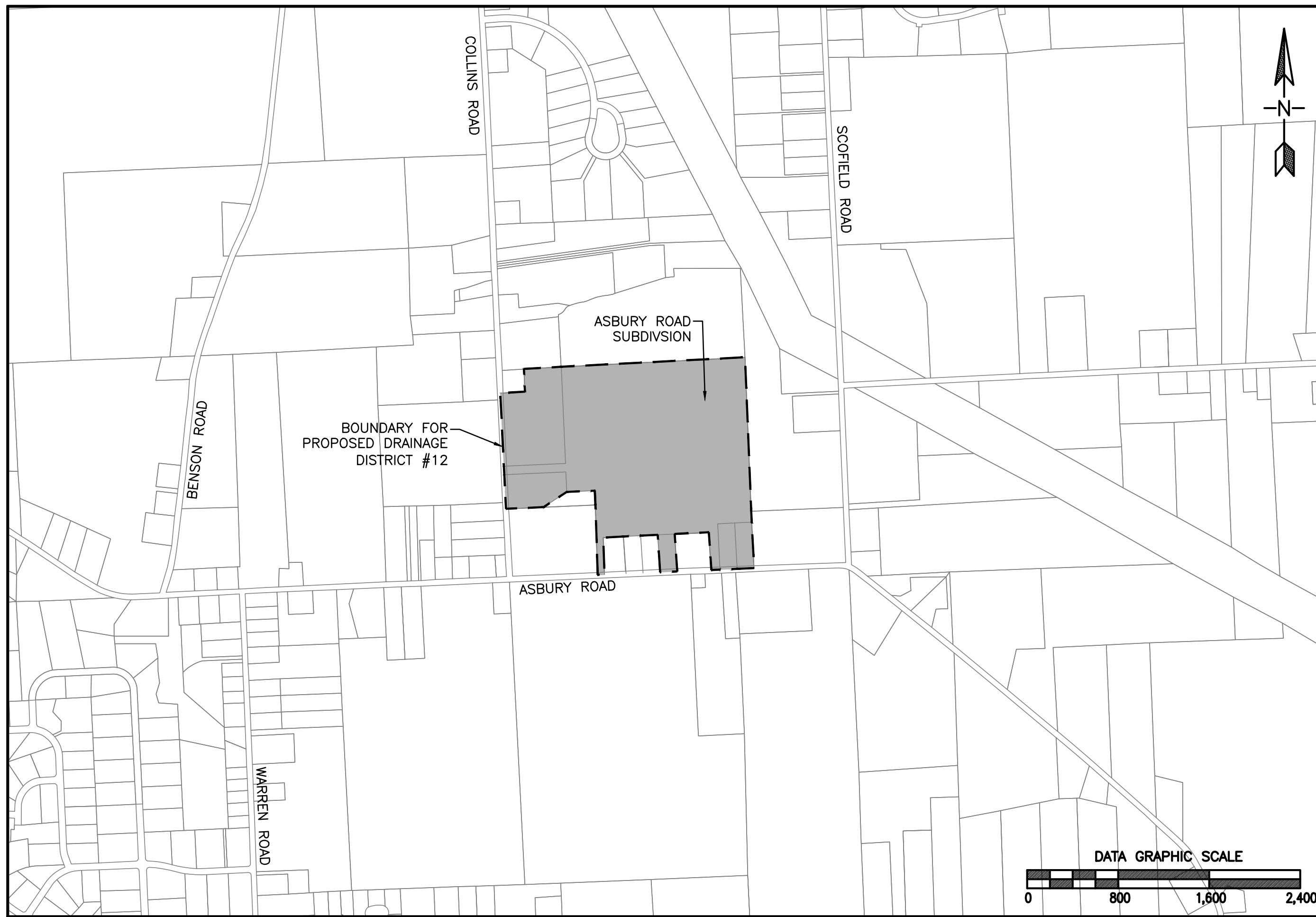
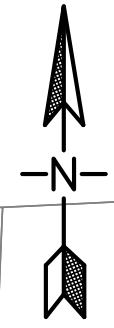
SUBJECT TO covenants, restrictions, easements and encumbrances of record.

For a more particular description thereof, reference is hereby made to a survey map entitled, being “Subdivision Plat for Lots 3-7, Showing a Portion of Lands of James R. and Julie R. Young and John F. Young and Susan M. Barnett, Located on Asbury Road, Town of Lansing, Tompkins County, New York” dated 1/4/2022, prepared by T.G. Miller, P.C., Engineers and Surveyors, Ithaca, New York, filed concurrently herewith and incorporated herein by reference.

Also, references is hereby made to a survey map entitled, being “Town of Lansing Proposed Drainage District No. 12 Asbury Road Subdivision, Town of Lansing, Tompkins County, New York” dated 8/7/2023, prepared by T.G. Miller, P.C., Engineers and Surveyors, Ithaca, New York, filed concurrently herewith and incorporated herein by reference.



T.G. MILLER, P.C.
ENGINEERS AND SURVEYORS
605 WEST STATE STREET, SUITE A
ITHACA, NEW YORK 14850
WWW.TGMILLERPC.COM
607-272-6477



TOWN OF LANSING
PROPOSED DRAINAGE DISTRICT #12
ASBURY ROAD SUBDIVISION
TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK

SHEET TITLE

VICINITY
MAP

DATE:
8/7/23

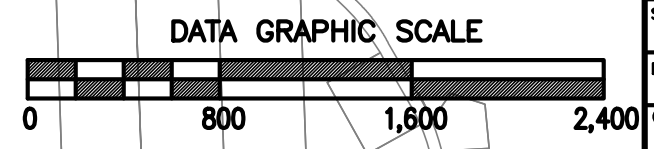
JOB No.
E22-01

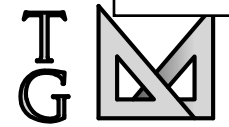
SCALE:
1" = 800'

DRAWN BY:
OBB

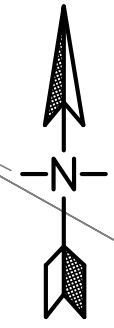
SHEET
MAP 1

CHECKED:
DMH





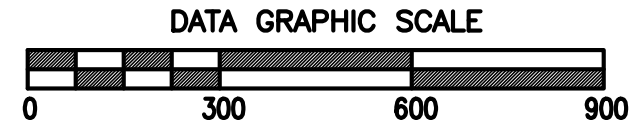
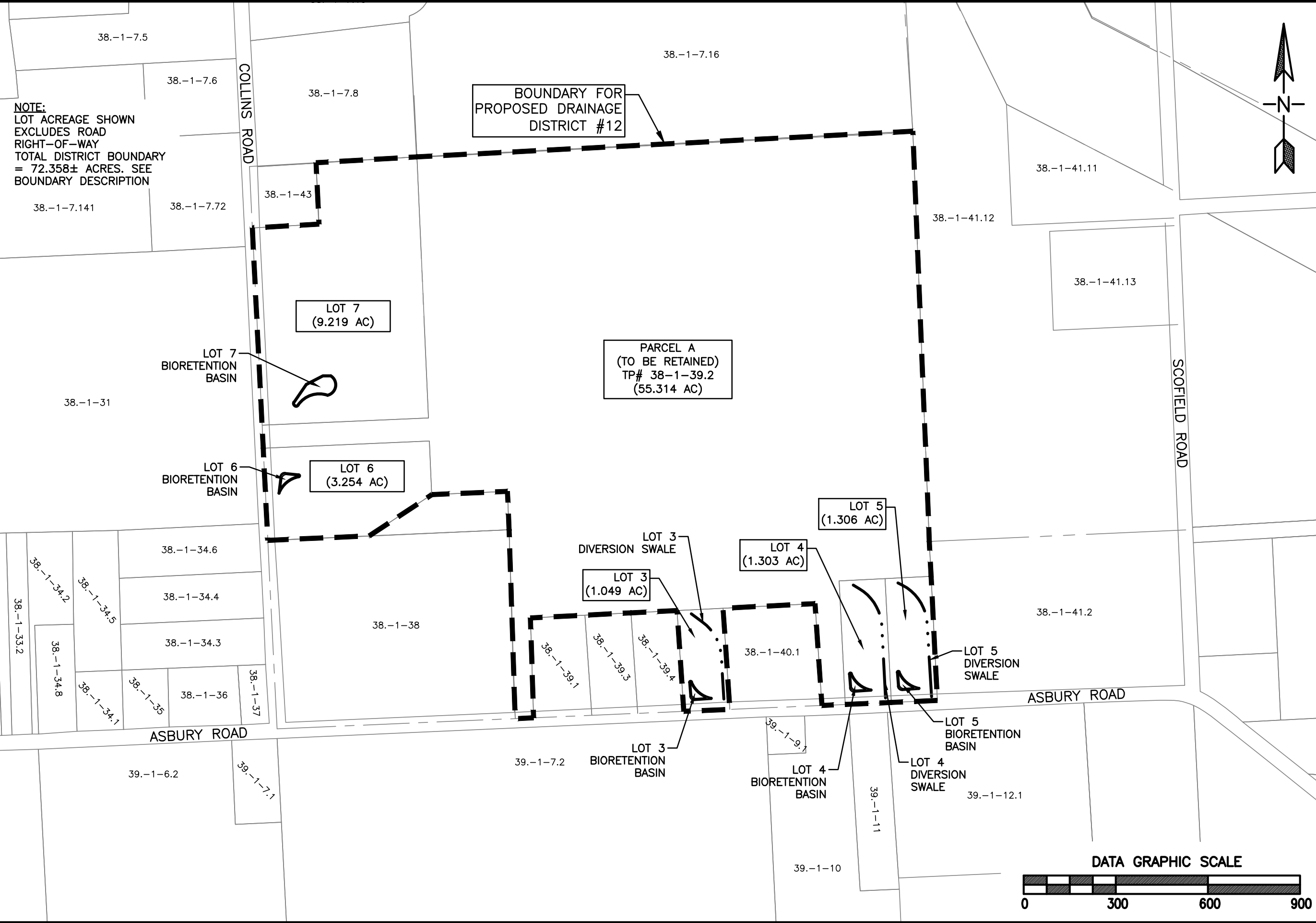
T.G. MILLER, P.C.
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ITHACA, NEW YORK 14850
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**TOWN OF LANSING
PROPOSED DRAINAGE DISTRICT #12
ASBURY ROAD SUBDIVISION**
TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK

