

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, July 19, 2010, in the Village Office.

Present: Trustees Lynn Leopold, John O'Neill, and Julie Baker; Clerk/Treasurer, Jodi Dake; Attorney David Dubow.

Leopold called the meeting to order at 7:30pm and opened the public comment period. There were no comments.

Motion-To Close the Public Comment Period

Trustee O'Neill moved to close the public comment period. Trustee Baker seconded the motion. A vote was taken:

Trustee John O'Neill -Aye  
Trustee Lynn Leopold-Aye

Trustee Julie Baker-Aye

John Bailey was present to update the Board of Trustees on the Villages insurance coverage. John explained that this year we got a quote from New York Municipal Insurance Reciprocal (NYMIR) in addition to the quote from the Village's current carrier, Selective Insurance. NYMIR insures almost 600 New York Municipalities. The Selective Insurance quote was significantly less than NYMIR. The Village is paying \$18,825 for coverage where NYMIR's quote was \$28,272. With NYMIR, the public officials coverage was much higher. John Bailey stated that Selective is very competitive and a very good company that stands behind the Village. Our insurance costs actually decreased from last year. John O'Neill asked if we still had the same coverage as before. John Bailey stated that we did. One question that Bailey asked was whether it was necessary to add the Failure to Supply Utilities Endorsement. It was unclear whether it was needed because of the situation of being part of the SCLIWC. Dubow will look into this.

John and Julie have been working on updating the Village Emergency Plan. Tompkins County has an extensive plan but much of that was a result of 9/11. John O'Neill presented the proposed updated Emergency Plan. Dubow suggested adding email and other electronic means as ways to communicate. He also indicated that he had a number of corrections, clarifications and suggested revisions that he would like to propose. Julie recalled that there was a newer version of what she and John had worked on than the one presented. John will look into this. Lynn asked if we needed an evacuation plan or if that was at the county level. Jodi questioned whether we needed to have the Emergency Coordination Center staffed on a 24-hour basis for all emergencies. An emergency could be a snow or ice storm which has happened in the past and we haven't had a staffed office for that. This Plan will be revisited at the next meeting, and in the meantime proposed changes and corrections can be prepared.

While updating the Employee Handbook with the compensation time change, Jodi noticed a few items that needed to be updated. The names of our insurance under Flex Plan where it lists the three options needs to be updated to reflect the correct names of our insurance coverage. Also under Clothing Allowance, the Board wanted to consider increasing the amount that is allotted for work boots each year. After discussing this issue the Board decided to increase the amount allotted for work boots for full time employees from \$150 a year up to a maximum of \$200, and to allow part time seasonal workers to receive up to a \$100 allowance per year for work boots. The Board also agreed that it was unnecessary to specify when the mail is delivered each day and that it would suffice to simply have the language as to the Clerk's responsibility for the distribution of mail.

**Resolution #5646- To Update the Following Three Sections of the Employee Manual as Follows:**

**1. Flex Plan (Life & Health Insurance)**

Through the Finger Lakes Association, Flex Plan is available to all employees working at least 20 hours per week. The Village will contribute \$1550 per employee annually plus 80% of additional cost above that amount for individual or family insurance coverage to either:

1. Flex Plan  
or, if less
2. The cost of family coverage through a spouse's health plan,  
plus the life plan offered under the Flex Plan.

Employees enrolled in the Flex Plan without family coverage through a spouse's health plan, may choose the following options:

1. Life and Accidental Death & Dismemberment Insurance equal to one time salary, maximum \$50,000. (Guardian)
2. Blue Option Tier 2 Dental Plan (new plan started 8/1/10)
3. Excellus Healthy Blue Health Plan

The Village Clerk will supply the necessary paperwork to eligible employees. The Village Clerk also has claim forms.

**2. Clothing Allowance**

Each full time employee will be allotted up to \$200 for work boots each year. Seasonal Part Time Employees will be allotted up to \$100 for work boots.

**3. MAIL**

The mail is opened, sorted and forwarded to the staff members by the Village Clerk. All incoming mail is opened prior to distribution. A letter marked "Personal" or "Confidential" may be accidentally opened. Therefore, it is recommended you have your personal mail sent to your residence. A mail file, located in the top drawer of the file cabinet near the front door, is available to all staff to keep apprised of the ingoing/outgoing correspondence.

Outgoing mail that is left on the Clerk's desk will be mailed as the Clerk leaves each day. If the mail is left after he/she has departed for the day, it will be mailed the next day. The Clerk will put the correct postage on each item. You are welcome to include your personal mail with the Village's outgoing mail, but you must provide your own postage.

Trustee Baker moved this resolution and Trustee O'Neill seconded the motion.

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

Resolution #5647- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 14 for the General Fund, in the amount of \$1,255.76 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 2 for the General Fund, in the amount of \$55,972.09 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 2 for the Sewer Fund, in the amount of \$456,858.98, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 2 for the Special Assessment Sewer Fund, in the amount of \$4,545.00, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 2 for the Water Fund, in the amount of \$119,683.70, is hereby approved for payment, and

Trustee Baker moved that the foregoing Abstract of Audited Vouchers resolutions be adopted and Trustee O'Neill seconded the motion.

Trustee Julie Baker-Aye  
Trustee Lynn Leopold-Aye

Trustee John O'Neill-Aye

There was no general discussion. Lynn introduced a motion to go into executive session regarding personnel matters as to one or more employees of the Village.

Motion- To Go Into Executive Session to Discuss Personnel Issues

Trustee Baker moved to go into executive session. Trustee O'Neill seconded the motion. A vote was taken:

Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Trustee Lynn Leopold-Aye

The Board went into executive session at 8:08pm.

Motion- To Come Out of Executive Session

Trustee O'Neill moved to come out of executive session. Trustee Baker seconded the motion. A vote was taken:

Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Trustee Lynn Leopold-Aye

The Board came out of executive session at 8:21pm.

During executive session the Board discussed John Courtney's Compensation Time and the following resolution was presented:

Resolution #5648-Due to the Unusual Number of Comp Hours Accumulated In Connection With the Start of the Village of Lansing Performing Their Own Snow Plowing, The Board Agrees to a One Time Payment To John Courtney for 68.5 Comp Hours At His 2009-2010 Rate of Pay of \$25.85/hr. or \$1,770.72.

Trustee O'Neill moved this resolution. Trustee Baker seconded the motion. A vote was taken:

Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Trustee Lynn Leopold-Aye

It was reiterated that this will be a one time payment and in the future this will not be necessary because the Board has adjusted his salary for 2010-11 to accommodate this situation.

Motion- To Adjourn

Trustee O'Neill moved for adjournment. Trustee Baker seconded the motion to adjourn. A vote was taken:

Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Trustee Lynn Leopold-Aye

The meeting adjourned at 8:22 pm.

Jodi Dake  
Clerk/Treasurer