

**Agenda**  
**Village of Lansing Board of Trustees Meeting**  
**Online via Zoom Videoconferencing\***  
**May 18, 2020 @ 7:30pm**

7:30 Call To Order

Public Comment Period

Approve Minutes from April 20, 2020

Approve Vouchers

Renew Contract for Rental of Equipment, Operators and Laborers

Approval of 2020-21 Tax Warrant

Return to Work Plan

Mayor's Comments

General Discussion

Adjournment

\*If you are interested in attending the videoconference/teleconference meeting contact the Village Clerk to get the meeting link - [clerk@vlansing.org](mailto:clerk@vlansing.org). Pursuant to NYS Executive Order 202.1 the public does not have a right to attend the meeting in person. Pursuant to NYS Executive Order 202.15 no more in person meetings only videoconferencing, teleconferencing and/or other similar services.

**Proposed Resolutions:**

**Resolution #6642-** Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the General Fund, in the amount of \$38,210.81 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the Sewer Fund, in the amount of \$41,796.80 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the Water Fund, in the amount of \$35,634.33 is hereby approved for payment.

**Resolution #6643**-Renewal of Contract for Rental of Equipment, Operators and Laborers.

Whereas, the Village has a contract for Rental of Equipment, Operators and Laborers with Pro-Lawn, Inc. DBA Bellisario of 41 Oak Brook Drive, Ithaca, NY dated 6/13/2019 that runs thru 5/31/20 with an option to renew the contract for up to 3 additional years;

The Village of Lansing hereby authorizes the first renewal with a 3% increase as follows:

17,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-CAT 308D for \$149.35/hour

36,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-CAT 315CL for \$169.95/hour

48,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-Volvo 300EL for \$175.10/hour

Pipe level/laser equipment-N/C

Laborer-Heavy & Highway for \$87.55/hour

\*The proposed Tax Warrant is a little different this year. The Mayor has requested an extension of the interest-free period on property tax payments as outlined in state law. To this point it is unclear if this will be granted by Governor Cuomo.

**Resolution #6644**- To Approve the 2020-21 Tax Warrant

WARRANT TO TREASURER TO COLLECT TAXES

To: Jodi L. Dake  
Treasurer of the Village of Lansing

YOU ARE HEREBY COMMANDED to receive and collect from the several names in the assessment roll, hereunto annexed, the several sums named in the last column thereof opposite their respective names, altogether a total of \$861,979.90, for the following purposes:

For the General Fund	774,734.20
For Delinquent Water Rents	51,371.48
For Delinquent Sewer Rents	35,330.95
For V Lansing 520	543.27

YOU ARE HEREBY COMMANDED to receive as much thereof as may voluntarily be paid to you from June first to and including July second of this year, without additional charge, and after expiration of the time mentioned to proceed forthwith to collect the residue of the sums not so paid in as aforesaid, with five per centum charge for the first month and an additional one per centum charge for each month and fraction thereof thereafter, and you are to file the tax roll and warrant in your office on or before the 15<sup>th</sup> day of November 2020, at which time the taxes will be returned to the County tax roll. HOWEVER, if the Governor, by executive order, grants the Village the authority to extend the interest-free period with respect to the payment of property tax during this COVID-19 Pandemic, the Village will extend by 21 days the final date for paying taxes without interest or penalty. If such an extension is granted, and any taxes are not paid by the final date so provided, those taxes shall be subject to the same interest and penalties that would have applied if no extension had been granted.

## COVID-19 RETURN TO WORK PLAN

A pandemic was declared on March 18, 2020. The Village has been following Federal, New York State and County COVID-19 guidelines. The Village of Lansing is considered essential. As of May 5, 2020, all 5 full-time employees will safely return to work. Given that the Villages total staff is 23 people, reduction to 50% staffing would allow for a maximum of 11 people to return to the office/garage.

The 2019 novel coronavirus may cause mild to severe respiratory symptoms like: cough, fever, trouble breathing and pneumonia. **DO NOT COME TO WORK IF YOU ARE SICK!**

- If you have a fever, do not feel well or have a cough Stay Home! Contact your supervisor and they will let the Mayor and Clerk/Treasurer know that you are ill.
- If you have symptoms of Covid-19 you must get a test and follow the recommended guidelines.
- All employees are required to inform the Village if you test positive for Covid-19.
- All employees will be informed if another employee tests positive for Covid-19.
- If you test negative to Covid-19- Do not return to work until your fever is gone.

The Village will handle positive Covid-19 tests on a case by case bases. If one of our staff becomes ill, we have backup in place from either the Town of Lansing, our contractors, or Bolton Point.

Hand sanitizer and masks are provided and should be used frequently. Frequent hand washing is also recommended.

The Village Office and Garage doors will remain locked at all times to avoid as much interaction with the public as possible. A notice explaining the situation will be posted on the front door of the office and garage along with contact information for the staff. COVID -19 Recommendations are also posted on the front door.

An appointment may be set up with the public to meet with staff members if necessary, as long as all social distancing guidelines are followed. The goal is to minimize in person contact.

If necessary, the Code & Zoning Officer will meet with public in the Conference room instead of his office space. During inspections he will follow the recommendations listed below.

A plexiglass window has been installed at the Clerk/Treasurer's office window with an opening at the bottom to pass information through.

Each employee will keep a log of in-person visitors to their office/job site in case a Covid-19 contact-tracing investigation is needed. When a visitor leaves, all surfaces that were touched by the visitor will be wiped down.

The Highway department will also follow the recommendations listed below when out working in the field. There will be one person per vehicle unless everyone is wearing a mask. All surfaces will be disinfected prior to leaving a vehicle.

Upon arrival to office/garage and when leaving for the day, all commonly touched surfaces should be wiped down. This should also be done regularly throughout the day in shared spaces.


Per NYS Executive Order, Boards are not allowed to meet in person until after June 1, 2020. At that time there will be specific guidelines posted that will need to be followed.

## **Recommendations**

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

We have all had to make significant behavioral changes to reduce the spread of COVID-19. It is important to continue to follow federal, state and local guidance for reopening America. We all have a personal responsibility to follow recommendations!

### ***A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:***

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#)  are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.