**SHEET TITLE
DISTRICT BOUNDARY
AND STORMWATER
MANAGEMENT
PRACTICE LOCATION**

| | |
|----------------------------|--------------------------|
| DATE: 8/7/23 | JOB No. E22-01 |
| SCALE: 1" = 300' | SHEET MAP 2 |
| DRAWN BY: OBB | CHECKED: DMH |



RESOLUTION APPROVING PUBLIC INTEREST ORDER AND CONDITIONALLY APPROVING FORMATION OF DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE SUBDIVISIONS

RESOLUTION 23-

RESOLUTION APPROVING PUBLIC INTEREST ORDER AND CONDITIONALLY APPROVING FORMATION OF DRAINAGE DISTRICT #11 FOR EAST SHORE CIRCLE SUBDIVISIONS

The following Resolutions were duly presented for consideration by the Town Board:

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

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

WHEREAS, a final MPR dated November 6, 2023 was prepared by the Town’s Engineer per Town Law §§ 209-c and 209-d, and the Town Board found such MPR to be in compliance with Town Law and it to be in the public interest to form such district, and the town thus duly issued a Public Interest Order under Town Law §209-d and scheduled a public hearing, which public hearing was duly held upon December 20, 2023 at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, to consider district formation and the public interest order, and all persons thereat were duly heard; and

WHEREAS, upon a review of all of the foregoing and any information had or submitted at such public hearing, the Town Board of the Town of Lansing did duly

RESOLVE AND DETERMINE, that: (1) the boundaries of the proposed district are inclusive of lands being a part of the East Shore Circle Major and Minor Subdivisions, being in all

approximately 21.48 acres and comprised mainly of two stormwater lots, related easement areas, and approximately ten residential building parcels (some of which are already developed, or partially developed, being known as TPNs 37.1-7-12.8, 37.1-7-12.9, 37.1-7-12.10, and p/o 37.1-7-12.2), with each of said parcels and the district boundaries being further depicted in the Subdivision Plat and stormwater maps, and further being described by metes and bounds in the MPR, each and all of which maps and descriptions are incorporated herein; (2) the proposed improvements consist of stormwater retention ponds, swales, ditches, and culverts, to convey stormwater to pond forebays, rip rap, and other related stormwater facilities and drains; (3) all costs of installation have been and will be paid by Developer and future lot developers; (4) the future maintenance responsibilities of the Town (through Drainage District #11) include inspections and reporting, unclogging outlet pipes, mowing and vegetation management, animal and nuisance controls, pond and forebay management, dredging ponds and forebay when needed, sediment and debris removal, repairs to areas with erosion and settling within ponds, embankments, swales, and bioretention areas, structural and other repairs/replacements of trash racks, concrete, and riser structures, and the tilling or replacement of bioretention surfaces and media, as needed, to ensure or restore permeability and drainage; (5) the Developer will convey title to pond lots and convey related access and maintenance easements and rights-of-way to the Town/District for purposes of district and stormwater reporting, operations, management, and repairs; (6) the estimated cost to the Town and the District for the proposed improvements is \$0.00, which is the maximum amount proposed to be expended; (7) there is no hook-up cost or fee; (8) there is no financing needed for this project; (9) the MPR is and has been on file for public review and inspection at the Office of the Town Clerk; (10) a public hearing upon such proposed district was scheduled and duly held upon December 20, 2023, at the Lansing Town Hall, 29 Auburn Road, Lansing, New York; and (11) the MPR describes in detail how the financing, hook-up costs, and other costs and expenses of the proposed drainage district were estimated and computed, including the first year's estimated average maintenance cost of \$630 per parcel; such costs are proposed to be collected through special benefit assessments upon the annual Town and County tax bills; and it was further

RESOLVED AND DETERMINED, that this action was previously classified as a Type I Action under SEQRA, and the lead agency duly considered stormwater facilities, drainage, and the creation of this drainage district and previously issued a Negative Declaration, and an examination of such FEAF and prior SEQRA findings in relation to this project under such coordinated review has been undertaken, and the Town Board has found that no impacts arising from this approval are or are likely to cause any actual or potential impact to become a moderate or significant impact, such that no supplemental or additional review under SEQRA is determined to be necessary for this project; and it is further

RESOLVED AND DETERMINED, that: (1) the boundaries of said District are wholly outside the boundaries of any incorporated city or village; (2) the Notice of Hearing was published and posted as required by law, and was otherwise sufficient; (3) all property and property owners within proposed Drainage District #11 are benefited thereby; (4) all benefited properties and property owners are included within the said District (and none are excluded); and (5) the establishment of Drainage District #11 is in the public interest; and it is further

RESOLVED AND ORDERED, that the establishment of Town of Lansing Drainage District #11 be and hereby is approved subject to permissive referendum pursuant to Town Law §209-e and Town Law Article 7; and further that a proper notice of permissive referendum be published and posted within 10 days of the date of adoption of these resolutions, and the posting remain upon the official Town Clerk’s Bulletin Board during the entirety of the referendum period.

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 Resolutions and Public Interest Order were approved, carried, and duly adopted on December 20, 2023.

RESOLUTION APPROVING PUBLIC INTEREST ORDER AND CONDITIONALLY APPROVING FORMATION OF DRAINAGE DISTRICT #12 FOR ASBURY-COLLINS SUBDIVISION

RESOLUTION 23-

RESOLUTION APPROVING PUBLIC INTEREST ORDER AND CONDITIONALLY APPROVING FORMATION OF DRAINAGE DISTRICT #12 FOR ASBURY-COLLINS SUBDIVISION

The following Resolutions were duly presented for consideration by the Town Board:

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

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

WHEREAS, a final MPR dated November 6, 2023 was prepared by the Town’s Engineer per Town Law §§ 209-c and 209-d, and the Town Board found such MPR to be in compliance with Town Law and it to be in the public interest to form such district, and the town thus duly issued a Public Interest Order under Town Law §209-d and scheduled a public hearing, which public hearing was duly held upon December 20, 2023 at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, to consider district formation and the public interest order, and all persons thereat were duly heard; and

WHEREAS, upon a review of all of the foregoing and any information had or submitted at such public hearing, the Town Board of the Town of Lansing did duly

