

Agenda

Village of Lansing Board of Trustees Meeting Online via Zoom Videoconferencing/Teleconferencing* May 3, 2021 @ 7:30pm

*If you are interested in attending the videoconference/teleconference meeting contact the Village Clerk to get the meeting link - 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.

**Anyone wishing to speak at tonight's meeting during the public comment period please give their name, address and organization, if any. Thank you.

7:30 Call to Order

Public Comment Period**

Approval of April 19, 2021 Minutes

Organizational Meeting

Discuss Recreation Partnership Budget Considerations for 2021-22

Mayor's Comments

General Discussion

Executive Session for Personnel Issues

Adjournment

2021 Organizational Meeting

RESOLUTION #6724-Appointment of Mike Baker as a Member of the Planning Board

Be it RESOLVED, that the Board of Trustees hereby appoints Mike Baker as Planning Board Chair for a five-year term that will expire at the end of the Village's official year in 2026.

Trustee moved to appoint Baker to the Planning Board.
Trustee seconded the motion. A vote was taken:

RESOLUTION #6725-Appointment of Tony Ingraffea as a Member of the Planning Board to Complete Carolyn Greenwald's Term Until May 2023

Be it RESOLVED, that the Board of Trustees hereby appoints Tony Ingraffea as Planning Board Member with a term that will expire at the end of the Village's official year in 2023.

Trustee moved to appoint Tony Ingraffea to the Planning Board.
Trustee seconded the motion. A vote was taken:

At this time there is no one recommended for the Planning Board Alternate position.

RESOLUTION # -Appointment of _____ as an Alternate Member to Planning Board for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints _____ as an Alternate member of the Planning Board for a one-year term.

Trustee moved to appoint _____ as an alternate to the Planning Board. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Appointment of Lynn Leopold as Board of Zoning Appeals Chair

Be it RESOLVED, that the Board of Trustees hereby appoints Lynn Leopold as the Chair of the Board of Zoning Appeals for a five-year term that will expire at the end of the Village's official year in 2026.

Trustee moved to appoint Leopold as chair of the Board of Zoning Appeals.
Trustee seconded the motion. A vote was taken:

At this time there is no one recommended for the BZA Alternate position.

RESOLUTION # -Appointment of Village of Lansing Deputy Mayor

Be it RESOLVED, that the Board of Trustees authorize the Mayor to appoint _____ as the Deputy Mayor

Trustee _____ moved to appoint _____ as the Deputy Mayor. Trustee _____ seconded the motion. A vote was taken:

RESOLUTION # -Appointment of Clerk/Treasurer

Be it RESOLVED, that the Board authorizes the Mayor to appoint Jodi Dake as Clerk/Treasurer of the Village of Lansing for a two-year term that will expire at the end of the Village's official year in 2023.

Trustee _____ moved to authorize the Mayor to appoint Jodi Dake as Clerk/Treasurer of the Village of Lansing for a two-year term. Trustee _____ seconded the motion. A vote was taken:

RESOLUTION # -Appointment of John Dennis to the Tompkins County EMC for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints John Dennis to the TCEMC for a one-year term.

Trustee _____ moved to appoint John Dennis to the TCEMC. Trustee _____ seconded the motion. A vote was taken:

RESOLUTION # -Appointment of Mike Scott to the Stormwater Coalition of Tompkins County for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints Mike Scott to the Stormwater Coalition of Tompkins County for a one-year term.

Trustee _____ moved to appoint Mike Scott to the SCTC. Trustee _____ seconded the motion. A vote was taken:

Dake received a call from the Lansing Ledger requesting that the Village make them the official newspaper. The NYCOM Handbook states the following:

The designation of an official newspaper is generally effective for one year and is usually accomplished at the organizational meeting. The official newspaper must be one which has general circulation within the village. It need not be published in the village, but the Board of Trustees must determine that there is broad distribution of the newspaper within the village [Village Law 21-2100(1)]. A "penny saver" or other publication which is distributed or made available primarily for advertising purposes to the public generally free of charge, is NOT a newspaper for purposes of the requirement [General Construction Law

60]. If the village does not designate an official newspaper, then each time a notice must be published the resolution authorizing that publication must specify the particular newspaper in which it is to be published.

Given this legal requirement, the Village may not use the Lansing Ledger to publish legal notices.

