

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, August 2, 2010, in the Village Office.

Present: Mayor Donald Hartill; Trustees John O'Neill, and Julie Baker; Clerk/Treasurer, Jodi Dake; Attorney David Dubow; Planning Board Member, Maria Stycos.

Mayor Hartill called the meeting to order at 7:34pm and opened the public comment period. There were representatives from the Community Party, Lansing Star, Lansing Ledger and Planning Board, but there were no 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 Julie Baker-Aye

Trustee John O'Neill -Aye

Next on the agenda was to approve the minutes from June 29<sup>th</sup> & July 19, 2010. Since Lynn was not present the Board was unable to approve the July 19<sup>th</sup> minutes.

Motion - To Approve the Minutes from June 29, 2010

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

Mayor Donald Hartill-Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill -Aye

Mayor Hartill explained that, as usual in August, we are having trouble getting a quorum for our meetings. Don has not been able to find a replacement yet for Larry but hopes to have someone by September. John O'Neill is the only one that could be present at the Thursday meeting on August 12<sup>th</sup> and both Don and Julie will not be in town for the August 16<sup>th</sup> Monday meeting.

Resolution #5649- To Change the Noon Meeting on Thursday, August 12<sup>th</sup> to Wednesday August 18, 2010 and Cancel the August 16<sup>th</sup> Meeting

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

Mayor Donald Hartill-Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill -Aye

The reporter from the Lansing Ledger asked about the Thursday meeting. Don explained that it was a noon meeting with staff. This is also when the Board approves the bills to be paid for the month.

The next item on the agenda was to consider the Emergency Preparedness Plan that John and Julie have been working on updating. Don explained that this was mandated at the State and Federal Level. The plan has also been reviewed and updated by Attorney Dubow. Don stated that basically this falls on the Mayor's shoulders. Normal routine emergencies go to the Department of Public Works and the Mayor is notified. This plan includes a chain of command. It was suggested that the Incident Commander have "(911)" listed after it for additional clarification.

Resolution #5650- To Adopt the Following Revised Emergency Preparedness Plan

**EMERGENCY PREPAREDNESS PLAN  
VILLAGE OF LANSING**

Policy adopted 12/29/93 by Resolution No. 2877  
Policy revised 10/7/02 by Resolution No. 3901  
Policy revised 8/ 2/10 by Resolution No. 5650

**PURPOSE:**

The purpose of this plan is to cite the authority, formulate procedures, and provide guidance for coordinated action in rendering assistance to the citizens within the Village of Lansing during an emergency.

**BASIS:**

Disaster planning is based on the New York State Emergency Act (Executive Law 2-B), the regulations and orders of the State Defense Council and the State Civil Defense Commission; the Emergency Plan for the Natural Disaster of the State of New York; and the National Plan for Natural Disaster Mobilization.

The Village of Lansing recognizes that planning and preparatory actions are required before an emergency. Emergency preparation allows the Village of Lansing to prepare and react to emergency situations to save life and property if the Village is threatened or hit by a disaster or major emergency.

The Village's Board of Trustees shall have the primary responsibility to see that everything possible is done to prepare for any disaster and to provide for the safety and security of the community during a disaster.

**MOBILIZATION:**

Once the Mayor, or Deputy Mayor, or the next in line, has declared a State of Emergency, the Emergency Coordination Center (ECC) will be staffed to the extent reasonably necessary until the declared emergency subsides. The ECC will forward all warnings, directives, information, etc., to various local departments and the Tompkins County Department of Emergency Response (DOER). This will be done through the use of

department representatives, telephone, cell phones, fax machines, e-mail and other means of electronic communication. Each member assigned to the ECC will be familiar with this plan, particularly with the section pertaining to each responsible person's service duties.

### **SEQUENCE OF ACTION:**

Members of the Village of Lansing Board of Trustees and other designated personnel will assemble as soon as possible at the ECC upon notification of the existence of an emergency. To cope with the effects of an emergency, appropriate steps will be taken at the ECC to mobilize fully the available personnel, resources, facilities, supplies and materials in the Village of Lansing.

