

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, October 1, 2018, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees, Ronny Hardaway, Gerry Monaghan, John O'Neill and Patricia O'Rourke; Clerk/Treasurer Jodi Dake; Attorney William Troy; Planning Board Member, Lisa Schleelein. There were 6 additional people in attendance at the meeting.

Mayor Hartill called the Board of Trustees meeting to order at 7:31pm. The Mayor opened the public comment period. Lynn Leopold stated that she was there as the community party observer. Leopold, who has been voluntarily weeding the gardens in the Village, stated that she cannot keep up with the weeding of the gardens at the entrance of Pyramid Drive and by Tompkins Trust Company. She encouraged the Village to hire a part time summer person to help. She also stated that the trees are dying on Uptown Road and trees need pruned on N. Triphammer Road. She feels there is plenty of work to keep someone busy for 20 hours a week. Hartill stated that the Village is very appreciative of all the work Leopold has done. We have come to that same realization and we will have a person next year. Leopold added that the park dedication was wonderful but there is going to be more stuff to do. Hartill stated that in the past the DPW has been able to keep on top of it but with the 3 parks they cannot do it. Hartill is concerned with finding someone. There is a risk if having to pay unemployment if someone is hired for more than 3 months. Hartill admitted that he was slow with getting to colleges last spring. Next year we will get started earlier. Leopold stated that she will still weed when she can.

Motion - To Close the Public Comment Period

Trustee Monaghan made a motion to close the public comment period. Trustee Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Patricia O'Rourke-Aye	Trustee Gerry Monaghan-Aye
Trustee John O'Neill-Aye	

Resolution #6517- To Reappoint Ronny Hardaway to the Joint Youth Commission for a Two Year Term

Trustee O'Rourke made a motion to reappoint Hardaway. Trustee O'Neill seconded the motion. A vote was taken:

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

Trustee Ronny Hardaway- Aye  
Trustee Gerry Monaghan-Aye

Monaghan thanked Hardaway for doing a great job.

Planning Board Chair Mario Tomei has resigned as of September 30<sup>th</sup>. Monica Moll is currently the alternate on the Planning Board and has agreed to become a regular Planning Board Member. Hardaway feels Moll is an excellent resource.

Resolution #6518- To Appoint Monica Moll as a Planning Board Member to Fulfill Mario Tomei's Term Which Expires in 2022.

Trustee Hardaway made a motion to appoint Moll. Trustee O'Rourke seconded the motion. A vote was taken:

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

Trustee Ronny Hardaway- Aye  
Trustee Gerry Monaghan-Aye

After interviewing Tony Ingraffea, the Planning Board has recommended that the Board of Trustees appoint Ingraffea as an alternate to the Planning Board. Ingraffea is a retired professor from Cornell. Monaghan stated that Ingraffea's presentation at the Planning Board meeting was terrific. Hartill stated that Ingraffea built the best insulated house in the Village.

Resolution #6519-To Appoint Tony Ingraffea as Planning Board Alternate Until May 2019.

Trustee Hardaway made a motion to appoint Ingraffea as an alternate to the Planning Board. Trustee O'Neill seconded the motion. A vote was taken:

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

Trustee Ronny Hardaway- Aye  
Trustee Gerry Monaghan-Aye

At the Planning Board meeting on September 25<sup>th</sup>, the Planning Board per the Village Code, Appendix A-2, Section 5, determined (and voted) that a complete preliminary proposal for the Lansing Village Cottages PDA (aka Millcroft PDA) has been properly submitted along with the necessary fee. The next step per Appendix A-2 is to hold a developer's conference and public information session with respect to the proposed PDA within 45 days (no later than November 9). The Planning Board members all agree that some further input from and discussion with the Board of Trustees regarding the latest revised PDA proposal is needed in order to gain some understanding as to the concerns

and questions The Planning Board has requested a joint meeting with the Board of Trustees on Tuesday, October 23, 2018, at 7:00 PM to open the developer's conference.

Resolution #6520- To Schedule a Joint Meeting with the Planning Board for Tuesday, October 23th at 7pm.