RESOLUTION # -Official Newspaper of the Village

Be it RESOLVED, that the Ithaca Journal is hereby established as the official paper for the publication of legal notices for the Village of Lansing.

Trustee moved to establish the Ithaca Journal as the Village's official newspaper.
Trustee seconded the motion. A vote was taken:

The following are the federally acknowledged holidays that the Village will be observing:

Official Holidays for 2021-22

July 5-Observe July 4th Holiday

Sept. 6- Labor Day

Oct. 11- Columbus Day (Planning Board)

Nov. 11-Veterans Day (Noon Trustee meeting will take place Wednesday)

Jan. 17- Martin Luther King Day

Feb. 21- President's Day

RESOLUTION # -Establishment of Meeting Days

Be it RESOLVED, that the 1st and 3rd Mondays of the month, at 7:30PM, and the second Thursday, following the first Monday of the month, at 12:00 noon are hereby established as regular meeting days for the Board of Trustees of the Village of Lansing with the exception of Federally Acknowledged Holidays and Major Religious Holidays.

Trustee moved to establish the meeting days. Trustee seconded the motion. A vote was taken:

The next resolution was to establish the Rules of Procedure.

RESOLUTION # - Adopting Rules of Procedure for the Board of Trustees of the Village of Lansing

Whereas, Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure;

Now, Therefore Be It Resolved, the following rules of procedure are adopted annually pursuant to Village Law § 4-412:

Rules of Procedure for the Board of Trustees of the Village of Lansing

REGULAR MEETINGS: The Board of Trustees' Regular Meetings are held on the 1st and 3rd Monday of each month, commencing at 7:30pm in the Village Conference Room and the 2nd Thursday after the first Monday meeting at 12:00pm (Noon) to meet with staff.

SPECIAL MEETINGS: Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hour notice.

QUORUM: A quorum of the Board must be physically present to conduct business. A quorum of the five-member Board of Trustee is three, regardless of vacancies.

EXECUTIVE SESSIONS: Executive Sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

AGENDAS: The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting starts. The agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

VOTING: Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present and their votes must be entered in the minutes.

GENERAL RULES OF PROCEDURE:

- a) The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. If neither the Mayor nor Deputy Mayor is present at a meeting, the Board members vote on the appointment of an acting Mayor. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise, but must be recognized by the presiding officer before making motions and speaking.
- b) Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- c) Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There

is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

GUIDELINES FOR PUBLIC COMMENT:

- The public may speak only during the Public Comment period of the meeting or at such other times as a majority of the Board allows.
- Speakers must give their name, address and organization, if any.
- Speakers must limit their remarks to three minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to any member thereof.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications.

MINUTES:

- a) The Clerk is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes are not taken in executive session. However, once the Board comes out of Executive session, minutes must be taken of any action decided in executive session that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b) Minutes must also include the following:
 - Name of the Board
 - Date, place and time of meeting;
 - Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;
 - Name and title of other village officials and employees present and the approximate number of attendees;
 - Record of communications presented to the Board;
 - Record of reports made by Board or other village personnel; and
 - Time of Adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c) Minutes should contain a summary of the discussion leading to action taken and will not include verbatim comments unless a majority of the Board resolves to have the Clerk do so.

- d) The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at a subsequent board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustee by a majority vote.

ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a) Call to order;
- b) Roll call;
- c) Public Comment period;
- d) Public Hearings
- e) Approval of minutes of previous meetings;
- f) Old business;
- g) New Business;
- h) Report of officers and committees (list);
- i) Appropriations;
- j) Auditing; and
- k) Adjournment.

GUIDELINES FOR USE OF RECORDING EQUIPMENT:

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interfered with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.

ADJOURNMENT:

Meetings must be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority vote of the Board.

Be it **RESOLVED**, that the Board of Trustees hereby adopts Village of Lansing Rules of Procedure as the procedural guideline for Village meetings.

Trustee _____ moved to adopt Village of Lansing Rules of Procedure as the procedural guidelines for Village meetings. Trustee _____ seconded the motion. A vote was taken:

Municipal Law 77-b, authorizes municipal officials and employees to attend schools, conferences, seminars, etc. conducted for the benefit of the local government. However, such attendance is not authorized, nor can reimbursement be applied for, unless prior approval of the

Board of Trustees is obtained. It is appropriate at the organizational meeting to adopt a resolution authorizing certain individuals, by position, to attend meetings.