RESOLVE AND DETERMINE, that: (1) the boundaries of the proposed district are inclusive of lands being a part of the Asbury-Collins Subdivision, including approximately 72.35 acres of land, being comprised of approximately eight lots and parcels, all being more particularly known as TPN 38.-1-39.2, with each of said lots and parcels and the district boundaries being further depicted in the Subdivision Plat and stormwater maps, and further described by metes and bounds

in the MPR, each and all of which maps and descriptions are incorporated herein; (2) the proposed improvements consist of stormwater swales, individual lot bioretention practices, and other related stormwater facilities and drains; (3) all costs of installation have been and will be paid by the Developer or future landowner-developers; (4) the future maintenance responsibilities of the Town (through Drainage District #12) include inspections and reporting, unclogging outlet pipes, mowing and vegetation management, animal and nuisance controls, sediment and debris removal, repairs to areas with erosion and settling within swales and bioretention areas, and the tilling or replacement of bioretention surfaces and media, as needed, to ensure or restore permeability and drainage, and to periodically inspect on-site privately built and maintained stormwater facilities (on individual residential lots) and require their preservation, maintenance, and improvement, as required by law; (5) the Developer will provide easements and rights-of-way to the Town and the District for normal maintenance, emergency access, and stormwater reporting, operations, management, and repairs; (6) the estimated cost to the Town and the District for the proposed improvements is \$0.00, which is the maximum amount proposed to be expended; (7) there is no hook-up cost or fee; (8) there is no financing needed for this project; (9) the MPR is and has been on file for public review and inspection at the Office of the Town Clerk; (10) a public hearing upon such proposed district was scheduled and duly held upon December 20, 2023, at the Lansing Town Hall, 29 Auburn Road, Lansing, New York; and (11) the MPR describes in detail how the financing, hook-up costs, and other costs and expenses of the proposed drainage district were estimated and computed, including the first year's estimated average maintenance cost of \$750 per parcel; such costs are proposed to be collected through special benefit assessments upon the annual Town and County tax bills; and it was further

RESOLVED AND DETERMINED, that this action was previously classified as a Type I Action under SEQRA, and the lead agency duly considered stormwater facilities, drainage, and the creation of this drainage district and previously issued a Negative Declaration, and an examination of such FEAF and prior SEQRA findings in relation to this project under such coordinated review has been undertaken, and the Town Board has found that no impacts arising from this approval are or are likely to cause any actual or potential impact to become a moderate or significant impact, such that no supplemental or additional review under SEQRA is determined to be necessary for this project; and it is further

RESOLVED AND DETERMINED, that: (1) the boundaries of said District are wholly outside the boundaries of any incorporated city or village; (2) the Notice of Hearing was published and posted as required by law, and was otherwise sufficient; (3) all property and property owners within the proposed Drainage District #12 are benefited thereby; (4) all benefited properties and property owners are included within the said District (and none are excluded); and (5) the establishment of Drainage District #12 is in the public interest; and it is further

RESOLVED AND ORDERED, that the establishment of Town of Lansing Drainage District #12 be and hereby is approved subject to permissive referendum pursuant to Town Law §209-e and Town Law Article 7; and further that a proper notice of permissive referendum be published and posted within 10 days of the date of adoption of these resolutions, and the posting remain upon the official Town Clerk's Bulletin Board during the entirety of the referendum period.

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 Resolutions and Public Interest Order were approved, carried, and duly adopted on December 20, 2023.



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

Submitted by Christine Eisenhut

1. Many thanks to the Town for the support of the Artisan Fair, from adding the event to the electric sign to the use of the Town Hall.
2. Repairs to the upstairs public bathroom and teen room will begin in January.
3. There will be Take and Make holiday craft kits for kids, teens and adults available on a first come, first served basis.
4. On display during the month of December – From the bottom of my heart, a series of anatomical heart illustrations – by Jessica Stratton.
5. The library will be closed Monday 12/25 and Tuesday 12/26. Open from 10am-5pm on Wednesday 12/27 and Thursday 12/28. Open 10am-2pm Friday 12/29. Closed on Saturday 12/30 and Monday 1/1/24.
6. The library has a mobile wireless hotspot available for check out. Also, the Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
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 10:15am and play American Mah Jongg every Wednesday from 1:00-3:00pm.
9. The library continues to provide free delivery to Woodsedge.
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 continues to distribute free self-test COVID-19 kits, antibacterial wipes and N95 masks to Lansing households.

Lansing Youth Services
Town Board Report
December 2023

Outdoor Adventure: Outdoor Adventure took place at both the Nature Center and at Salmon Creek. Salmon Creek provided a great space for shelter making and practicing working together. Several students made group shelters that could fit their entire team inside. Youth also learned how to responsibly make cooking fires. Each fire consisted of treats like traditional smores, cinnamon pythons, hot chocolate, and good old fashioned hot dogs. Students took the lead each week in starting the fire using their own designs. The game Camouflage has taken on a huge revival, fueled by the time change, the group loves to play towards the end of program as dusk settles in, adding a very challenging aspect to the game. This round has had several new youth who have adjusted well to the changing weather conditions and learned about the importance of dressing appropriately for various weather conditions. **14 youth served.**

Dungeons and Dragons: This program is always filled with energy and excitement! The group had a returning Dungeon Master, a high school youth employee who has evolved into a tremendous leader, with great techniques to hold the group's attention, keeping them focused and driven towards their campaign. Students were even able to fit in a game of Honey Heist, which kept all of their role playing game skill levels deeply involved. Students now have many more resources with updated player manuals and guides to provide a more comprehensive experience for beginners through very experienced players. The new, fun colored dice are also a hit! One new student with a complicated background is starting to warm up to the groups they have become more involved and have shown a lot of growth in trust and feeling safe while in Lansing Youth Services programs. **14 youth served.**

Crafter's Corner: Crafter's Corner had a strong finish leading up to the Lansing Artisan Fair. This year's projects were well thought out by participants, and their work ethic to complete each one was very evident. The group really enjoyed crafting holiday cards, survival bracelets, friendship bracelets, and leather keychains. The variety of projects catered well to everyone's skillsets and passions. This year was one of the most profitable for the group and will fund a big celebration party for the group. While attending the event, youth received lots of praise from members of the public, including lots of praise for the Lansing Youth Services programs that participants are able to be a part of. The second part of the program youth will shop for gifts for a local family in need. This experience is very much a selfless learning experience, and participants are always in awe when they are able to see the operation that the Salvation Army operates and what they are contributing to. Heartwarming on many levels. Special thank you to our anonymous donor who sponsors this portion of the program. **14 youth served.**

Iron Chef: This round of the group has worked a lot on kitchen safety and good hygiene practices, almost as if preparing to cook in a commercial kitchen. Pizzas are always a hit, and their creativity is inspiring for new recipes, particularly with pesto, veggies, and pepperoni. Farm fresh eggs from Travis' chickens will be the base for dishes in the final program days. **11 youth served.**

Youth Employment: Youth employees are finishing the year focused on assisting at the middle and high schools. Lansing Youth Services assistants are back in full swing, including a brand new assistant for Outdoor Adventure. The returning assistants are helping in all other programs, staying very busy practicing their classroom management skills. Youth are getting back to assisting teachers at the high school, honing their knowledge of what hard work teachers do on a daily basis and how to best help in preparations for projects and activities. January will see 4 additional employees assisting the Lansing Recreation Ice Skating program. Our future workforce is gaining employable skills and confidence! **14 youth served.**

Visit ccetompkins.org/4h/rys/lansing for more information and to sign up for programs.

HIGHWAY REPORT

December 20, 2023

Road Maintenance/Improvement

- Cold Patch
- Lined Pipe on Buck Road

Tree & Brush Maintenance

- Continued finishing cutting back/mowing to improve line of sight issues prior to plowing this winter.

Water/Sewer Maintenance

- Crews finished work with Tompkins County Soil and Water within the CWD on an erosion project.

Garage Work

- Worked to organize restructuring of the water department inventory.

Office

- Worked with Guy Krogh and Highway Barn sub-committee to send last AIA update to Bergman, waiting for a response.
- Completed the second session of the excel course, will complete the third session in January.

Community

- Completed work with Tompkins County Soil and Water on project. Huge thanks to Mike Jura, John Negley, Brian and Angel Hinickle for all their hard work and collaboration this year. We would not have been able to complete our projects without their help.



**December
Town Board Report**

RECREATION:

- We are nearing the end of our in-house basketball season. Travel season will start after the holiday break.
- Open registration includes travel basketball, indoor soccer, horseback riding, swimming, basketball, cheerleading, wrestling, adult exercise and yoga.
- The annual Christmas tree lighting was held on December 2nd, it is located on the ballfields near the sign. It was a great turnout, even with the rain.
- We've been working on cleaning up and organizing all our football equipment. Some will be sent out for refurbishing; some will have to be replaced.
- We've upgraded lights around the ballfields and replaced lights in both restrooms.
- We worked on maintenance items in the Community Center kitchen.
- The Community Center back door was repainted and stain/sealer applied to the back steps.
- Batting cage nets have been removed for winter.

