

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, May 17, 2004, in the Village Office.

Present: Mayor Donald Hartill; Trustees Lynn Leopold, Frank Moore, Larry Fresinski; Attorney David Dubow; Clerk/Treasurer, Jodi Dake, Planning Board Chairperson Ned Hickey; Planning Board Member Maria Stycos; TG Miller Engineer, David Putnam.

Mayor Hartill called the meeting to order at 7:38P.M.and opened the public comment period. There was no public comment.

Motion-To Close the Public Comment Period

Trustee Fresinski moved to close the public comment period. Trustee Moore seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye Trustee Larry Fresinski- Aye Trustee
Lynn Leopold-Aye Trustee Frank Moore-Aye

Motion-To Open the Public Information Meeting on the 2003-04 Village Storm Water Management Plan

Trustee Fresinski moved to open the public information meeting. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye Trustee Larry Fresinski- Aye Trustee
Lynn Leopold-Aye Trustee Frank Moore-Aye

It was reported that the Board had previously received electronic copies of the annual report to review. Dave Putnam stated that this annual report is a requirement of MS4 to report on what has happened in the last year. While proofreading, Dave indicated that he had found a couple of edits but will get an updated report to Jodi. The Mayor will need to sign the reports before they are mailed. Lynn thinks this process will be easier next year and thanked Dave for all his work on the report. Lynn takes pride in knowing that we are helping the lake. The Stormwater Group has been instrumental in developing this.

Motion-To Close the Public Information Meeting on the 2003-04 Village Storm Water Management Plan

Trustee Fresinski moved to close the public information meeting. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye Trustee Larry Fresinski- Aye Trustee
Lynn Leopold-Aye Trustee Frank Moore-Aye

Resolution#4064- To Authorize the Mayor to Sign the Modified 2003-04 Village Storm Water Management Plan

Trustee Fresinski moved to accept this resolution. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye Trustee Larry Fresinski- Aye Trustee

Lynn Leopold-Aye

Trustee Frank Moore-Aye

A copy of this document can be viewed on our webpage at vlansing.org or in the office.

Dave Putnam reported that Kline Road Bypass Drawings have gone to the Village of Cayuga Heights (VCH). The VCH has a meeting this evening and hopefully will be approving the project so it can go out to bid. Bids would then be due in June with a completion date in October. The VCH will be managing the project. Legally, the Village of Lansing cannot manage this type of project in another municipality. The VCH's interest in this project is to further intermunicipal cooperation. The VCH will also have a secondary agreement with Ithaca. The completion of the Bypass project will give moratorium relief. The Mayor explained how he receives flow meter reports and the different flows.

Frank asked if this would release the VCH of overflow issues. Don stated that the involved municipalities are working on contracts which have incentives for maintaining ones system. They are also exploring the new arrangements for the VCH Plant to reduce the phosphorous levels, which will have the potential to increase the hydraulic capacity of the plant. Frank was concerned with the real estate boom in Tompkins County. He predicted that if the Town of Lansing gets sewer, they would also have a boom. Don explained that it is very expensive to extend infrastructure. It cost approximately \$100/foot to put a piece of pipe in the ground. Don also explained that it took 18 years to fill Lansing Trails I with 75 houses.

Ned Hickey reported that he met with the Lansing Trails engineer on sidewalks. They plan to have sidewalks with a grass strip between the sidewalk and road. There is still an engineering problem as to whether concrete gutters will be used. Ned also reported that next Tuesday the Planning Board will review the Final Plats on the Hamlet and Spitzberg subdivisions. Ned thinks that the earliest the Planning Board would see a preliminary plat for Lansing Trails II would be June 14th. David Dubow advised the Board that upon any final approval of a Hamlet final plat, the matter of a minor amendment to the Shannon Park Planned Development Area would then come to the Board of Trustees in June. Dubow also advised the Board that the Hamlet proposal has a unique component in that the developer will own the sewer lines. For the Spitzberg Plat, it was explained that the Planning Board intends to get money in lieu of parkland.

The next item on the agenda was to approve the tax rates for 2004-05. Jodi explained to the Board all that goes into calculating these numbers and how the updates are accomplished.

Resolution #4065-Tax Levy Resolution

Be it RESOLVED, that there be levied and assessed against the real property of the Village of Lansing, and others, the following sums for Village Government and other charges for the fiscal year 2004-2005 with a tax rate of \$1.80 per thousand of assessed valuation for the Village tax; \$.04 per thousand of assessed valuation and \$4.34 per unit for the Water Tax; \$.09 per thousand of assessed valuation and \$13.90 per unit for Special Assessment-Sewer Collector; \$148.50 per unit for outside sewers according to the Village of Cayuga Heights.

