

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, March 4, 2013, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees Lynn Leopold, Julie Baker, Patricia O'Rourke and John O'Neill; Clerk/Treasurer Jodi Dake; Attorney David Dubow

Mayor Hartill called the meeting to order at 7:37 pm and opened the public comment period.

Robert Schleelein was present as the Community Party observer. Gerry Monahan stated that he sent an email asking the Village to support the Festival of the Arts. He was present to follow up with his request.

Motion-To Close the Public Comment Period

Trustee Leopold moved to close the public comment period. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

Jodi informed the Board that she received an email from Joe and Tanny Quigley of 14 Cayuga Hills Rd. requesting that their late charge of \$9.04 be waived because they just received their water bill that was due January 20<sup>th</sup>. For some reason their bill got sent to a Florida address from three years ago. I have contacted Bolton Point and they have removed the incorrect address. Tanny mailed a check for her water bill today.

Resolution#5935-To Remove the Late Fee of \$9.04 from Account #N5213 Due to an Incorrect Address

Trustee Leopold moved to waive the late fee. Trustee O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The next item on the agenda was to set the date, time and place of the upcoming Village Election. Pat O'Rourke, Lynn Leopold and Donald Hartill's terms are all up and they all will be running again.

Resolution #5936-Set Village Election Day for Tuesday, April 23, 2013 from Noon Until 9pm at the Village Office, 2405 N. Triphammer Rd.

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 Patricia O’Rourke-Aye  
Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The next item on the agenda was to approve the minutes from February 4<sup>th</sup> and 14<sup>th</sup>.

Motion- To Approve the Minutes from February 4, 2013

Trustee O’Neill moved to approve the minutes. Trustee O’Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O’Neill-Aye  
Trustee Patricia O’Rourke-Aye  
Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

Motion- To Approve the Minutes from February 14, 2013

Trustee O’Neill moved to approve the minutes. Trustee Baker seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O’Neill-Aye  
Trustee Patricia O’Rourke-Abstain  
Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The next item on the agenda was to begin the budget process. The Mayor stated that the Board has been presented with a first draft that doesn’t have salaries and benefits in it. Jodi stated that the current salaries are at this point in as place settings. The Mayor stated that he feels the current tax should match inflation and he has proposed a tax rate of \$1.01/\$1,000 of assessed value, that being a 2% increase.

SEWER

Board of Trustees

A1010.1 \$20,000-Trustee Salary stays the same  
A1010.4 \$ 750-Contractual expense

Mayor

A1210.1 \$12,500-Mayor Salary remains the same  
A1210.4 \$ 50-Misc. Contractual

Auditor

A1320.4 \$6,500 for full audit since doing new building  
Proposal came in \$1,300 less than last year.

Assessment

A1355.4 \$300-Prepare Village Tax Bills-same as last year

Clerk

A1410.1 All salaries & benefits in the spreadsheet have been left at the current year's rate until the Board has a chance to discuss in executive session. (.1 accounts)

A1410.2 All equipment for new office listed under A1620.2

A1410.4 \$7,500 misc. office supplies for whole office, maintenance agreements for software & copier, legal ads, training

Law

A1420.4 \$ 32,000-Legal fees increased from \$225 to \$235/hr. This is a 4.7% increase.

Engineer

A1440.4 \$11,000-Engineering

Elections

A1450.4 \$1,500-same as last year

Village Office

A1620.2 \$34,000-Building Equipment new office  
\$30,000 Furniture/equipment for new office recommended by QPK  
\$ 4,000 Phone System

A1620.21 \$850-TWC Internet

A1620.42 \$10,000-Utilities remains the same

A1620.44 \$1,000-Repair/Maintenance to current building. This assumes that the Village Office roof repair will be done out of this budget. (Next year will add for improvements to this building to meet storage needs)

Buildings-Garage

A1640.2 \$0

A1640.4 \$3,000 misc building repair, maintenance & tools.