RESOLUTION # - Authorization for Clerk/Treasurer Jodi Dake, and two Trustees to Attend NYCOM Fall Training School

Be it RESOLVED, that the Board of Trustees hereby grants permission for Dake and two Trustees to attend the NYCOM Fall Training School in September, 2021

Trustee moved to have three village representatives attend the NYCOM Conference. Trustee seconded the motion. A vote was taken:

RESOLUTION# -Code & Zoning Officer to Training

Be it RESOLVED, that the Board of Trustees hereby grants permission for Code & Zoning Officer Mike Scott to attend the Planning Federation & SToba Conferences and Code Classes

Trustee moved to have the Code & Zoning Officer to attend the listed Conferences. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Authorization to Pay Claims prior to Audit

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, credit cards, debt service and other bills to avoid finance charges

WHEREAS all such claims shall be presented at the next regular meeting of audit,

Be it RESOLVED, that the Village Clerk/Treasurer is hereby authorized to pay claims for utilities, postage, insurance, debt service and other bills to avoid finance charges prior to audit by the Board of Trustees.

Trustee moved to authorize the Clerk/Treasurer to pay the above stated bills prior to audit by the Board of Trustees. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Salary for Board of Trustees

Be it RESOLVED, that the salaries for the Board of Trustees and the Mayor are hereby set at \$6,000 for each member of the Board of Trustees and \$14,000 for the Mayor for the 2021-2022 fiscal year.

Trustee moved to establish the salaries for the Board of Trustee members at \$6,000 and for the Mayor at \$14,000. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Compensation for Planning Board

Be it RESOLVED, that the compensation paid to Planning Board members is hereby set at \$8,000 for the chairman and \$4,000 for each of the four members for the fiscal year 2021-2022.

Trustee moved to set the compensation rate for the Planning Board at \$8,000 for the chairman and \$4,000 for each member. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Compensation for Board of Zoning Appeals

Be it RESOLVED, that the compensation paid to BZA members is hereby set at \$75 per meeting for each of the five members for the fiscal year 2021-2022.

Trustee moved to set the compensation rate for the BZA members at \$75 per meeting for each member. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Appointment of Elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

Be it RESOLVED, that is hereby appointed as an elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee moved to appoint as the elected S.C.L.I.W.C representative. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Appointment of Non-elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

Be it RESOLVED, that Donald Hartill is hereby appointed as non-elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee moved to appoint Donald Hartill as the non-elected S.C.L.I.W.C representative. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Mileage Reimbursement Rate

Be it RESOLVED, that the mileage reimbursement rate to Village employees using personal cars for Village business shall be the federally approved mileage reimbursement rate.

Trustee moved to set the mileage reimbursement rate at the federally approved mileage reimbursement rate. Trustee seconded the motion. A vote was taken:

The current rate is \$.56 per mile.

Copies of the Procurement Policy, Investment Policy, Capital Asset Policy and Work Place Violence Policy had all previously been emailed to the Trustees to review.

RESOLUTION # -Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, the Villages procurement policy which was approved on January 7, 1992 states that there will be an annual review of the policy, therefore

Be it RESOLVED, that the Board of Trustees have reviewed the current procurement policy and do hereby adopt the procurement policy

Trustee moved to adopt the Procurement Policy. Trustee seconded the motion. A vote was taken:

RESOLUTION# -Investment Policy

Be it RESOLVED, that the Board of Trustees have reviewed the current investment policy and do hereby adopt the investment policy

Trustee moved to adopt the Investment Policy. Trustee seconded the motion. A vote was taken:

RESOLUTION # -Designation of Depositories

WHEREAS the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village Treasurer, Clerk, and Receiver of Taxes.

Tompkins Trust Company

Section 2. That this resolution shall take effect immediately.

Trustee moved to adopt this resolution. Trustee seconded the motion. A vote was taken:

RESOLUTION# -Capital Assets Policy

Be it RESOLVED, that the Board of Trustees hereby adopt the Capital Assets Policy

Trustee moved to adopt the Capital Assets Policy. Trustee seconded the motion. A vote was taken:

RESOLUTION# -Workplace Violence Policy & Incident Reporting

Be it RESOLVED, that the Board of Trustees has reviewed the Violence Policy & Incident Reporting Form and reappoints Mayor as the Designated Contact Person.

Trustee moved this resolution. Trustee seconded the motion. A vote was taken: