

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, March 3, 2014, in the Village Office.

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

Mayor Hartill called the meeting to order at 7:37pm and opened the public comment period. John Dennis was present to ask the Village to put a ban on hydrofracking to show solidarity with other municipalities who are opposed. Seventy-one municipalities have bans in place and many others have moratoriums. Dennis did his own sample survey of 12 Shannon Park residents and 6 people support a ban in the Village and one was not in favor. He feels the Village could also benefit from road maintenance agreements that would protect Village roads. He would like to send a political message that we are concerned. Dan Veanor, Editor for Lansing Star, stated that Dryden was challenged for having a ban. Dennis stated that this is true but nothing has been decided yet.

There were no more public comments.

Motion-To Close the Public Comment Period

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

Mayor Donald Hartill-Aye
Trustee John O'Neill-Aye

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Liz Prugh of Cayuga Landscape did a presentation on proposed landscape plans for the Village Office in conjunction with the special permit approval for that project. The Board looked at two specific planting plans. Liz explained that the first plan is about masses of color and texture. The second plan is more trees with shrubbery and a less expensive alternative. Both plans have gravel edge around the building and planting of the retention areas. One of the goals is reduction in lawn. Cobble would be used to cut down on maintenance. Liz handed out a compare and contrast document between the two plans. The budget for the revised plan was \$43,112. The original dense plan submitted was over \$93,000.

Prugh and Leopold had talked about some maintenance issues. Pushed snow areas would be kept as lawn. Wood chip paths are a low maintenance possibility. Most plants that Liz has chosen are deer resistant. Lynn stated that we need to make sure our ground is covered to follow stormwater maintenance requirements. It was suggested that we go to significant lawn cover until we decide on a longer overall plan. Lynn feels we need as many plants as possible to absorb water. The Board wants it to look nice, but also at a

reasonable price. It was also suggested that we could proceed in multiple phases. It was determined that we need to replace the trees we took out. Bio-retention filters are a priority. Rollo sumac may be good planting for the retention areas. Alberta spruce would also be a nice choice since the deer stay away from them. It would be nice to have trees between us and the neighboring properties in back by the dumpsters. Leopold stated that we have the old building that has marks from where the old planters use to be. She feels that planting around this building is priority.

Hartill stated that we need to come up with a plan that would then have to be bid. Dubow stated that there may be some leeway there if the services are considered to be professional services. Hartill feels we need to think about a staged approach. We need to stabilize the new building area and surrounding area in conjunction with the required stormwater management requirements such as the retention pond, and then subsequently complete whatever further provisions are agreed upon. The Village Planning Board, as part of the special permit approval conditions, needs to grant its approval of an acceptable landscape plan. Stabilization and erosion protection are the priority. Hartill feels that the next step is to proceed with the Planning Board. Hartill will attend the Planning Board meeting next Monday for that purpose. Hartill asked Liz how long it would take to implement the plans that she has proposed. She stated that it would take a week to plant the whole plan.

The next item on the agenda was to discuss the Village's required Stormwater Plan. Hartill stated that we are getting audited on Stormwater Maintenance by NYSDEC tomorrow. Included in that audit is the Village's stormwater plan on paper. It doesn't have to be formally adopted; it just has to be in place and available. A plan shows measurable goals and how we will accomplish them. Marty Moseley has done a great job of putting together a plan based on other municipal plans. Angel from Tompkins County Soil & Water is helping Marty. Leopold stated that the Village had committed itself to this process and the plan reflects its efforts.

Resolution#6021 -To Endorse the Stormwater Plan

Trustee O'Neill moved to endorse the plan. Trustee Baker seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O'Neill-Aye

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

The next item was to consider the Tompkins County Hazard Mitigation Plan that was submitted to the Village for approval. Dubow stated that based upon the proposed resolution provided by the County, part of the approval process is to provide for public comment. He suggested we schedule a hearing for the public to participate. It is a mandated process to have a plan for hazard mitigation needs. Hartill stated that this has been a long process.