Special Items

A1910.4 \$60,000-Total Unallocated Ins. Increase Ins. 5%  
\$31,000-Workers Comp -State Ins. Fund  
\$ 3,000-Lovell W.C.  
\$26,000-Insurance- will increase with new equipment

A1920.4 \$4,614 Municipal Dues  
\$2,014- NYCOM  
\$ 900- IO  
\$1,500- Stormwater Coalition

\$ 200-Planning Federation

A1950.4 \$500-Sewer Assessment on tax bills  
A1990.4 \$20,000-Contingency

Traffic control

A3310.2 \$150,000 Traffic light at Craft (contract will include turn lane A5112.2)  
A3310.4 \$3,500- traffic signal repair and led lights.( TG Miller also had \$3,500 for Craft Road signal so should increase to \$7,000)

Code

A3620.11 ½ Marty Salary  
A3620.12 Electrical Inspector-Floyd  
A3620.13 Fire Inspector-Brian Quadrozzi  
A3620.2 All new office equipment under Village Office  
A3620.4 \$6,700 misc. contractual, training and mileage for Marty, Floyd & Brian, update books & standards

Street Maintenance

A5010.1 John salary  
A5110.12 Adam salary  
A5110.13 Nolan salary-  
A5110.14 summer laborer  
A5110.2 \*\$130,000 New Volvo Loader New loader will be used to ease salt loading of trucks. The expected life is 15-20 years.  
A5110.4 \$100,0000  
\$10,000-Striping on misc. roads  
\$20,000-Crack Seal various roads  
\$70,000- Misc. road repair & highway expenses, gas & truck/equipment maintenance

Permanent Improvements

A5112.2 \$398,000-Projects

	Tons
1. Ascot Place	135
2. Ayla Way	254
3. Cedar Lane	474
4. Craft Rd	677
5. Esty Drive	271
6. Hemlock Lane	187
7. Janivar Dr	847
8. Leifs Way	508
9. Wakefield/Churchill Drive	124

Total 3477 @ \$100 per ton=\$347,700

All roads listed above where overlaid in Fall 2005 except for Ayla Way which was dedicated to the Village that year.

Snow

A5142.4 \$35,000- 1000 tons includes price increase. This amount was lowered from \$50,000 because we have found the last two years this is more than is needed.

Jodi explained that the main expense with snow plowing is the labor, gas and truck maintenance which is located under different line items. Jodi will do a report at the end of the year that pulls all those amounts together to get a true cost of snow plowing. This line item basically covers salt and repairs to spreaders and plows. Courtney added that so far this year the Village has used approximately 500 tons of salt. This amount is still less than half of what the Town of Lansing said they used for us when they were plowing our roads.

Street lighting

A5182.4 \$45,000- average maintenance costs

Sidewalks

A5410.2 \$53,500 Pyramid Dr. Sidewalk Ext.

It was asked if the sidewalk next to the Mobil gas station was going to be added. The Mayor thought that it was included in this year's budget. Jodi will look into it.

A5410.4 \$2,000-Misc. sidewalk repairs

A5410.41 \$17,500

\$7,500-trail upgrade stream crossing by Swarthout Bus trail to Northwoods-  
Currently a footbridge with a low load rating  
\$10,000 oil & stone trail Bolton to tracks

Public Transportation

A5680.4 \$6,500-Gadabout

Playgrounds

A7140.2 \$0-No Equipment needed

A7140.4 \$2,000 Park repairs, e.g. fence, receptacles, pavilion

Youth Programs

A7310.4 \$28,782

\$14,132 Recreation Partnership

\$14,650 Youth Services- Joint Youth Commission T of I

A7550.4 \$0- Increase to \$600 for Town of Lansing Activities

\$300 to Harborfest

\$300 for Art Festival

Zoning

A8010.1 ½ of Marty's salary

A8010.12 \$1,500-BZA \$60 per meeting max \$3,000 if meeting every month

A8010.41 \$ 500-Contractual expenses such as legal ads and other items relating to holding  
a Board of Zoning Appeals meeting