General Fund	528,018.74
Water Fund	24,758.33
Special Assessment-Sewer Collector Fund	21,051.77
Delinquent Water Rents	1,524.10
Delinquent Sewer Rents	251.63
Sewer Rents (Cayuga Heights)	<u>347,787.00</u>
Total for 2004-2005 Budget Year	923,391.57

Trustee Fresinski moved to approve this resolution. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Lynn Leopold-Aye

Trustee Larry Fresinski- Aye
Trustee Frank Moore-Aye

Trustee

Jodi presented the following budget transfers to the Board and the Mayor proposed they be accepted after his final review.

Resolution#4066-To Authorize the Following Transfers Subject to Amendments by the Mayor.

Modified 2003-04 Budget Transfers- General Fund

Be it RESOLVED to transfer

- \$.06 from General Government Support, Clerk, Contractual, A1410.4, to Clerk, Personal Services, A1410.1
- \$ 580.00 from General Government Support, Clerk, Contractual, A1410.4, to Clerk, Equipment, A1410.2
- \$ 2,800.00 from Special Items, Contingent Account, A1990.4 to General Government Support, Law, Contractual, A1420.4
- \$ 3,875.00 from Special Items, Contingent Account, A1990.4 to General Government Support, Engineer, Contractual, A1440.4
- \$ 200.00 from General Government Support, Building, Equipment, A1620.2, to Building, Computer Supplies, A1620.21
- \$ 1,400.00 from General Government Support, Building, Equipment, A1620.2, to Building, Utilities, A1620.42
- \$ 550.00 from General Government Support, Building, Village Office, A1620.44, to Building, Utilities, A1620.42
- \$ 800.00 from Special Items, Contingent Account, A1990.4, to Special Items, Unallocated Insurance, A1910.4
- \$ 300.00 from Special Items, Municipal Association Dues, A1920.4, to Special Items, Taxes & Assessments on Village Property, A1950.4
- \$ 120.00 from Public Safety Traffic Control, Contractual, A3310.4 to Public Safety, Code Enforcement Officer, Contractual, A3620.4
- \$ 200.00 from Public Safety, Code Enforcement Officer Equipment, A3620.2 to Public Safety, Code Enforcement Officer, Contractual, A3620.4
- \$ 250.00 from Transportation, Street Maintenance, Personal Services, A5110.12 to Transportation, Street Maintenance, Personal Services, A5110.13
- \$ 6,300.00 from Transportation Permanent Improvements, Capital Outlay, A5112.2, to Transportation, Street Maintenance, Contractual, A5110.4
- \$ 3,700.00 from Special Items, Contingent Account, A1990.4, to Transportation, Snow Removal, Contractual, A5142.4
- \$ 100.00 from Home & Community Services, Zoning, Legal Expense, A8010.42, to Home & Community Services, Zoning, Contractual, A8010.41
- \$ 2,300.00 from Home & Community Services, Planning, Consultants, A8020.45, to Home & Community Services, Planning, Legal Expense, A8020.41
- \$ 6,600.00 from Special Items, Contingent Account, A1990.4, to Home & Community Services, Planning, Legal Expense, A8020.41
- \$ 2.00 from Special Items, Unallocated Insurance, A1910.4, to Special Items, Municipal Association Dues, A1920.4
- \$30,330.00 from Permanent Improvements, Capital Outlay, A5112.2, to Interfund Transfer, Transfer to Capital Funds, N. Triphammer Road, A9950.91

Total Contingency used \$17,775 of \$20,000

Budget Transfers- Water Fund

Be it RESOLVED to transfer

\$ 50.00 from Source of Supply, Power & Pumping, Engineering, F8320.45 to
Source of Supply, Power & Pumping, electric, F8320.41

\$1500.00 from Source of Supply, Power & Pumping, Engineering, F8320.45 to
Source of Supply, Power & Pumping, Purchases, F8320.44

Total Contingency used \$.00 of \$10,000

Budget Transfers- Sewer Fund

\$4,600 from General Government Support, Special Items, Contingent Account,G1990.4 to
General Government Support, Engineering, Contractual, G1440.4

Total Contingency used \$4,600.00 of \$10,000

Encumbrances to Place

	<u>General Fund</u>	
A1320.41 GASB 34		5,000.00

	<u>Water Fund</u>	
F8340.2 Transmission & Distribution, Equipment Highgate Circle Pressure Reducing Valve		25,000.00

Trustee Fresinski moved to approve this resolution. Trustee Moore seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Larry Fresinski- Aye	Trustee
Lynn Leopold-Aye	Trustee Frank Moore-Aye	

Next item on the agenda was the approval of the minutes for March 31st, April 14th and May 3rd, 2004.