To facilitate effective emergency planning and response, emergency management efforts are commonly divided into four over-lapping program areas that include: (1) emergency

preparedness, (2) emergency response, (3) recovery, and (4) hazard mitigation. Though the Tompkins County Department of Emergency Response leads the County's emergency management efforts, the Tompkins County Planning Department facilitates hazard mitigation projects and planning activities throughout Tompkins County. These activities are intended to help minimize damages associated with natural hazards and emergency events that occur in the future.

Scott Doyle, Senior Planner for Tompkins County Planning Department, had sent Marty Moseley an email stating that the hazard mitigation planning effort that we all worked together in developing has been tentatively approved by FEMA. Doyle believes it is a sound, easy to read and an implementable plan. In order for the plan to be formally approved, and for our jurisdiction to reap the benefits (grant fund eligibility), the Village of Lansing must formally adopt it. Two things Scott would emphasize in the adoption process are: 1) Your community must adopt the updated plan in order to be eligible to receive FEMA's Pre-Disaster Mitigation funds; and 2) Your community can apply for funds for projects that may or may not be noted in the plan update.

Resolution#6022 -To Schedule a Public Hearing to Consider the Tompkins County Hazard Mitigation Plan on March 17, 2014 at 7:35

Trustee O'Neill moved to set a public hearing. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O'Neill-Aye

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

The next item on the agenda was to approve minutes. Suggestions emailed from the Trustees were previously incorporated.

Motion- To Approve the Minutes from February 3, 2014

Trustee Leopold moved to approve the minutes. Trustee Baker seconded the motion. A vote was taken:

Mayor Donald Hartill-Abstain
Trustee John O'Neill-Aye

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Jodi stated that Mrs. Liu called asking that we waive her late penalty from last quarter's water/sewer bill. She now lives in California and her bill had an incorrect zip code on the account so it wasn't delivered until after the due date. She has never been late before. The Board agreed to waive the late fee.

Resolution #6023 -To Waive the Late Fee for Account N4100 in the Amount of \$13.83

Trustee Baker moved to waive the penalty. Trustee O'Neill seconded the motion. A vote was taken:

Deputy Mayor Lynn Leopold-Aye Trustee Patricia O'Rourke -Aye
Trustee John O'Neill -Aye Trustee Julie Baker-Aye

The next item on the agenda was to set the date, time, place and rate of compensation for the April 22, 2014 Village Elections. There will be two poll workers and two poll managers.

Resolution #6024 -To Set the 2014 Village Elections for April 22, 2014 from 12-9pm at the Village Office and set the Poll Workers Compensation at \$100 and the Poll Manager Compensation at \$130.

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

Mayor Donald Hartill-Aye Trustee Lynn Leopold-Aye
Trustee John O'Neill -Aye Trustee Julie Baker-Aye

The Board began the budget process. All department heads have submitted their budgets for 2014-15. Mayor Hartill has taken this information and placed it into his usual spreadsheet. The information was entered into the Budget Program. The current salaries are in as place holders until the Board has a chance to discuss salaries during executive session. The tentative budget was provided, and below is an explanation of the line items:

Board of Trustees

A1010.1 \$20,000-Trustee Salary Hartill explained that this is increased about every five years so it won't increase until next year.
A1010.4 \$ 1,750-Contractual expense-Includes money to send one Trustee to training

Mayor

A1210.1 \$12,500-Mayor Salary
A1210.4 \$ 50-Misc. Contractual

Auditor

A1320.4 \$7,800 full audit with Administrative Office capital project

Assessment

A1355.4 \$300-Prepare Village Tax Bills

Clerk

A1410.1 Clerk/Treasurer Salary-Jodi
A1410.2 \$0-No new equipment needed
A1410.4 \$12,500 -Increased \$2,500 for copier lease,
misc. office supplies for whole office, maintenance

agreements for software, legal ads, training, postage

Law

A1420.4 \$32,000 Dubow Legal fees increase from \$235 to \$240/hr. but left the total amount the same as last year