A8010.42 \$3,300-BZA related Legal fees

Planning

- A8020.1 \$21,000-Planning Board Salary same as last year
- A8020.41 \$40,000-Legal at current spending level
- A8020.43 \$5,000-Planning Engineer-Brent Cross sees no change
- A8020.44 \$12,500-proposed at \$4,000 but increased  
\$4,000-Contractual, sends 2 Board members to training  
\$8,500 was added for Comprehensive Plan survey

Storm

- A8140.4 \$55,000 Purchase supplies to finish Dart Dr. storm sewer project

Beautification

- A8510.4 \$2,000-tree program/plantings

Employee Benefits

- A9010.8 \$ 20.8% of salaries plus \$16,578 deficiency payment
- A9030.8 \$ Social Security .062 of Salary
- A9030.81 \$ Medicare .0145 of salary
- A9045.8 \$500 Life Insurance
- A9055.8 \$200-1<sup>st</sup> Rehabilitation Disability
- A9055.83 \$1,000-Long Term Disability
- A9060.8 \$61,600 12 % increase-for current employees & retiree \$2,400 max
- A9089.8 \$2,200 longevity bonus

Salaries and employee benefits will be discussed further in executive session.

Transfer to Capital Projects

- A9950.9 \$396,500 the rest of Village Office project costs that will come from General Capital Reserve.

Transfer to Capital Reserve

- A9962.2 \$ 0 -General Reserve –Budgetary Provisions for other uses
- A9962.21 Park Reserve balance at end of 2013 budget will be ~\$977,500

General Revenue

- A1001 \$463,224-this is at a \$1.01/ \$1,000 of assessed value.  
Jodi stated that she has been working with Jay from the Tompkins County Assessment Department to make sure that the tax roll is correct. The adjusted taxable value is \$458,612,224 so A1001 will actually be \$463,198.
- A1081 \$17,000-Increased from \$15,000 to reflect what we actually collected last year
- A1090 \$1,000-Penalties for paying taxes late
- A1120 \$600,000- Don stated that this is our largest income source.
- A1130 \$60,000-Utility Gross Receipts was lowered to reflect what we actually collected last year.
- A1170 \$28,000-Cable Franchise Fee
- A1230 \$700-Treasurer Fees are funds collected for doing tax searches

A1560 \$10,400 -Electrical Inspections  
A2110 \$50-Zoning Fees  
A2115 \$250-Planning Board Fees  
A2401 \$3,000-The Mayor felt this number was slightly optimistic given the current interest rates but decided to leave the budget number the same as last year  
A2550 \$1,000-Sign Permit fees  
A2590 \$15,000-Building Permit fees  
A2655 \$100-minor sales such as copies  
A2665 \$15,000-Equipment sales –skidster & John Deere X744  
A2701 \$2,000-Refund from State Insurance Fund for being good customer  
A2816 \$20,000 Transfer from Water Fund  
A2818 \$15,000 Transfer from Sewer Fund

The water and sewer amount transfer to the General Fund pays expenses and salaries for the clerk and highway department when they work on water & sewer related issues.

A2850 \$159,115- This number represents a transfer from reserve for new office building. We may need to adjust this number  
A3001 \$11,700-State Revenue was \$11,652 last year and it is expected to be the same  
A3005 \$50,000- Mortgage tax-money we receive every time a house is sold or refinanced  
A3501 \$ 50,000 –CHIPS-Consolidated Highway Aid

Don asked John if this number was correct. John stated that last year we got about \$61,000. They say that we will get the same again this year but one never knows what will be cut at the State level.

**Water Expenses**

F1990.4 \$10,000-Contingency  
F8320.41 \$2,500 Electric  
F8320.44 \$722,699-Water Purchases \$4/1,000 gal. The Mayor will look at this number more carefully. It is directly related to A2140.  
F8320.45 \$3,000-Engineering-TG Miller general water issues  
F8340.2 \$228,000- Equipment/Capital Outlay submitted by TG Miller  
Water System Planning and Maintenance Capital Projects:  
Airport Tank Grid NYS Route 13 Crossing – **Total Budget \$227,500.**

1. Highway crossing by boring for the full width of right-of-way, water main with connections to existing mains on the north and south side of NYS Route 13, stream crossing, hydrants, and restoration. Construction Budget \$203,000.
2. Survey, Design, Permitting and Construction Phase Services Budget \$24,500.