1. The Mayor of the Village of Lansing or the Village's designated emergency coordinator (if any) is responsible for the notification of the State of Emergency to the personnel who will be responsible for the duties in the ECC. The Mayor, or his designee, will act as a liaison to the designated County Incident Commander (IC).
2. Each department head in the Village of Lansing is responsible for assuring maximum effectiveness and utilization of all personnel and equipment of the department to accomplish the Village's responsibility. Each department head will retain control of the assigned department and implement orders received from the ECC.
3. The ECC should seek the cooperation and aid of any or all surrounding communities in the event of an emergency or disaster. If possible, arrangements for mutual aid should be made prior to any emergency or disaster.
4. The IC should contact the DOER regarding any major emergency or disaster situation. Action by the DOER should be requested when local or mutual aid resources are exhausted. All requests for Tomkins County DOER assistance will be approved by the Mayor, (or his designee) and the IC by direct phone, the Civil Defense radio network, or any other reasonable means of communication.
5. Requests will be made by the IC to the DOER for Fire and Rescue, EMS, Red Cross, Sheriff's Department and/or any other available and appropriate agencies.

### **RESPONSIBILITIES AND FUNCTIONS**

The responsibilities and functions listed below recognize only basic duties.

1. The Mayor of the Village of Lansing is responsible for the conduct of disaster operations within the Village of Lansing. The Mayor (or his designee) shall use any and all facilities, equipment, supplies, personnel, and other resources of the Village of Lansing, in such a manner as may be necessary or appropriate to cope with the disaster. The Mayor shall direct the activities of all agencies within the Village of Lansing against the effects of emergency in conformance with the approved plans for the rescue and relief of the people, the recovery from the emergency and the rehabilitation of the community of the Village of Lansing. The Mayor will utilize services of the ECC and its staff for implementation of necessary measures to achieve emergency operations.
2. The Village Board of Trustees, as the elected body of the residents and inhabitants of the Village, shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.
3. The ECC manager, appointed by the Mayor, directs the implementation of the Comprehensive Plan for the ECC, under the direction of the Mayor, or his designee. Also, under the direction of the Mayor, or his designee, the IC coordinates the emergency operations of the ECC, prepares estimates of the situation, advises the Mayor of operational priorities and coordinates the ECC within the DOER.
4. The Tomkins County DOER will request the services of the Fire Chief, the Sheriff, the EMS, the Red Cross and/or any other available and appropriate agencies in response to the information provided by the Village of Lansing's ECC for the emergency situation.

5. The Village Superintendent of Public Works is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. The Superintendent will direct action to check, restore and maintain essential public facilities and services and call upon all Public Works and Engineering Services of Tompkins County for such assistance. The Superintendent of Public Works will work in conjunction with all necessary and appropriate utility companies (water, sewer, electric, gas, telephone, etc.) in the restoration of the various essential services, including, but not limited to, the New York State Electric and Gas Corporation, the Southern Cayuga Lake Intermunicipal Water Commission, the Village of Cayuga Heights Sewer Treatment Plant, Verizon and the successors to any such utility providers.

6. The Code Enforcement Officer of the Village will be responsible for safety inspections of damaged homes, apartments, businesses and other structures and occupied facilities and buildings over which he has jurisdiction before evacuees are allowed to reoccupy such buildings.

7. The Public Information Officer will be a Trustee or the Clerk, and under the direction of the IC, directs the local dissemination of emergency information, the issuance of news reports to the public and notifies the Tompkins County DOER on the status and development of emergency measures, using all media of public communication.

8. The Communications Officer (I/T) or staff supervises, directs, arranges and restores communications for all emergency purposes using available communications means and methods. Maximum use of all available forms of communications will be planned by all departments to aid the communications staff in carrying out their duties.

9. The DPW staff will carry out measures necessary to the emergency handling of all local resources. They will carry out measures necessary to the utilizations of all transportation modes for support and rescue operations. They will carry out measures to ensure the utilization of all transportation modes for support and rescue operations.

10. The Village Clerk is responsible for the maintenance and availability of essential records, tracking costs, documents and other materials required during the emergency.

(Chain of Command Flow Chart on next page.)

**CHAIN OF COMMAND FLOW CHART**

The Village of Lansing identifies the following Flow Chart that outlines major positions which will be used in the event of a State of Emergency.