Engineer

A1440.4 \$12,000- Engineering-TG Miller

Elections

A1450.4 \$1,500-same

Village Office

A1620.2 \$0-Repair/Remodel old office area into storage-Courtney looking into cost

A1620.21 \$0-TWC now all in with phone A1620.42

A1620.42 \$15,000?-FLTG/NYSEG-now with additional building

A1620.44-change code to 1620.4 -\$8,000-Village Office
-\$4,000-Repair/Maintenance to current building + \$4,000 cleaning

Buildings-Garage

A1640.2 \$0

A1640.4 \$3,000 miscellaneous building repair and maintenance.

Special Items

A1910.4 \$63,800-Total Unallocated Ins.
\$31,000-workers comp -State Ins. Fund
\$ 3,300-Lovell W.C.
\$29,500-Insurance- will increase with new equipment

A1920.4 \$4,650 Municipal Dues of 2014-15
\$2,014- NYCOM
\$ 900- IO
\$1,500- Stormwater Coalition
\$ 200-Planning Federation

A1950.4 \$500-Dart Drive tax bill-newly acquired. Village \$200/School?

A1990.4 \$20,000-Contingency

Traffic control

A3310.2 \$275,000-Craft Rd. /Triphammer Rd. install new signal
Jodi stated that we should split out road portion to A5112.2

A3310.4 \$3,500-traffic signal repair & maintenance, peek controller box typically lasts 3 years

Code

A3620.11 Code Officer Salary-Marty

A3620.12 \$10,816-Electrical Inspector-Floyd-doesn't want increase 2014-15

A3620.13 \$10,000-Fire Inspector-Brian

A3620.2 \$0- office equipment
A3620.4 \$6,700 misc. contractual, training and mileage for Marty, Floyd & Brian

Street Maintenance

A5010.1 Supt. of Public Works salary-John
A5110.12 Asst. Supt. of Public Works-Adam
A5110.13 MEO salary-Nolan
A5110.14 \$5,000 summer laborer
A5110.2 \$230,000-new 10 Wheeler with Plow-(Pay for from Reserve)
Hartill believes we can sell our 10 -wheeler for \$30,000.
A5110.4 \$125,000-increased from \$80,000
-\$10,000-striping
-\$20,000-crack sealing various roads
-\$70,000-includes N Trip Mill & Fill, repair weak spots, fuel, equipment
repair etc.
-\$25,000-to put in an automatic transmission on 2009 International
because it is difficult to shift

Permanent Improvements

A5112.2 \$460,000
\$350,000-3,154 tons @ \$110 per ton for
-\$43,100-Bush Lane Mill and Fill from Triphammer to Brook Way
-\$107,470-Bush Lane-widen shoulders to 6' and overlay from
Brook Way to Village Line
-\$46,750- Woodthrush/Coventry-should be done with Northwood
Project- but is included here ??
-\$11,550-Wakefield/Churchill
-\$138,160-Bomax/Jon Stone Circle/Nor Way-3" black top-roads in
bad shape widen to 26' road
\$106,700-Dart Storm overlay
-\$???-This is where the road portion of Craft Signal should go
Hartill stated that the goal of the Village is to rebuild 2 miles of road each year.

Snow

A5142.4 \$55,000- up from \$35K last year because won't have a lot of left over salt
from this year

Street lighting

A5182.4 \$45,000- average maintenance costs

Sidewalks

A5410.2 \$0-no equipment needed

A5410.4 \$59,000-To install a blacktop sidewalk from Dankert Park to Arleo at
Warren Rd. This should address a safety concern. Next year we will

continue the sidewalk in the other direction past the apartments to the Triphammer Plaza.

It was asked if we would be installing a sidewalk on Graham Road West and Pyramid Drive. Hartill explained that we currently do not own those roads. The Village is in the process of trying to acquire the area.