Water Main Replacement South of NYS Route 13 – **Total Budget \$101,000.**

3. Replace approximately 550 lf of existing 1968-era water main together with hydrants, valves and surface restoration. Construction Budget \$89,500.
4. Survey, Design, Permitting and Construction Phase Services Budget \$11,500.

This is a new water connection from Applebee’s to Lansing West/Savannah Park Apartments under Route 13. This will be a horizontal drill under Route 13 with a sleeve. It will not affect traffic. Bolton Point also needs to go under Route 13 with a transmission main so we may get a better deal if we do the two projects at the same time.

F8340.4 \$10,000-Contractual –last year was \$34,000 because we had to replace blacktop after water main project was completed. That will be done this spring.  
F9901.9 \$20,000-Transfer to General for water expenses  
F9962.2 Budgetary provisions for other uses-We will not be transferring funds to reserve.

## Water Revenue

F2140 \$802,350- This is based on a Meter Sales rate of \$5.00/1,000 gal (\$4 per 1,000 gal charged by Bolton Point plus 25% surcharge or \$1)  
The water rate has increased from \$3.15 to \$4/1,000 gal. this year. The Mayor will look at this number more closely.

The Mayor added that he is working on getting SCLIWC to lower the water consumption minimum from 10,000 gallons to 5,000 gallons. At the 10,000 minimum, the minimum users are supplementing \$160,000 a year. At a 5,000 gallon minimum they would only be supplementing \$32,000. The Mayor feels that lowering the minimum consumption is the only fair way to proceed. This will mean that the actual water rate will increase again. This will be discussed further at the Thursday Water Commission meeting.

F2144 \$500-Service Charge- Only received \$\$ when companies buy plans for a project  
F2148 \$ 6,000-Late fee-\$14,000 collected so far this year because hotels have not been paying their large bills on time.  
F2401 \$800 Bank interest earnings (Have only collected \$75 so far this year)  
F5031 \$97,000-Transfer from Reserve Fund

The Mayor stated that we may need to consider increasing the water surcharge to meet budget needs.

## Sewer Expenses

G1440.4 \$5,000- Sewer Engineering  
G1990.4 \$10,000-Contingent Account  
G8120.2 \$6,000-Equipment  
G8120.22 Capital Project  
G8120.4 \$55,700-An Inflow and Infiltration Investigation –Will involve temporary flow meter installation and monitoring for 6 months at upwards of 6 locations in the collection system. Sub-Consultant Services Budget \$47,800.Manhole survey on State coordinate system and updated mapping. Consultant Services Budget \$7,900.  
  
G8120.42 \$ 6,000 Video & Flushing  
G8189.4 \$500,000-Intergovernmental Charges paid to the Village of Cayuga Heights  
Will Equal G2374 VCH Sewer Charge \$3.22 /1,000 gal. Last year VCH switched to fee based on consumption. Jodi has spoken with Brent Cross at the VCH and he did not have a number for us but said they don't plan on increasing their total budget for any capital improvements. The Mayor will review this number further.  
G9710.6 \$18,700-Bond Principal  
G9710.7 \$ 6,285-Bond Interest  
G9901.9 \$15,000-Transfer to General Fund  
G9962.2 \$118,725 Budgetary provisions for other uses, transfer to reserve

## Sewer Revenue

G1030	\$24,985 Special Assessment on Taxes
G2120	\$100,000-25 % surcharge of base water rate-\$1/1,000 gal. Will also have maintenance fee from Town of Lansing for Cherry and Warren Rd., in the amount of \$4,000 (12.5% based on previous years consumption)
G2122	\$23,500 Connection Charge- Budget for 10 connections
G2128	\$5,000 Amount collected if pay sewer bill late.
G2374	\$500,000 Sewer Charge collected and sent to VCH \$3.22/1,000 gal. We also collect for Borg Warner in Town and sent to VCH (\$90,000 per year)
G2401	\$700 Interest

The Mayor stated that the Village is in very good financial shape and it is common sense to go with inflation. We don't want dramatic raises in the future. Our sister villages & towns only have the ability to spend ½ of what we are on roads. Tonight was the first pass of the budget. The Board and staff will now have time to go over it before we discuss it again on March 18<sup>th</sup>. O'Neill stated that it is going to be a very expensive year.