**TOMPKINS COUNTY – DOER**

SEMO/FEMA

RED CROSS

FIRE

SHERIFF

EMS

**INCIDENT COMMANDER**

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MAYOR

Deputy Mayor

Emergency Coordination Center

Trustees

Code Officer

DPW Staff

Village Clerk

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 Julie Baker-Aye

Mayor Hartill stated that the new Code & Zoning Officer, Marty Moseley, seems to be doing well and enjoying his new position. The DPW replacement, Nolan Hatfield, is also doing well. Mike Arthur has resigned his position of Fire Inspector as of last Thursday. Mike worked one day a week but there was not the work there to warrant any more work days. Marty will be taking over his duties. If Marty gets too overwhelmed we will get someone to transcribe the Planning Board meeting minutes. Jodi has also volunteered to help him with that when her schedule allows.

Don stated that the Village is still intending to take over the road that goes down to the Bolton Point Pump Station. It will be a limited use roadway and it will also serve as a

trail down to Poison Ivy Point. Due to a problem involving vehicles going around the gate to the road, agreement has been reached for boulders to be placed next to the gate so that people can not drive on the grass.

The Planning Board has been engaged with the Lansing Meadows PDA and special permit procedures. It seems to be on track. Dubow stated that the developers are planning on attending the August 18<sup>th</sup> Planning Board meeting for an informal presentation regarding the status of the residential component of the PDA project and also a restaurant proposal that is on the mall property but not part of the PDA.

Don stated that he met with the Village of Cayuga Heights Mayor, Kate Supron, and Brent Cross to try to get a permanent solution and formal agreement regarding certain intermunicipal sewer matters. Currently we are just a customer of the Cayuga Height sewer plant and don't have a contract. Don also advised the Board that the Dart Drive design is almost complete. We plan to start with the north side in September. Oakcrest and part of Burdick Hill will be repaved in the next couple of weeks. This is right in line with our annual paving of one mile of road. Dan Veanor asked if Oakcrest will get disturbed when the PDA project starts. Don stated that only the residential component will exit out onto Oakcrest and there should not be any effect on the repaving. The traffic from the BJ's store will exit through the mall.

The design for the new garage is almost complete. It will be going to the Board of Zoning Appeals on August 17<sup>th</sup> because it is not set back far enough from the lot line so it requires a variance. The plan is to have the garage completed by the time the snow flies. This project also includes cutting the salt barn off by 15 feet to accommodate the room for the large trucks to turn around. The electrical service needs to be replaced so this will be done before they build and will feed the new building. By doing this first it will save the Village money. Then next construction season we plan on removing the water tank and placing a new office building there. The present office building will then be used for record storage and we will continue to use the present meeting room for Board Meetings.

John O'Neill handed out a copy of the agenda from the Town of Lansing's July 21<sup>st</sup> Board Meeting. He pointed out that they were having a public hearing on August 18<sup>th</sup> on "Early Retirement" and questioned whether that was something we needed to discuss. Jodi explained that the New York State and Local Employee Retirement System has offered two early retirement incentives – an additional service credit incentive under Part A and a 55/25 retirement option under Part B – which are optional for local governments and school district employers. The law applies to state and local employees under the New York State and Local Employee Retirement System, but the Village has no one that qualified for this so it was never brought up for discussion. The Town was having a public hearing that same July 21<sup>st</sup> day for "fireworks permitting". John reported that a Town or Village can get a permit for fireworks from the State. Without a permit no fireworks is allowed to the municipality or any other persons. The permit (Town or Village) will be with a "certified fireworks" authority. Lastly, John pointed out that The Farm Pond circle subdivision will control the ponds and the Town will control the swales

and ditches. Mayor Hartill asked where this subdivision is located. Jodi stated that it was on Peruville Road just past the new Wheaton's Building.

Julie Baker asked if we should start doing something regarding deer permits. John O'Neill stated that he just got a card in the mail and he will be pursuing this. He will also be contacting Bernd.

Jodi asked Dubow if he heard anything more on whether or not we needed a Failure to Supply Utilities Endorsement on our insurance. David had not been able to speak with anyone from Bolton Point yet. David explained that the Village's General Liability does not include failure to supply coverage, but that coverage can be added with a special endorsement and premium. It is unclear whether we actually need this coverage given the unique nature of SCLIWC. David is still waiting on an answer.

Motion- To Adjourn

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

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

The meeting adjourned at 8:05 pm.

Jodi Dake  
Clerk/Treasurer