A5410.41 \$10,000-Upgrade stream crossing by Swartout Bus trail to Northwoods

Public Transportation

A5680.4 \$6,500-Gadabout

Playgrounds

A7140.2 \$23,000-Add a parking lot to new park will be include with Northwood Rd. project

A7140.4 \$2,000 Park repairs, e.g. fence receptacles, pavilion

Youth Programs

A7310.4 \$28,953
\$14,597 Recreation Partnership
\$14,356 Youth Services (Need to ask Pat if correct) Joint Youth Commission Town of Ithaca

A7550.4 \$600-\$300 Harborfest and \$300 East Shore Art Festival

Zoning

A8010.1 Zoning Official salary- ½ of Marty's salary
A8010.12 \$1,500-BZA \$60 per meeting max \$3,600 if meeting every month
A8010.41 \$ 500-Contractual
A8010.42 \$3,000-BZA Legal fees

Planning

A8020.1 \$21,000-Planning Board Salary
A8020.41 \$40,000-Legal at current spending level
A8020.43 \$5,000-Planning Eng.-Brent Cross-increase with stormwater inventory but that is under stormwater line item
A8020.44 \$4,000-Contractual, Sending 2 Planning Board members to training. Last year this item was \$12,500 because of the survey we did.

Storm

A8140.4 \$85,000 additional expenses for Dart Dr. storm to complete south side to be completed. Spring project currently \$55,000 in this years budget.

Beautification

A8510.4 \$2,000-tree program/plantings

Employee Benefits

A9010.8	\$77,230 Retirement last year will increase w/ salary increase
A9030.8	\$ Social Security .062 of Salary
A9030.81	\$ Medicare .0145 of salary
A9045.8	\$500 Life Insurance
A9055.8	\$200-Zurich Disability
A9055.83	\$1,000-Long Term Disability
A9060.8	\$61,600-last year for current employees & retiree \$2,400 max \$ 2,340-dental \$55,000-BCBS new total no contributions by employees \$ 2,400-Curtis retiree \$7,6000-direct pay Last year
A9089.8	\$2,600 longevity bonus-Adam increases by \$400

Transfer to Capital Reserve

A9962.2	\$ 0 -General Reserve Park balance at end of 2014 budget will be ~\$979,800 Need to spend down on big projects
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The following revenues and expenditures remain the same except for the following changes:

General Revenue

A1001	\$447,982-property tax increased by 2%
A1081	\$16,000-In Lieu of taxes
A1120	\$630,000 Sales Tax has been increasing
A1130	\$40,000-NYSEG has been really low-other energy suppliers?
A1170	\$27,000- Cable Franchise fees have been going down slightly
A1560	\$10,400 -Electrical Inspections should equal Floyd's salary
A2401	\$960-Averaging only \$80 a month in interest so far this year
A2655	\$30,000-10-Wheeler to auction
A2850	\$555,942-Transfer from Capital Reserve (Truck, signal at Craft)
A3501	\$ 50,000-CHIPS

Water Expenses remain the same except for the following changes:

F8320.44	\$737,153-Water purchased from SCLIWC. Reflects increased water cost
F8340.2	\$300,000 -Main Replacement -Line under Rt. 13-use reserve \$ Was budgeted in 2013-14 but will be rolled into appropriated cash surplus
F9962.2	\$ 0 Transfer to Reserve

Water Revenue

F2140	\$818,397-Meter Sales- Bolton rate \$4.08 plus 25% surcharge or \$1.02
F2144	\$500-Service Charges-this year only received \$208 from SCLIWC?
F2148	\$10,000-Late fee-can't count on people being late
F2401	\$100 Bank interest earnings
F5031	\$316,169-Transfer from Reserve Fund-Rt 13 Project

This preliminary budget has a negative appropriated fund balance of (\$62,513). Jodi will go through current budget and get a realistic number that considers what revenues we will receive and what expenditures will not take place.