Motion-Approval of Minutes for March 31, 2004

Trustee Leopold moved that the draft meeting notes, as reviewed and revised by the Clerk/Treasurer and the Board, are hereby adopted as the official minutes. Trustee Fresinski seconded the motion. A vote was taken:

Aye	Mayor Donald Hartill-Aye	Trustee Larry Fresinski- Aye	Trustee Lynn Leopold-
	Trustee Frank Moore-Aye		

Motion-Approval of Minutes for April 14, 2004

Trustee Fresinski moved that the draft meeting notes, as reviewed and revised by the Clerk/Treasurer and the Board, are hereby adopted as the official minutes. Trustee Moore seconded the motion. A vote was taken:

Aye	Mayor Donald Hartill-Abstain	Trustee Larry Fresinski- Aye	Trustee Lynn Leopold-
	Trustee Frank Moore-Aye		

Approval of the minutes for April 19th was not done because the Mayor had not yet reviewed them.

Motion-Approval of Minutes for May 3, 2004

Trustee Fresinski moved that the draft meeting notes, as reviewed and revised by the Clerk/Treasurer and the Board, are hereby adopted as the official minutes. Trustee Leopold seconded the motion. A vote was taken:

	Mayor Donald Hartill-Aye	Trustee Larry Fresinski- Aye	Trustee Lynn Leopold-
Aye	Trustee Frank Moore-Aye		

Don stated that the Board of Fire Underwriters has reorganized and it has not been in a positive direction. They use to leave an approval note at the facility and now they don't. We are not getting timely service. One way the Village can get around this situation is to hire our own electrical inspector. Ben has approached Floyd Ferris about filling this position and he has submitted a proposal to the Village. Floyd Ferris has retired from the Board of Fire Underwriters and is now working as an electrical inspector for the Village of Groton and the Town of Lansing. If we create this position we would start charging a fee for electrical inspections to cover the costs of an electrical inspector's salary. Ben is in favor of this approach. These arrangements would be reviewed yearly. The Board sees this as a win-win situation.

Jodi has contacted the Tompkins County Personnel Department and they already have the following job description that we can adopt. If we chose to do so, there is a Classification Short Form that the Board would approve which is a request for an additional position in an already established title. They also informed her that Mr. Ferris took the Electrical Inspector exam and was ranked #1.

TOMPKINS COUNTY

ELECTRICAL INSPECTOR

Department Town of Lansing, Village of Groton
Classification Competitive
Labor Grade _____
Approved _____
Revised _____
By AF: Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

TYPICAL WORK ACTIVITIES:

Reviews applications for repairs, alterations and additions to the existing electrical wiring and electrical systems in any building and any electrical wiring and systems for new construction; Inspects and approves all rough wiring installations before concealment of such wiring in accordance with performance specifications set forth in the New York State Uniform Fire Prevention and Building Code; Conducts final electrical inspections and fixture count on all electrical work requiring a permit; Conducts electrical surveys on existing buildings at the request of the Code Enforcement Office and cites electrical defects to be removed; Keeps written record of all electrical inspections and noted violations; Orders the discontinuance of electrical service to such wiring, devices and materials found to be defectively installed or damaged or deteriorated to the degree that it threatens life or property; Explains the requirements of the National Electric Code, New York State Uniform Fire Prevention and Building Code, and New York State Multiple Residence Law, as they pertain to electrical requirements and compliance to contractors and building owners; Collects all fees for electrical inspection services; Prepares inspection reports, documents violations, maintains records, and follows up on violations to assure correction by property owners; The Electrical Inspector is responsible for ensuring that electrical work is properly repaired, altered and installed in buildings and dwellings according to the performance standards of the New York State Uniform Fire Prevention and Building Code. The incumbent inspects buildings, structures, dwellings and other housing facilities, and reviews plans and specifications for new and altered buildings and residences to ensure safe electrical practices and compliance with applicable codes. The incumbent also examines existing electrical service systems for defective parts or installations. The work is performed under the

general supervision of the Code Enforcement Officer with considerable latitude given for independent judgment and responsibility. The incumbent will perform all related work as required. Corresponds with property owners regarding electrical violations and time permitted for correcting deficient conditions;