Trustee O'Neill made a motion to schedule a joint meeting. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Patricia O'Rourke-Aye	Trustee Gerry Monaghan-Aye
Trustee John O'Neill-Aye	

With the Developers Conference the Village will start looking at details. Schleelein feels we need to take a more global view. Sewer is a concern and this is a 4 year project. She would like both Boards to come together to start a discussion. Hartill volunteered to provide an overview of where we are. We need to look at the big picture. The whole traffic situation needs to be considered. Hartill also noted that the sewer issue is the biggest concern. NYSDEC is firm in there being no expansion in the systems. The Village of Cayuga Heights (VCH) is under scrutiny with two exceedances in one year. It is on the contributors to address their individual I&I. However, we are in good shape compared to the Town of Ithaca and VCH. Sewer availability needs to be addressed. We are about to expand our own system to serve an area that has septic systems. The developer's conference will be held in the administrative building conference room.

Motion- To Approve the Minutes of September 13, 2018

Trustee Hardaway moved to approve the minutes. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway-Aye
Trustee Patricia O'Rourke-Aye	Trustee Gerry Monaghan-Abstain
Trustee John O'Neill-Aye	

#### Mayor's Comments

Hartill stated that he was delighted at the celebration of the parks. He gave thanks to the Town of Lansing for loaning us a roller and truck and for building the pavilion. The VCH provide us with a bunch of fill. Another pile of dirt will be coming in for the kids to play on. There have been many nice comments on how nice the park is. A number of people are using. We are in the process of getting signage for the parks. On September 21<sup>st</sup> there was a nice article on the dedication in the Lansing Star.

Hartill reported that we are progressing with the expansion of the sewer system. On October 23<sup>rd</sup> there will be a day time meeting to look at details with Courtney and our engineers. We are on a tight time schedule. If we don't get the bid package out by the 1<sup>st</sup>

of the year the price will go up, We are still working with the VCH on the I&I problem. We are pretty good but must all work together. We have already plugged our big leaks but there are still a bunch of small leaks to deal with.

#### General Comments

O'Rourke stated that she, Hardaway, Dake and Milliman attended NYCOM training last week. O'Rourke prepared the following report which will also be going into the newsletter:

#### **Fall Training School 2018**

*Recently some of our Village Officials attended a Fall Training School sponsored by the New York State Conference of Mayors and Municipal Officials (NYCOM) and the Office of the State Comptroller.*

*The NYCOM Conference and Training School were held in Lake Placid, NY. Our village representatives attended sessions that covered budgeting, understanding and communicating financial reports, cash management, bank reconciliation and balance sheets. Other sessions attended included the roles and responsibilities of municipal officials and the different types of positions that exist in local governments. Sessions were held on recent law passed by the New York State Legislature relating to labor relations.*

*Our officials attended a session on "Protecting Public Employees: Workplace Violence". This covered the New York State mandate on what you should know and do to be in compliance with New York Workplace Violence Prevention Law. It offered information, best practices, and practical guidance to prepare for and respond to incidents of workplace violence.*

*There was a very informative session on "Internal Controls for City and Village Operations", which covered specific internal controls that could be implemented to avoid loss, abuse, and waste. There was also a session on "Policies and Procedures", which addressed best practices for setting policy and process in local government.*

*The sessions offered up -to-date information, training, publications, and technical support to assist Village Officials in increasing operational efficiency. All training ideas and information, as well as tools and publications acquired at the Training School will be shared with the Mayor, all members of our governing boards, and staff.*

*The Village of Lansing is dedicated to sound policies and practices for government as well as reliable and prudent fiscal management. The training our officials received will help us to achieve these goals.*

O'Rourke stated that she learned a lot and hope to put some of it into practice. She attended a lot of great classes.

Hardaway had the following recommendations and comments about the conference:

- Village needs to remember to be proactive for State audits. All Villages are being monitored by NYS Comptroller's office off line and they keep record of anything unusual. There is nothing concerning in our history but they may decide that they want to audit us because it has been two decades since they were last here.
- We need to polish and implement our inventory policy. We do it to some extent with GASB for large expense items but he feels that is not enough.
- We need to do more formal evaluations. This is not required but is considered best practices.
- Our vehicles need to be identified. Having unidentified vehicles raises a red flag to the State and could result in a longer or deeper audit. A policy is needed on this. We need to identify to the public.