Sewer Expenses

G1440.4 \$5,000- Engineering minimal no major projects
G1990.4 \$10,000-Contingent Account
G8120.22 \$90,057-remediation after I&I study being done this spring
G8120.4 \$118,000- I&I Contractual-Use this as your balancing number and not transfer to reserve. To pay for whatever we find with our I&I investigation this year
G8120.42 \$ 7,500 Video & Flushing-slight increase from \$6,000
G8189.4 \$450,000Will Equal G2374 VCH Sewer Charge
G9710.6 \$18,700-Bond Principal
G9710.7 \$ 5,300-Bond Interest
G9901.9 \$0-This is a transfer to General fund which is expecting \$15,000. Hartill will increase

Sewer Revenue

G1030 \$25,000-Special Assessment-should equal bond principal and interest which is \$24,000
G2120 \$112,500-25% surcharge of base water rate-Will also have maintenance fee from Town of Lansing for Warren Road & Cherry Road
G2374 \$450,000-Sewer Charges for Village of Cayuga Heights
G2401 \$100-Interest & Earnings is down

Taxable Value Currently \$465,548,981 but Jay says hold off may be a \$5M adjustment for hotel properties.

Dubow explained that a lot of municipalities are adopting a local law that would allow them, if necessary, to exceed the tax levy limit. Dubow would encourage the Village to do so just in case it is necessary. This way you know you have the leeway if needed. Proposed Local Law A was presented to the Trustees to review.

Resolution #6025-To Set a Public Hear for Proposed local Law A (2014) for March 17, 2014 at 7:40pm

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

Mayor Donald Hartill-Aye
Trustee John O'Neill -Aye

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Hartill stated that there is a 10% increase in assessed value in the Village. The bottom line is that the Tax Cap Limit is not directly on assessment values, but what you collect in tax levies based upon the tax rate.

During the Mayor's comments, Hartill stated that the staff has pulled all of our stormwater information together for the stormwater audit scheduled for tomorrow morning at 10am. We will be taking a very cooperative approach. Hartill sees this as a positive experience to see where we are and if we are in complete compliance.

The Official ribbon cutting and open house for the new office will be March 12th from four until six pm. Hartill has invited QPK's engineer and architect to come in later this week to hear our air handler noise problem. Hartill feels it could be fixed by moving the vent from the hallway to the kitchen area.

During the general discussion, O'Neill stated that he attended the most recent Town of Lansing meeting. TCOG is get surrounding counties to get together to go to the State to ask them to stop the unfunded mandates. Mike Sigler wants to get a petition to repower with gas the Cayuga Power Plant. O'Neill handed out petitions and asked that they be returned to him by the end of March. The Cayuga Power Plant is currently allowed to operate two more years using coal. O'Neill stated that he is disappointed because our representative Dooley Keifer is never around. The Town of Lansing finally passed their sign law.

Julie gave an update on the progress of her Comprehensive Plan group. They don't have a projection of population.

Julie knows that Warren Road is a County Road, but if and when Northwood Road is dedicated and conveyed to the Village we should look at this area carefully. It is very dangerous at night when individuals are getting on or off the bus and crossing from the B&T area to Northwood Road. Hartill will talk with the County to see if they will do something.

Hartill thanked Leopold for her work on the landscape plan. It was indicated that the architect omitted sight work on the plans so there was no landscaping. We are lacking engineering details. Landscaping will be paid for out of capital project funds.

Mayor Hartill entertained a motion to go into executive session to discuss personnel and salary matters.

Motion- To Go Into Executive Session

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

Mayor Donald Hartill-Aye
Trustee John O'Neill -Aye

Trustee Lynn Leopold -Aye
Trustee Julie Baker-Aye

The Board went into executive session at 9:29 pm.

Motion- To Come Out of Executive Session

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

Mayor Donald Hartill-Aye
Trustee John O'Neill –Aye

Trustee Lynn Leopold -Aye
Trustee Julie Baker-Aye

The Board came out of executive session at 9:35 pm.

Motion- To Adjourn

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

Mayor Donald Hartill-Aye
Trustee John O'Neill –Aye

Trustee Lynn Leopold -Aye
Trustee Julie Baker-Aye

The meeting adjourned at 9:36 pm.

Jodi Dake
Clerk/Treasurer