Investigates complaints and when necessary assists in prosecuting building owners for electrical violations under the responsibility of the Code Enforcement Officer; Certifies that electrical work is in compliance with all applicable laws and regulations; May be required to testify in court.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current practices, principles, materials and tools used in residential and commercial electrical construction work; Thorough knowledge of the requirements of the National Electric Code, New York State Uniform Fire Prevention and Building Code, and New York State Multiple Residence law, as they pertain to electrical requirements under the responsibility of the Code Enforcement Officer; Good knowledge of the building construction trades; Working knowledge of mathematics as it relates to the duties of this position; Ability to work independently in the field and to establish and maintain cooperative relationships with others; Ability to understand, interpret and apply written regulations;

Ability to communicate effectively, both orally and in writing; Ability to properly assess dangerous conditions and to respond appropriately; Ability to be firm but courteous and tactful; Ability to successfully work with and serve a diverse local community; Initiative, dependability, thoroughness, tact, good powers of observation and sound judgment required; The employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) consecutive years of master level experience as an electrician, including five (5) years of experience as an electrical inspector for an electrical inspection agency or institution inspecting residential, commercial and/or industrial electrical work.

SPECIAL QUALIFICATIONS:

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1. Applicants must hold or be able to obtain within 12 months of appointment, certification from the International Association of Electrical Inspectors as Electrical Inspector for one and two family dwellings and Inspector for general construction. Certifications must be maintained for the duration of employment.
 2. Applicants must possess a valid NYS Class D driver license at the time of appointment and must maintain said license for the duration of employment.

After surveying the inspections in the Village for the last few years, Floyd proposes that an annual salary of \$7,500 per year be established. The Village of Groton has provided Floyd with a cell phone and we could share in the cost of this, presently it is \$8 a month. Floyd would also use his own vehicle. Floyd proposed that a typical workweek would be the establishment of a one-hour per day call time in the morning, Monday through Friday. This time would be used to answer National Electrical Code questions and schedule inspections with customers. The time can also be used for clerical work associated with applications, certificates and reporting to the Code Enforcement Officer on the status of any installation in question. The remaining time would be devoted to the actual inspection process. The allotment of time would vary from day to day. The workweek would vary from 5-20 hours.

The position will require the establishment of a Village Inspection Fee Schedule, Application for Inspection, Power Company Permit, Non-Compliance Form and Electrical Certificate, all of which can be easily designed. As it is now the actual enforcement of the National Electrical Code would still be the responsibility of the Code Enforcement Officer, with the Electrical Inspector reporting to him. The Village currently has liability insurance that will cover the electrical inspector.

Resolution #4067- To (i) Authorize the Mayor to Sign the Classification Short Form Which is a Request for an Additional Position of Electrical Inspector, (ii) Fill this Position with Floyd Ferris at an Annual Salary of \$7,500 Starting June 1, 2004, and (iii) Adopt a Fee Schedule Consistent With That Currently Being Used by the Town of Lansing Except That the Minimum Fee Will Be \$65.

Trustee Fresinski moved to approve this resolution. Trustee Moore seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Leopold-Aye

Trustee Larry Fresinski- Aye
Trustee Frank Moore-Aye

Trustee Lynn

The Mayor stated that he is now the chairman of ITCTC. He also reported that he will check with the NYS Department of Transportation in Syracuse and see where we are with the N. Triphammer Rd. Project and will ask for more money to cover the additional costs. Presently it looks like the Village will have to spend approximately \$1-2 million depending on the Marchiselli Funds. The good news is that the Village has financially planned for this.

On the water front, the Mayor advised the Board that the Commission has written a letter to the City of Ithaca stating that they will either sell them water or they can join at the same terms as everyone else presently in the Southern Cayuga Lake Intermunicipal Water Commission. There was also a groundbreaking ceremony for the addition on the Commission building. It was explained that Bolton Point was originally built in 1974. In addition to supplemental office and equipment space, the new portion of the building will provide a handicapped accessible meeting room so the Commission will no longer have to have their meetings here at the Village Office.

The Mayor reported that the Village has received the Letter of Permission for the N. Triphammer Road Project from Gary Sloan, but we are now in need of three additional easements for this Project.

Motion- To Adjourn

Trustee Fresinski moved for adjournment. Trustee Beebe seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Leopold-Aye

Trustee Larry Fresinski- Aye
Trustee Frank Moore-Aye

Trustee Lynn

The meeting adjourned at 8:55pm.

Jodi Dake
Clerk/treasurer