PARKS:

- We've upgraded lights in both restrooms at Myers Park.
- Camping reservations will begin on January 8th.
- We decided to go back to our RecDesk software for pavilions reservations, we believe that will work better than Campspot which is our campground software.
- All our larger equipment has been removed from Myers Park and moved to cold storage by our shop for the winter.
- Myers Park speed bumps have been pulled for snow plowing, allowing people to walk year-round.
- Lansing Center Trail has had more trees planted and some brush trimmed, we will add a spur to Conlon Road this Spring.
- The sailboat rack and Myers rock have been shrink wrapped for the season.

The Parks & Rec Department would like to thank Ed LaVigne, Bronwyn Losey and Andra Benson for their years of service on the Lansing Town Board. It was a pleasure working with you all and you will be missed.

Planning & Code Enforcement

John Zepko, Acting Director, CPESC, CFM

Reporting Period Nov 2023

CORE PLANNING FUNCTIONS

- **General Admin**
 - The Department continues to seek applicants for the position of Planner.
 - 11/01 Met w/ Luke Kerr & student team, to discuss Ag friendly planning
 - 11/02 – Attended Cross Walk LG Workshop (Auburn NY) regarding complementary grant funding sources
 - 11/6 – met w/ Tompkins County energy advisor, Hailley Delisle to kick off assessment of Town Hall HVAC by Taitem Engineering
 - 11/8 – attended OpenGov product highlight webinar
 - 11/8 – attended Town Board budget meeting
- **Planner conducting classification and review of development applications**
- **Hazard Mitigation Planning**
- **Floodplain Management**
 - Work continues to resolve the findings from the 31 May 2023 Community Assistance Visit (CAV) conducted by NYS DEC.
 - Reviewing Flood Dev Permit for 32 Ladoga Park Road
- **Stormwater Management**
 - 8 Nov – attended Tompkins County Stormwater Coalition meeting
 - 29 Nov – issued MS4 Acceptance form for NYSEG Ithaca L522

LAND USE WORK PROGRAM

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
 - 11/9 provided staff support to public Open House for Draft Open Space & Conservation Plan
- **Water & Sewer Working Group**
 - No meeting
- **Code Revision Committee**
 - No meeting
- **Capital Improvement Committee**
 - No meeting

PLANNING BOARD

- **27 Nov meeting** – the Planning Board heard the following:

- Lot line adjustment 95 Goodman Road
- Minor Subdivision 178 Sweazey Road
- Board comment on Draft Open Space & Conservation Plan by CAC

ZONING BOARD OF APPEALS

- No Nov meeting

CODE ENFORCEMENT

- **Nov 2023 Permit Information**

| | Nov 2023 |
|---|--|
| Fees Collected | \$4,262.40 |
| Estimated Project Cost | \$892,329.00 |
| Certificate of Occupancy/Compliance | 17 |
| Building Permits | 18 |
| One- & Two-Family Residences | 2 |
| New Mobile Homes | 0 |
| New Businesses | 0 |
| Multi-Family Residences (3 or more units) | 0 |
| | |
| TOTAL 2023 Misc. Fee Collected to date | \$19,185.00 |
| | |
| | Jan 1, 2023 to Nov 30, 2023 |
| Fees Collected | \$90,865.18 |
| Estimated Project Cost | \$18,775,258.00 |
| Certificate of Occupancy/Compliance | 201 |
| Building Permits | 232 |
| One- & Two-Family Residences | 17 |
| New Mobile Homes | 0 |
| New Businesses | 0 |
| Multi-Family Residences (3 or more units) | 0 |

Board Members

Our office would like to thank Ed LaVigne, Andra Benson and Bronwyn Losey for their time on the Lansing Town Board. It has been a pleasure working together with you over the years.

As a reminder, we need all Town documents and keys returned to Town Hall no later than December 31, 2023.

2024 Town & County Taxes

Tax bills will be mailed no later than December 30, 2023. If a property owner does not receive a bill by January 5th, contact our office so we can assist in getting out another copy.

Payments are due by January 31st without penalty. The first installment option is only available until January 31st, after that only full payments will be accepted.

Forms of payment accepted are cash, checks (payable to Lansing Receiver of Taxes), and debit/credit cards/E-checks (additional fees apply if paying by debit/credit cards/E-checks).

Office hours are Monday – Thursday 7:30am – 4pm, Friday 7:30-12pm (additional hours on Friday, Jan. 26th until 4pm and Saturday, Jan. 27th from 8am-12pm). A 24-hour drop box is available in the foyer of the Town Hall (on the left when you enter the first set of doors).

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

Tax Exemptions

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

Tompkins County Health Department Rabies Clinics

The Health Department has scheduled one clinic at Tompkins County SPCA on January 17th, 2024. Preregistration is recommended. Visit this link to sign up for a time slot - <https://tompkinscountyny.gov/health/eh/rabies#clinics>

Mailbox House Number Signs

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

Woodsedge Board Still Seeking New Members

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

MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN AGREEMENT BETWEEN THE TOWN OF LANSING AND FOODNET MEALS ON WHEELS

MOTION M23

MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN AGREEMENT BETWEEN THE TOWN OF LANSING AND FOODNET MEALS ON WHEELS

Motion to authorize Town of Lansing Supervisor to sign agreement between the Town of Lansing (Town) and Foodnet Meals on Wheels (Contractor), agreement is for January 1, 2024 to December 31, 2024, Town will pay Contractor \$4,750 for 2024 services.

MOTION APPROVING CARRYING FORWARD VACATION TIME EXCEEDING FORTY (40) HOURS

MOTION M23-

MOTION APPROVING CARRYING FORWARD VACATION TIME EXCEEDING FORTY (40) HOURS

Motion that, due to extraordinary circumstances relative to employee leave time and scheduling, the Town Board hereby approves exceeding the 40-hour vacation leave time carry-forward rule for one (1) employee in the Court Office and three (3) employees in the Parks Dept, as set forth in Employee Handbook § 802, with such time in excess of 40 hours to be, in each case approved, scheduled, and used in the first three months of 2024 in accordance with the directives of each employee’s respective Department Head; due to extraordinary circumstances the Town Board hereby approves exceeding the 40-hour vacation leave time carry-forward rule for two (2) specific employees in the Highway Dept, with such time in excess of 40 hours in one case be used in the first four (4) months, and in the other case be made available to Dec 31, 2024. For all subsequent years § 802 shall apply as written and Department Heads shall continue to refer excess employee carry-forward recommendations to the Town Board for review prior to the deadlines set for scheduling matters for the regular December Town Board meeting, or sooner as circumstances may allow.

MOTION APPROVING CURRENT PART-TIME INFORMATION AIDE TO BE A FULL-TIME INFORMATION AIDE

M23

MOTION APPROVING CURRENT PART-TIME INFORMATION AIDE TO BE A FULL-TIME INFORMATION AIDE

Motion approving current part-time Information Aide to be a full-time Information Aide starting January 1, 2024, work time will continue to be split between the Town Clerk’s Office and the Court Office. 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 Motion, and to file Form 428s, if required.

RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH EDMUNDS GOVTECH, INC. TO PROVIDE CLOUD-BASED SOFTWARE FOR UTILIZATION BY THE SUPERVISOR’S OFFICE AND THE HIGHWAY DEPARTMENT

RESOLUTION 23 -

RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH EDMUNDS GOVTECH, INC. TO PROVIDE CLOUD-BASED SOFTWARE FOR UTILIZATION BY THE SUPERVISOR’S OFFICE AND THE HIGHWAY DEPARTMENT

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

WHEREAS, the Town of Lansing Supervisor’s office performs various accounting, finance, payroll, human resource, and inventory control and the Highway Department performs inventory control and fleet maintenance for the Town of Lansing; and

WHEREAS, the current software program utilized by the Supervisor’s office and the Highway Department has limited capabilities and does not offer the level of performance and functionality required to accurately and efficiently perform necessary financial, human resources or capital asset management to meet the growing needs of the Town; and

WHEREAS, it would be additionally beneficial to all Department Heads in the Town enabling each to view, at their convenience, budget account balances, employee timesheets, vacation balances and more, related to their specific department; and

WHEREAS, the Bookkeeper, Information Aide-Supervisor’s office, and a Town Board member were provided a demonstration of Edmunds GovTech, Inc. software on September 15; a second demonstration was provided on November 6, for the Highway Superintendent, Secretary to the Highway Superintendent, Bookkeeper, and Information Aide. Additionally, the Bookkeeper and Information Aide were provided demonstrations of Harris Local Government software on November 2 and Oracle NetSuite for Governments on November 9 and;

WHEREAS, the Bookkeeper, Information Aide-Supervisor’s Office, Highway Superintendent, Secretary to the Highway Superintendent and a Town Board member discussed and have recommended that it would be in the Town’s best interests to select Edmunds GovTech, Inc. due to Edmunds higher level of functionality and customizable reporting that will meet the Town’s growing requirements and which will serve and be utilized by all departments; and

WHEREAS, Edmunds GovTech, Inc. has proposed a three-year Software Services Agreement at an initial investment cost of \$53,750 for the first year, which includes subscription services, cloud-hosting, implementation and conversion; the total cost in years 2 and 3 will be \$28,000 per year which includes the subscription fees and cloud-hosting fees; and

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

RESOLVED, that the Town Board hereby selects Edmunds GovTech, Inc. as the provider for the software management platform and associated professional services, approves the Software Services Agreement, and authorizes the Town Supervisor to execute the Software Services Agreement and related documents.

