

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, October 14, 2010, in the Village Office.

PRESENT: Deputy Mayor Lynn Leopold; Trustees Julie Baker and Patricia O'Rourke; Clerk/Treasurer, Jodi Dake; Supt. of Public Works, John Courtney; MEO's, Nolan Hatfield, Adam LaLonde; Code & Zoning Officer, Marty Moseley.

Lynn Leopold called the meeting to order at 12:15pm.

Jay Boulanger of Cooperative Extension, Department of Natural Resources, was present to speak to the Board about the alternative parcel west of Warren Road that is owned by Cornell University and is part of this year's Cornell Integrated Deer Research and Management Program. This area had previously been approved to be part of Cornell's Earn a Buck Program. Jay has surveyed the area and feels that it is not easy for people to get in and out of this area. It is swampy and very dense in areas. One can tell that there are many heavily traveled deer paths in this area. He would like to have a Pilot Program this year for just a couple of people. John Courtney volunteered to be part of this pilot program since he is already in the CU Earn a Buck Program. Jay feels that this area may be better suited for our DMAP Program next year. Jay feels this area has a dense deer population. John Courtney stated that they pick up many dead deer which have been hit by cars on Uptown Rd. Pat asked what would be done with all the deer from the hunt. Jay stated that his family eats venison and any extra is donated to the Venison Donation Coalition that feeds the needy. He assured Pat that there was no waste. After the season is over, Jay will report back to the Board.

John Courtney reported that they have completed their work on the Dart Drive Storm sewer. They laid 850' of 24" pipe. John stated that many people seem very happy about having the storm sewer. The Highway Department has also been trimming trees and clearing the area out back in preparation for the garage addition.

Jodi stated that the Fall Newsletter and quarterly water billings have gone out. Jodi has handed out the proposed resolutions relating to the two public hearings on proposed local laws C & D which will take place Monday. Lynn asked Jodi how the NYCOM conference went. Jodi stated that there was a lot of good information. While talking to people from other municipalities she learned just how efficient our Village is compared to many others.

Jodi went to the Village of Cayuga Heights this morning for Norma Manning's retirement/moving away gathering. Mary Mills from the Tompkins County Assessment Department will be taking over for Norma. Jodi was asked to be a mentor for Mary since she will undoubtedly have many questions.

Jodi stated that at the last Trustee's Meeting the Board discussed the Workplace Violence Plan. At that time David Dubow indicated that a Village representative and an employee

representative needed to be designated, as well as a Village contact person for incident reporting. The Board decided to wait until today to designate parties so the document can be formally approved. After some previous discussion with Mayor Hartill, it was suggested that the Mayor be the Village representative, the Clerk/Treasurer be the employee representative and the Superintendent of Public Works be the Village contact person for incident reporting, since this is currently how it tends to be done.

Resolution #5661- To Approve the Work Place Violence Prevention Policy & Incident Reporting

Trustee Baker moved that this resolution be adopted and Trustee O'Rourke seconded the motion.

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Trustee Patricia O'Rourke-Aye

The following is a copy of the form that is required to be posted in the Village:

Village of Lansing Workplace Violence
Prevention Policy & Incident Reporting

The Village of Lansing is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Village of Lansing property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for (i) helping to create an environment of mutual respect for each other as well as clients, (ii) following all policies, procedures and program requirements for which the Village of Lansing is responsible, and (iii) assisting in maintaining a safe and secure work environment.

This policy is designed and intended to meet the requirements of NYS Labor Law Section 27-b for a public employer with less than twenty (20) permanent full time employees, and highlights some of the elements that are incorporated in the Village's workplace violence prevention procedures and practices. The process involved in achieving compliance with the applicable provisions of NYS Labor Law Section 27-b includes an initial workplace evaluation that is designed to identify the workplace violence hazards to which our employees could be exposed and periodic evaluations thereafter. A designated representative of the Village and an authorized employee representative will have an ongoing role in (i) the evaluation process, (ii) the recommendation of methods to reduce or eliminate the hazards identified during the evaluation process and (iii) the investigation of workplace violence incidents or allegations. All full time

employees (temporary and/or permanent) will participate in an annual workplace violence prevention training program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. As indicated above, the Village of Lansing has identified response personnel that include a designated Village representative and a designated employee representative. If appropriate, the Village of Lansing will provide counseling services or referrals for employees.

All Village of Lansing personnel are responsible for notifying the contact person designated below of any violent incidents and/or threatening behavior, including threats they have witnessed or received, or have been told that another person has witnessed or received. An incident report form will be made available.

Designated Contact Person:

Name: John Courtney
Title: Public Works Supt.
Department: Highway
Phone: 607-257-0424
Location: Village of Lansing

Designated Contact Person will contact the Mayor and make sure that an incident report gets to the Employee Representative.

Patricia stated that trees were blocking the 30mph sign on Oakcrest Drive down by Cayuga Heights Road. John Courtney stated that they would clear the area around the sign.

The garage project bid opening is this afternoon at 2pm.

Marty stated that the Planning & Zoning Conference that he and Lisa Schleelein attended was very informative. Marty will also be attending the Code Enforcement Update in Cortland. There have been a couple of meetings with BJ's in conjunction with their anticipated construction. The Lansing Meadows PDA developers will be going to the IDA again in November regarding financing matters. Marty has received a lot of calls from people wanting information on Cayuga Mall. Ciao! Restaurant is coming along. There is no opening set yet. It will take approximately three weeks to get the staff trained.

Lynn stated that DMAP hunting will begin on Saturday. She attended the annual meeting at the Reuse Center. They are outgrowing their space at the Triphammer Mall.

Lynn Leopold entertained a motion to approve the vouchers.

Resolution #5662- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 5 for the General Fund, in the amount of \$47,189.70 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 5 for the Sewer Fund, in the amount of \$48.34, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 5 for the Water Fund, in the amount of \$136,281.28, is hereby approved for payment, and

Trustee Baker moved that the foregoing Abstract of Audited Vouchers resolutions be adopted and Trustee O'Rourke seconded the motion.

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Trustee Patricia O'Rourke-Aye

Motion- To Adjourn

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

Trustee Lynn Leopold-Aye
Trustee Julie Baker-Aye

Trustee Patricia O'Rourke-Aye

The meeting adjourned at 1:00pm.

Jodi Dake-Clerk/Treasurer