Hartill stated that one of the concerns that has been expressed to him by Courtney is that stickers are not removable and hurt the resale value. O'Neill asked about putting little stickers in the window. Hardaway stated that they need to be large enough so people can see from a distance. Hardaway stated that one of the vendors at NYCOM who runs a municipal auction serve stated that the vinyl logos come off easily with a heat gun. If a municipality was to paint the logo on then that would be a different story. O'Rourke stated that she also spoke with that vendor. Hartill feels that as long as it doesn't affect the resale value we should identify our equipment. Veanor stated that the Town of Lansing has identification on their vehicles and they resale them all the time.

- Employee handbook need to have the finishing touches done and approved.

Hartill stated that he wants to discuss some things. Dake stated that the issues that still need to be dealt with were the ones he wanted to discuss previously.

- He spoke with a vendor about our code but it was very expensive. Hardaway thinks we can do something with our website and will look into doing that.

Hartill stated that Ken Horowitz told him he had an issue with not being able to search our website. Dake stated that Horowitz also voiced that concern to her and Hardaway has already fixed that.

- Hardaway would like to get more involved with multiyear financial planning. He would like to learn how we plan and the impacts of future finance. He would also like to help develop that tool.

Hardaway stated that he has learned something new with every budget training. Next year he would like some more training in understanding accounts and their impact on our budget.

Dake has distributed a copy of the October month end reports to each of the Trustees. She would like them to review the reports and ask any questions that they may have. The Trustees can either come into the office to talk about them or she can answer any questions at the next meeting.

Dake stated that one of the questions asked by Milliman at the conference was why we don't have our employees log in what time they are actually at work. Currently, the employees only write how many hours they spend on each function. Milliman learned in one of the sessions that there could be a liability with this and asked if she could develop a new timecard to present to the Trustees. Dake distributed the new timecard to the Trustees. The new timecards incorporate our current function breakdown of time with the actual time of day worked. This will also show us when there is an emergency call in situation. Based on her past employment at Cargill, she has had many good suggestions for the Village.

Hartill stated that at the last TCCOG meeting there was a presentation by the Historical Society. He realized that we do not have a historian. He was reminded that unofficially it is Gerry Monaghan. He has been working with the Town of Lansing historian for quite a while.

Monaghan gave an update on the last Planning Board meeting. See the Planning Board minutes for details.

Hartill and Monaghan will not be at the October 15<sup>th</sup> meeting. Since the Board is having a joint meeting with the Planning Board on October 23<sup>rd</sup> they decided to cancel the meeting.

Resolution #6521- To Cancel the October 15<sup>th</sup> Board of Trustees meeting

Trustee Hardaway moved to cancel the meeting. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Don Hartill – Aye	Trustee Ronny Hardaway – Aye
Trustee Gerry Monaghan– Aye	Trustee Patricia O'Rourke – Aye
Trustee John O'Neill-Aye	

Motion to Go Into Executive Session to Discuss Potential Litigation

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

Mayor Don Hartill – Aye	Trustee Ronny Hardaway – Aye
Trustee Gerry Monaghan– Aye	Trustee Patricia O'Rourke – Aye
Trustee John O'Neill-Aye	

The Board went into executive session at 8:15pm.

Motion to Come Out of Executive Session

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

Mayor Don Hartill – Aye  
Trustee Gerry Monaghan– Aye  
Trustee John O'Neill-Aye

Trustee Ronny Hardaway – Aye  
Trustee Patricia O'Rourke – Aye

The Board came out of Executive Session at 8:40pm.

Motion to Adjourn

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

Mayor Don Hartill – Aye  
Trustee Gerry Monaghan– Aye  
Trustee John O'Neill-Aye

Trustee Ronny Hardaway – Aye  
Trustee Patricia O'Rourke – Aye

The meeting was adjourned at 8:41 pm.

Jodi Dake, Clerk/Treasurer