RESOLUTION APPROVING DOG CONTROL & SHELTER AGREEMENT WITH COUNTRY ACRES PET SERVICES

RESOLUTION 23-

RESOLUTION APPROVING DOG CONTROL & SHELTER AGREEMENT WITH COUNTRY ACRES PET SERVICES

RESOLVED, as follows:

1. Country Acres Pet Services is the Dog Control Officer for the Town of Lansing; and
2. The shelter maintained by Country Acres Pet Services is the Town of Lansing Dog Shelter; and
3. The 2024 Dog Control and Shelter Agreement between the Town of Lansing and Country Acres Pet Services is for a term commencing January 1, 2024 and ending December 31, 2024; and
4. The Town Supervisor of the Town of Lansing is hereby authorized to sign said agreement.

RESOLUTION APPOINTING RECEIVER OF TAXES AND DEPUTY RECEIVER OF TAXES FOR 2024 and 2025

RESOLUTION 23-

RESOLUTION APPOINTING RECEIVER OF TAXES AND DEPUTY RECEIVER OF TAXES FOR 2024 and 2025

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

WHEREAS, the Receiver of Taxes, an appointed public officer of the Town, term expires on December 31, 2023, and the January meeting is not until after Town and County Tax bills are issued such that a Receiver of Taxes needs to be duly so appointed for the next term; and

WHEREAS, after due deliberation thereupon, the Town Board of the Town of Lansing has hereby Resolved as follows:

1. Deborah Munson be and hereby is appointed as the Town of Lansing Receiver of Taxes for a two-year term effective January 1, 2024, at the salary therefor as set forth in the approved 2024 budget, to be paid in equal installments throughout 2024 and 2025 in accord with the Town's regular payroll schedule.
2. Jessica Hall be and hereby is appointed as the Town of Lansing Deputy Receiver of Taxes for a two-year term effective January 1, 2024, with such duties as are assigned by the Receiver of Taxes.

RESOLUTION APPROVING AND AUTHORIZING TOWN SUPERVISOR TO EXECUTE 2024 COUNSEL ENGAGEMENT LETTER WITH GUY K. KROGH, AND HIS FIRM, THALER AND THALER, P.C.

RESOLUTION 23

RESOLUTION APPROVING AND AUTHORIZING TOWN SUPERVISOR TO EXECUTE 2024 COUNSEL ENGAGEMENT LETTER WITH GUY K. KROGH, AND HIS FIRM, THALER AND THALER, P.C.

RESOLVED, that the Attorney for the Town is Guy K. Krogh, and that he, and his firm, Thaler and Thaler, P.C. be consulted on an as needed basis and that the Town Supervisor be authorized to execute the 2024 counsel engagement letter.

RESOLUTION APPROVING 2023 AMENDMENT TO THE MUNICIPAL COOPERATIVE AGREEMENT FOR THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM

RESOLUTION 23-

RESOLUTION APPROVING THE 2023 AMENDMENT TO THE MUNICIPAL COOPERATIVE AGREEMENT FOR THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM

WHEREAS, the Town of Lansing is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the "Consortium"), a municipal cooperative organized under Article 47 of the New York Insurance Law, and

WHEREAS, the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the "Agreement"; effective date of October 1, 2010), and

WHEREAS, Article 47 of the New York Insurance Law (the "Insurance Law") and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans that requires any amendments or restatements thereto, shall be subject to Board review and upon acceptance of any new Participant hereafter, and

WHEREAS, the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by a majority vote by its municipal board, and

WHEREAS, the Town of Lansing is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the Amended Municipal Cooperative Agreement, now therefore be it

RESOLVED, that upon receipt and review of the amended Agreement, the Town of Lansing approves at a meeting of the governing body held on December 20, 2023 and authorizes the Chief Elected Official to sign the **2023** Amendment to the Municipal Cooperative Agreement of the Greater Tompkins County Municipal Health Insurance Consortium as recommended by the Board of Directors.

* * * * *

2023 Municipal Cooperative Agreement Signature

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the date adopted by the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and subsequently adopted by the Municipal Corporation named below.

Municipal Corporation

Printed Name of Chief Elected Official or Chief Officer

Title

Signature

Date

**RESOLUTION AUTHORIZING THE TOWN OF LANSING HIGHWAY
SUPERINTENDENT TO HIRE TOWN OF LANSING
AUTOMOTIVE MECHANIC ASSISTANT**

RESOLUTION 23

**RESOLUTION AUTHORIZING THE TOWN OF LANSING HIGHWAY
SUPERINTENDENT TO HIRE TOWN OF LANSING
AUTOMOTIVE MECHANIC ASSISTANT**

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

WHEREAS, there is a need for an Automotive Mechanic Assistant at the Town of Lansing Highway Department; and

WHEREAS, acceptable and qualified candidates will be identified and selected by the Town of Lansing Highway Superintendent, and are therefore proposed to be hired to fulfill such job requirements; and

WHEREAS, the Town of Lansing Supervisor has recommended that the Highway Department Automotive Mechanic Assistant position be filled at the Town of Lansing; and

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

1. The Town of Lansing Highway Superintendent is hereby approved to hire an Automotive Mechanic Assistant at a pay grade not to exceed \$29.17 per hour,
2. 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 DECLARING TOWN HIGHWAY EQUIPMENT EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE

RESOLUTION 23

RESOLUTION DECLARING TOWN HIGHWAY EQUIPMENT EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE

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

WHEREAS, the Town’s budget has planned the retirement and replacement of 2013 Chevy 2500 ¾ Ton Pickup Truck VIN 1GC1KVCG8EF112361, 2013 Ford F250 ¾ ton Pickup Truck VIN 1FTBF2B64DEB02253, 2016 Ford F550 4 x 2 Dump Truck VIN 1FDUF5HT0GED15031, 2006 Case IH JX1090U Tractor S/N HJT056949, 2018 Case IH 821G Wheel Loader VIN JEEN0821JJF244451, Viking Proline2 Box S/N MF0314221, 2018 John Deere 6105E Tractor S/N 1P06105EEJ0011016, 2018 Tiger AR-12 Mower S/N 10076, 2006 Alamo Mower equipment #32A, 2006 Alamo Mower equipment #32B operated and used by the Town Highway Department, and the same will be replaced; and

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

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

RESOLVED, that the following 2013 Chevy 2500 ¾ Ton Pickup Truck VIN 1GC1KVCG8EF112361, 2013 Ford F250 ¾ ton Pickup Truck VIN 1FTBF2B64DEB02253, 2016 Ford F550 4 x 2 Dump Truck VIN 1FDUF5HT0GED15031, 2006 Case IH JX1090U Tractor S/N HJT056949, 2018 Case IH 821G Wheel Loader VIN JEEN0821JJF244451, Viking Proline2 Box S/N MF0314221, 2018 John Deere 6105E Tractor S/N 1P06105EEJ0011016, 2018 Tiger AR-12 Mower S/N 10076, 2006 Alamo Mower equipment #32A, 2006 Alamo Mower equipment #32B be and hereby are declared as excess property of the Town for which no current or future use is anticipated, including due to be replaced through scheduled equipment rotation cycles, and that the Highway Department sell the same “as is,” document the sale thereof to verify fair value, and deliver the proceeds of sale thereof to the Town Budget Officer. The Highway Superintendent, or his designee, be and each is hereby authorized to sign such bills of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.

RESOLUTION DECLARING TWO 2022 TORO ZERO TURN MOWERS AND ONE KUBOTA RTV XG 850 AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE

RESOLUTION 23-

RESOLUTION DECLARING TWO 2022 TORO ZERO TURN MOWERS AND ONE KUBOTA RTV XG 850 AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE

WHEREAS, The Town Parks and Recreation has excess property of two 2022 Toro Zero Turn Mowers and one Kubota RTV XG850, that are old and for which no use exists; and

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

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

RESOLVED, that the 2022 Toro Zero Turn Mowers, serial numbers 411445104 and 411445105, and the Kubota RTV XG850 serial number C69123 be and hereby are declared as excess property of the Town for which no current of future use is anticipated and that the Parks and Recreation Supervisor, or his designee, sell the same “as is,” document the sale thereof to verify fair value, and deliver the proceeds of the sale thereof to the Town Budget Officer. The Parks and Recreation Supervisor, or his designee, be and each is hereby authorized to sign such bills of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.

**RESOLUTION REAPPOINTING MEMBER TO THE
LANSING HOUSING AUTHORITY**

RESOLUTION 23-

**RESOLUTION REAPPOINTING MEMBER
TO THE LANSING HOUSING AUTHORITY**

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

WHEREAS, the Lansing Housing Authority (LHA) has one members term that will be expiring on December 31, 2023; and

WHEREAS, after a search for eligible and qualified candidates, Sharon Jaenson, a current member of the LHA Board, is deemed duly qualified and has agreed to the reappointment; and

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

1. Sharon Jaenson is hereby reappointed to the Lansing Housing Authority for a 5-year term, with such term effective January 1, 2024 through December 31, 2028; and
2. The Town Clerk shall administer the oath of office for such reappointment.

RESOLUTION AMENDING RESOLUTION # 23-84 TO CORRECT THE BUDGET LINE THAT WAS UTILIZED TO PAY FOR THE 2023 F-150 TRUCK FOR THE PLANNING AND CODE OFFICE, AND TO AUTHORIZE REIMBURSEMENT OF BUDGE LINE IN SUCH AMOUNT

RESOLUTION 23-

RESOLUTION AMENDING RESOLUTION # 23-84 TO CORRECT THE BUDGET LINE THAT WAS UTILIZED TO PAY FOR THE 2023 F-150 TRUCK FOR THE PLANNING AND CODE OFFICE, AND TO AUTHORIZE REIMBURSEMENT OF BUDGE LINE IN SUCH AMOUNT

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

WHEREAS, the Town of Lansing had long had capital management and equipment plans consisting of a balance of reserve funds and budgeted cash, and in 2023 certain capital needs of the Planning & Code Department were discussed, including how to fund the purchase of a needed F-150 Ford truck in 2023 without incurring municipal debt; and

WHEREAS, the Planning & Code Department utilized the New York State Office of General Service (NYSOGS) bid list (contract # 23166; Vehicle Marketplace Reference # 12749) for terms and pricing, and by resolution 23-84, the Town Highway Superintendent was authorized to effect such purchase from Maguire Ford from such NYSOGS bid list; and

WHEREAS, that purchase was funded from budget line DA5130.200, but should have been funded from the later created budget line HF5130.200; and

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

RESOLVED, that the Town Budget Officer shall reimburse fund line DA5130.200 in the amount of such purchase (\$43,874.48) from budget line HF5130.200, to more correctly reflect proper funding of such purchase and to properly modify and correct the budget.

**RESOLUTION APPROVING TOWN OF LANSING CONSERVATION
ADVISORY COUNCIL 2023 ANNUAL REPORT**

RESOLUTION 23

**RESOLUTION APPROVING THE TOWN OF LANSING
CONSERVATION ADVISORY COUNCIL 2023 ANNUAL REPORT**

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

WHEREAS, per Town Board Resolution 19-49 the Conservation Advisory Council was authorized to perform certain functions for the Town and to act in an advisory capacity under General Municipal Law § 239-x; and

WHEREAS, the aforementioned Resolution and General Municipal Law 239-x(f) require the Conservation Advisory Council to file required annual reports with the Town Board on or before the thirty-first day of December of each and every year, and once approved by the Town Board, to send a copy thereof to the New York State Commissioner of Environmental Conservation; and

**Town of Lansing
Conservation Advisory Council
2023 Annual Report**

Membership

Members of the Conservation Advisory Council (hereafter “CAC”) are appointed by the Lansing Town Board each January via resolution. The following members served in 2023:

- Robyn Bailey
- Adam Buck
- Gabrielle Desnoes
- Edward Dubovi
- Karen Edelstein
- John Fleming
- Ruth Groff, liaison to Town Board
- Carrie Koplinka-Loehr
- Todd Walter
- David Wolfe

Edward Dubovi and Carrie Koplinka-Loehr agreed to co-chair the CAC throughout 2023.

Environmental Management Council

The CAC recommended to the Town Board that CAC member David Wolfe be appointed as liaison to the Tompkins County Environmental Management Council. David began serving in this role in 2022 and continued throughout 2023.

NYSACC Conference on the Environment 2023

The New York State Association of Conservation Commissions (NYSACC), in collaboration with Tompkins County’s Environmental Management Council, hosted a hybrid annual Conference on the Environment September 20-22 in Ithaca. CAC and EMC members from around the state participated (<https://www.nysacc.net>). Lansing’s CAC members helped with the early framing of the conference and arranged several speakers. Two CAC members presented at the conference and the CAC attended a variety of sessions on water quality, policy, land conservation, and other topics.

Open Space Conservation Plan

Throughout 2023 we met monthly with our consultants from Colliers Engineering (formerly Bergmann Associates) to create Lansing’s Open Space Conservation Plan, formerly known as the Open Space Index. For public feedback, our team received an astonishing 425 responses to the online and paper survey, then analyzed these and the “votes” that were placed on sites as worthy of conserving. Along with these responses, thirty photographs were submitted, which were used, with permission, in the draft plan. The consultants also interviewed local heads of NGOs and local officials.

Public input revealed hopes that we would maintain the thriving agrarian character of the Town; conserve its scenic beauty; build local resiliency to climate change; enhance resident quality of life through scenic and recreational resources; ensure the long-term sustainability of our air, water, and land; and enhance wildlife habitat.

We amassed and integrated databases from town, county, state, and federal sources (parcels, steep slopes, soils, flood zones, wetlands, forests, Unique Natural Areas, and other natural resources). In particular, information from the Town’s Natural Resources Inventory and Scenic Resource Appendix, the Tompkins County Conservation Strategy, maps, and the list of Unique Natural Areas helped us to identify significant natural resource areas for conservation. We formed a subcommittee to establish the criteria for ranking Lansing’s parcels, then created a priority grid for the following criteria:

- Agriculture + Farmlands
- Forest + Woodlots
- Wetlands
- Floodplains
- Stream Corridors
- Cayuga Lakefront
- Significant Wildlife Habitat
- Grasslands + Meadows
- Steep Slopes
- Unique Natural Areas
- Vulnerability to Development

We assessed Lansing’s large parcels for these criteria, then ranked them from high to low for their suitability for being conserved. Of the 109 Lansing parcels greater than 70 acres, 17 ranked highest for conservation value; 31 ranked medium-high; 49 ranked medium-low; and 22 ranked lowest. Landowners and planners in the town can use this information as parcels voluntarily become available in the future.

An online story map draft of the Open Space Conservation Plan can be found at: <https://storymaps.arcgis.com/stories/a5d16e7abd004ba5966a98e7145b3f92>

Other Projects

The CAC reviewed changes to the Town's Agriculture (AG) and Rural Agriculture (RA) zones, and CAC members attended the public meeting about the proposed modifications.

CAC members reviewed and responded to Lansing’s Code Revision Committee’s Amendment regarding appointments to town committees.

We sought clarity from local, regional, and state counsel on whether CACs are subject to Open Meeting Laws.

Publications

FAQ: “Your questions answered about Lansing’s open space,” https://www.lansingtown.com/sites/default/files/fileattachments/conservation_advisory_council/page/2495/osi_faq_3-4-23.pdf

Lansing Open Space Conservation Plan, <https://storymaps.arcgis.com/stories/a5d16e7abd004ba5966a98e7145b3f92>

Presentations by the CAC

May 2, 2023, meeting with Lansing’s Agriculture and Farmland Protection Committee to introduce the Open Space Conservation Plan (Edward Dubovi, Ruth Groff, Carrie Koplinka-Loehr)

May 11, 2023, meeting with the Tompkins County Environmental Management Council, Stewart Park, Ithaca. Joined other Conservation Advisory Councils from the area to report on activities and help plan the NYSACC conference (Edward Dubovi, Carrie Koplinka-Loehr)

October 23, 2023, presentation to the Planning Board about the Open Space Conservation Plan (Edward Dubovi, Carrie Koplinka-Loehr)

November 9, 2023, public presentation about the Open Space Conservation Plan by CAC members, John Zepko, and our consultants from Colliers Engineering (Bergmann Associates). We advertised the meeting via posters, post cards, notices in local papers, the town’s electronic outdoor sign, and announcements on listservs. About twenty-four people attended and provided comments.

November 27, second meeting with the Planning Board to answer questions about the Open Space Conservation Plan (Edward Dubovi, Karen Edelstein, Carrie Koplinka-Loehr)

December 7, second meeting with Lansing’s Agriculture and Farmland Protection Committee to answer questions about the Open Space Conservation Plan (Carrie Koplinka-Loehr)

Presentations to the CAC

June 1, 2023, Agnes Emmanuelle Guillo, Community Educator at Cornell Cooperative Extension, gave a presentation on Non-Pipes Alternatives for Lansing.

July 6, 2023, Ruth Hopkins of the Lansing Trails Committee, reviewed previous planning efforts, showed proposed trail maps, and identified future needs for the planning process, while seeking feedback on projected routes for Lansing Trails.

July 6, 2023, chair of the Conservation Advisory Board for the town of Dryden, Gian Dodici, spoke with our CAC about the CAB’s relationship to its Town Board and progress they have made.

Tours

Walnut Ridge Dairy, November 2, 2023, hosted by John Fleming

Town of Lansing Support

John Zepko, Director of Planning for the Town of Lansing, met half a dozen times with CAC co-chairs in 2023 to discuss the OSCP, the budget for the CAC, and related issues. The Planning Department and the Town also provided some administrative support, including posting information to the website (<https://www.lansingtown.com/bc-cac>). This assistance is critical as CAC members develop and implement activities.

Trainings

CAC members completed their annual training at the end of December, 2022, on the topics of recognizing sexual harassment and reducing workplace violence.

Work Plan

The CAC continued to update its work plan. The co-chairs and members use this document to guide future actions and gauge progress.

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

RESOLVED, the Town Board of the Town of Lansing has received and accepted the Town of Lansing Conservation Advisory Council 2023 Annual Report.

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 December 20, 2023.

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR'S REPORT

RESOLUTION 23-

RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR'S REPORT

The Supervisor submitted his monthly report for the month of November 2023, to all Board Members and to the Town Clerk. The Supervisor's Report was reviewed by Councilperson Joseph Wetmore. The bills were reviewed by Councilperson Joseph Wetmore and Councilperson 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 # 012

DATED 12/20/2023

| | |
|---------------------------|--------------------|
| AUDITED VOUCHER #'s | <u>1204 - 1322</u> |
| PREPAY VOUCHER #'s | <u>1204 - 1208</u> |
| AUDITED T & A VOUCHER #'s | <u>73 - 78</u> |
| PREPAY T & A VOUCHER #'s | <u>73 - 74, 76</u> |

| <u>FUND</u> | <u>TOTAL APPROPRIATIONS</u> |
|--|------------------------------------|
| GENERAL FUND (A&B) | \$ <u>206,430.90</u> |
| HIGHWAY FUND (DA&DB) | \$ <u>258,493.41</u> |
| DRAINAGE DISTRICTS (SDD1,2,4,5,6,7,8,SD10) | \$ <u>1,358.00</u> |
| LANSING LIGHTING (SL1, 2 &3) | \$ <u>96.06</u> |
| WARREN & CHERRY SEWER DISTRICT (SS1,3) | \$ <u>32,825.58</u> |
| LANSING WATER DISTRICTS (SW) | \$ <u>16,864.49</u> |
| TRUST & AGENCY (TA) | \$ <u>75,418.82</u> |

**BUDGET
MODIFICATIONS
December 20, 2023
MEETING**

**GENERAL FUND A
December 20, 2023**

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> | |
|-------------|-----------|---|---------------|---|
| A599 | A1110.120 | COURT CLERK - PS (ADDTL NEEDED DUE TO INCREASED HOURS WORKED) | \$ 4,000.00 | |
| A1110.200 | A1110.400 | TO COVER ADDTL EXPENSES | \$ 1,000.00 | |
| A1380.401 | A1320.400 | ADDTL COST OF AUDIT | \$ 2,000.00 | |
| A1990.400 | A1420.400 | TO COVER ADDTL EXPENSE OF ATTORNEY | \$ 6,000.00 | TOTAL TO A1420.400 |
| A599 | A1420.400 | | \$ 1,000.00 | \$ 7,000.00 |
| A1990.400 | A1440.400 | ASBESTOS SURVEY SERVICES | \$ 2,447.50 | ALL ENGINEERING EXPENSES PLEASE REFER QUESTIONS TO MIKEY (HE WORKED WITH DAVE) |
| A5010.120 | A1440.400 | Report/Cost Update/Maps | \$ 3,850.00 | |
| A5132.110 | A1440.409 | Report/Cost Update/Maps | \$ 4,000.00 | |
| A599 | A1610.400 | ADDTL EXPENSES THROUGHOUT YEAR - FIREWALL, SOFTWARE | \$ 1,000.00 | |
| A599 | A1620.400 | BUILDINGS - CONTRACTUAL (TO COVER ADDITIONAL EXPENSES THROUGH YEAR SUCH AS PARKING LIGHTS, FLOWERS, CONCRETE) | \$ 5,000.00 | |

| | | | |
|-----------|-----------|--|-----------|
| A1630.405 | A1630.400 | ADD ADDTL FUNDS TO COMMUNITY CENTER CONTRACTUAL - FROM COMM. CENTER REPAIRS LINE | \$ 500.00 |
|-----------|-----------|--|-----------|

| | | | |
|------|-----------|-------------------|-----------|
| A599 | A3120.110 | POLICE- PS- COURT | \$ 700.00 |
|------|-----------|-------------------|-----------|

| | | | | |
|-----------|-----------|---------------------|-------------|-----------------------|
| A5132.110 | A3310.100 | TRAFFIC CONTROL- PS | \$ 2,588.00 | TOTAL TO A3310.100 |
| A5010.120 | A3310.100 | TRAFFIC CONTROL- PS | \$ 2,257.51 | \$ 4,845.51 |

| | | | |
|------|-----------|-------------------------------------|-----------|
| A599 | A3310.110 | TRAFFIC CONTORL - CROSSING GUARD | \$ 400.00 |
|------|-----------|-------------------------------------|-----------|

| | | | |
|-------|-----------|-----------------------------------|----------|
| A1550 | A3510.402 | CONTROL OF DOGS - OTHER CONTR. | \$ 80.00 |
|-------|-----------|-----------------------------------|----------|

| | | | | |
|------------|-----------|------------------------------------|-------------|---|
| A7020.110 | A7020.400 | PARKS & REC - ADMIN CONTRACTUAL | \$ 200.00 | PLEASE DIRECT PARKS BUDGET MODIFICATION QUESTIONS DIRECTLY TO PAT |
| A7110.200R | A7310.400 | ADDTL EXPENSES INCURRED | \$ 4,000.00 | |
| A7110.200R | A7140.100 | ADDTL OVERTIME WORKED | \$ 1,645.86 | |

| | | | |
|-----------|-----------|--|-------------|
| A7320.100 | A9050.800 | UNEMPLOYMENT INSURANCE (MOVE FUNDS FROM DROP-IN PERS. SERV - WE KNOW PROGRAM HAS ENDED) | \$ 1,773.24 |
|-----------|-----------|--|-------------|

GENERAL FUND B
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> |
|-------------|-----------|--|---------------|
| B8020.101 | B8020.401 | PLANNING BOARD - ENGINEER - ADDTL FUNDS NEEDED FOR VILLAGE SOLAR | \$ 1,000.00 |

| | | | |
|-----------|-----------|---|----------|
| B9060.800 | B9050.800 | ADDTL COST OF UNEMPLOYMENT INSURANCE | \$ 45.98 |
|-----------|-----------|---|----------|

HIGHWAY FUND DA
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> |
|-------------|------------|--|---------------|
| DA5148.200 | DA5142.200 | ENCUMBERED \$\$ IN DA5148.200 FOR HX620 DUMP TRUCK, BUT DID NOT UPDATE RESOLUTION | \$ 8,915.54 |
| DA5142.400 | DA5130.400 | EMMISSIONS MAINTENANCE ON TRUCKS | \$ 10,000.00 |
| DA5142.100 | DA5148.100 | TO CONSOLIDATE PAYROLL FUNDS TO ONE SNOW ACCOUNT | \$ 54,411.31 |
| DA5142.100 | DA5140.100 | TO COVER ADDTL PAYROLL | \$ 822.46 |

HIGHWAY FUND DB
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> |
|-------------|------------|---|---------------|
| DB599 | DB9050.800 | BUDGETED TOO LITTLE DUE TO UNFORSEEN COSTS FROM NYS | \$ 290.00 |
| DB2770 | DB5110.400 | ALLOCATE \$\$ RECEIVED FROM SOIL & WATER | \$ 13,167.76 |

DRAINAGE DISTRICTS
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> |
|-------------|-------------------|---|---------------|
| SDD-599 | SDD1- 8540.400 | ADDTL WORK NEEDED ON STORMWATER POND | \$ 1,750.00 |

SEWER FUND SS1
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> | |
|--------------|--------------|-------------------------|---------------|--------------|
| SS1-1990.400 | SS1-8130.400 | INCREASED COST INCURRED | \$ 866.20 | TOTAL TO |
| SS1-2120 | SS1-8130.400 | INCREASED COST INCURRED | \$ 14,156.07 | SS1-8130.400 |
| | | | | \$ 15,022.27 |

SEWER FUND SS3
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> | |
|--------------|--------------|-------------------------|---------------|--------------|
| SS3-2120 | SS3-8130.400 | INCREASED COST INCURRED | \$ 131.28 | TOTAL TO |
| SS3-8110.401 | SS3-8130.400 | INCREASED COST INCURRED | \$ 112.60 | SS3-8130.400 |
| | | | | \$ 243.88 |

WATER FUND SW
December 20, 2023

| <u>FROM</u> | <u>TO</u> | <u>FOR</u> | <u>AMOUNT</u> |
|-------------|------------|---------------------------|---------------|
| SW1380.400 | SW8310.402 | ADDTL COSTS FOR EASEMENTS | \$ 1,000.00 |

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 December 20, 2023.

**Joseph Wetmore
Town Board Member Report
December 2023**

Planning Board

Monday, November 27·6:30 – 8:30pm

1. Lot Line Adjustment --95 Goodman Rd, Tax Parcel Number 20.-1-8.28. The applicant proposes a lot line adjustment of 1.027 acres from the ~3.4 acre parent lot, to the adjacent property owner. The property is in the AG Zone. Authorized Director of Planning to approve lot line adjustment
2. Minor Subdivision -- 178 Sweazy Rd, Tax Parcel Number 23.-1-23.2 The applicant proposes to subdivide a ~69.56 acre lot from the ~93.65 acre parent lot. Cornell is selling a portion of the “Cornell Orchards” for a lavender farm. Set Public Hearing for December meeting.
3. Reviewed and provided comments to the Conservation Advisory Council (CAC) on the Draft Open Space & Conservation Plan.

Bolton Point personnel

Wednesday, November 29·1:00 – 2:00pm

1. Review Assistant Finance Manager job description and wage classification recommendation.
2. Reports
 - a. Shop Steward
 - b. Finance Manager
 - c. Distribution Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
3. Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Agriculture & Farmland Protection Committee

Thursday, December 7·9:00 – 10:00am

1. The Committee reviewed and commented on the Draft Open Space and Conservation Plan

Meeting about Yellow Barn proposal

Thursday, December 7·10:30 – 11:30am

- 1. We discussed the proposed Host Community Agreement.

Tompkins County Council of Governments
Thursday, December 7:30:00 – 5:00pm

- 1. Report from County Administration
 - a. The final voting meeting of the Countywide Shared Services Panel will be held Monday, December 11th at 5:00 p.m. via Zoom. A vote will be held at this meeting for the approval of the 2024 Shared Services Plan. All chief elected officials are asked to attend, or assign a designee to attend and vote on behalf of their municipality. The 2024 Shared Services Plan includes the pilot countywide rapid medical response program.
 - b. The County's Strategic Operations Planning process continues with two planning sessions to be held today and tomorrow with County Department leadership. These sessions will take the visioning work of the Legislature and begin to identify and develop strategic objectives to be included in the County's final Strategic Operations Plan.
 - c. Department leadership, Legislators, and representatives of municipal governments attended a full day cybersecurity workshop presented by NYS Department of Homeland Security and Emergency Services on December 5th. The County IT department, with support from County Admin, will take the action items identified during this session and implement in 2024. NYS DHSES emphasized that their services are available to all municipalities. To report a cyber incident or potential incident to the NYS Cyber Incident Response Team, call 1-844-628-2478. To request SJSES CIRT cyber support you can email CIRT@dhSES.ny.gov and for more information you can visit www.dhSES.ny.gov/oct/cirt
 - d. The County is selling 408 North Tioga Street, known as the Red House, and will be receiving offers through December 15th. Carol Bushberg is the real estate broker representing the County.
 - e. On October 29th NYS Senator Rachel May convened a regional meeting to discuss the concept of creating a Finger Lakes Commission. This would be modeled after the Tug Hill Commission (<https://tughill.org>) which was formed 40 years ago. The purpose would be to help small rural governments with information, education and technical support on how to govern. May help with support around grantwriting. With the Tug Hill Commission, the state provides funding for staffing and infrastructure support, including circuit riders to travel to municipalities to discuss rural/local issue of interest. It would help to bridge the gap for small/ remote communities. The Finger Lakes region includes 14 counties, there are some common interests around rural issues, watershed issues, future pressure on our region around water resources. This is in the early stages of discussion, and they're looking for feedback about what would and wouldn't be useful in a bill going forward. It would

be ideal to invite Senator May and her staff to a future TCCOG meeting to discuss. Her staff contact is Eric Van Der Vort: vandervo@nysenate.gov

- 2. TCCOG 2024 leadership
 - a. Dan lamb was voted to be vice chair for 2024

3. Building Code Administration and Operations Study Update

Purpose is to identify potential opportunities to improve Effectiveness and efficiencies through collaboration sharing of services among Tompkins County Municipal Building Code operations.

| Strategy 1 | Strategy 2 | Strategy 3 | Strategy 4 | Strategy 5 | Strategy 6 |
|--|---|---|--|---|---|
| Centralization of 911 Addressing | County-wide Building Permit & Code Enforcement Software Management System | Create a Pipeline of Code Enforcement Officers & Building Safety Inspectors | Shared Court Presentment/ Prosecution | Establish Specialized Services and Technical Assistance Programs | Municipal Shared Staffing |
| Initiative | Initiative | Initiatives | Initiative | Initiatives | Initiatives |
| 1.A County Department of Emergency Response Assumes 911 Addressing Authority & County ITS/GIS Assigns Addresses | 2.A Issue RFP & Select a Shared Software System | 3.A Recruitment toolkit 3.B Streamline job titles and specifications 3.C Centralized Recruitment | 4.A Shared RFP/ RFQ to create a shared panel of experts to provide uniform prosecution of non-compliant cases | 5.A Establish Specialized Technical Assistance Program 5.B Panel of third party specialty inspectors. | 6.A Match staffing needs and share CEOs and BSIs between municipalities |
| Results | Results | Results | Results | Results | Results |
| <ul style="list-style-type: none"> • Improved emergency response • Reduced duplication of effort | <ul style="list-style-type: none"> • Standardization • Workflow efficiencies • Improved communication • Reduced pricing • Cross Coverage | <ul style="list-style-type: none"> • Staff Stability • Avoided vacancies • Reduce/Avoid Backlogs | <ul style="list-style-type: none"> • Health & Safety • Reduced Non-compliance • Standardization | <ul style="list-style-type: none"> • Increased Energy Conservation Competencies • Increased code compliance | <ul style="list-style-type: none"> • Stabilize Staff • Address high workloads efficiently • Increase Back Up |

- 4. Priority Trails Strategy Update
 - a. In 2014 the Tompkins Priority Trails Strategy outlined actions to develop five key trails through the county. Over the past decade, many of those actions have been completed. The updated Tompkins Priority Trails Strategy provides updates on the accomplishments, current trail status, and action items to pursue in the coming years.

The draft was recently reviewed by the County Planning, Energy, and Environmental Quality Committee and the Parks and Trails Network. This group is made up of parks and trails professionals and volunteers who meet twice a year with a focus on information sharing and identifying projects and funding opportunities.

- 5. Electric Vehicle Charging as a Service
 - a. Plan is to Create a county wide RFP for charging stations. A developer comes in and installs EV chargers on a property and provides EV charging. There are three different models:
 - Revenue Shared Model
 - Monthly Subscription
 - Turn-key Solution

Do you have site control over a potentially good location? If so, email hdelisle@tompkins-co.org with the location by January 12, 2024. We will need critical mass to follow through with an RFP

6. Subcommittees
 - a. Transportation -- Making headway to get electric buses into service
 - b. Water Quality -- nothing new to report
 - c. Energy -- TCCOG Municipal Sharing on energy and sustainability initiatives meeting that occurred on 11/30 at 3:00 via Zoom.
 - d. Emergency Planning and Preparedness -- Tompkins County Department of Emergency Response has proposed a pilot program to allow the creation of a County operated Pilot Rapid Medical Response (the "PRMR") capability, consisting of three PRMR vehicles staffed with EMTs and operating during the weekday daytime hours, in order to provide enhanced coverage when volunteer services are most strained. The county is looking for some cost sharing with the municipalities.

7. The 2024 meeting schedule will be the same bimonthly as 2023.