The Mayor noted that the crosswalk at Pyramid Drive and N. Triphammer is pulling up. He asked Courtney if we could mill that area back out and have them fixed with plastic solution. Courtney stated that they tried to patch it but it isn't working. There is a spot in the road by Crystal's that was patched on Friday and has blown out already. Courtney blames the heavy buses and 10-wheeler traffic for the damage.

Leopold asked if the old Burdick Hill water tank north of the new tank will come down this year. Hartill stated that it would come down and be replaced with a new tank. Both tanks will then be painted a beige color.

Mayor Hartill stated that he has met with Vince Nicotra at QPK Design and toured their facility in downtown Syracuse. The full design for the new Village Hall is complete. They looked to see if any redesigning could save the Village any money and there wasn't anything. Dubow will be reviewing the bid and related language to ensure that we get competent bidders that will get the job done without a lot of change orders. Hartill anticipates that it will go more smoothly since we won't be undertaking construction going over the winter. We will be rerouting the infrastructure out front before building. We've gotten good service out of our current building. The conference room will continue to be used for meeting space and elections.

Hartill stated that we may also want to digitize all our documents so we don't have to keep paper records. He learned at a TGOG Meeting that Tompkins County has converted their records to digital. They rent a bunker with 13 ft. thick floors to store all their digital documents. Right now the towns and the county are in on a grant to digitize records. Another proposal will be done in the future for villages. Challenge Industries has been doing this for the County. Dubow stated that the Tompkins County Clerk's office is starting to process electronically filing documents. Tompkins County is one of only 2 counties in the state testing how this will work.

Slow progress is being made on the Comprehensive Plan. It is hard to develop plans. Julie asked how to proceed with this. The Mayor stated that it's a lot of work and he is not so sure of the return. One concern was how to include businesses. It was suggested that a paper survey be sent

to businesses as to their specific issues. Currently, we are getting mechanical updates of maps and taking recognition of census data.

Pat had questions on the Comprehensive Plan. The section that she, Debra Dawson and Lisa Schleelein are working on refers to the Greenway Plan. However, much of the Greenway Plan is out of date. Pat questioned whether we want to incorporate it into the Plan or not. The Mayor thinks we have to look at the current greenway plan and update it. It will be major work to update the Greenway Plan. Pat also asked if there was still a Greenspace Advisory Committee as stated in the Greenway Plan. It was indicated that there is not, and the question was asked if we should reestablish a Greenway Committee. Mayor Hartill stated that the Greenway Plan is out of date and could be a lot of work. The Mayor suggested that Pat write down all of their issues and send them electronically to him. Dubow stated that in the past the Planning Board has taken the lead on this. Dubow stated that some historical knowledge is gone since Ned Hickey and Ben Curtis are retired.

Jodi stated that since the Greenway Plan document is over 20 years old, she doesn't know if we have it electronically. The Mayor suggested we get the Greenway Plan into a searchable document that we can work with and edit. All the scanning that was done for Tompkins County was done by Challenge Industries. The Mayor suggested calling the Tompkins County Clerk's office to get directions on how to do this.

Currently, the Village does not have the ability to scan whole documents in the office. Dubow suggested that when we consider a new copier we may also want to consider getting one that can scan whole documents. Jodi stated that there is money in the budget and she will look into that.

Resolution #5937-To Contribute \$300 to the Fine Arts Festival in the Town of Lansing

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 Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

Patricia will call Gerry and ask him who to write the check to.

John O'Neill asked about the Notice of Claim that was filed against the Village and County regarding the TCAT bus/pedestrian accident that recently occurred. Jodi stated that the Notice of Claim from Smith, Sovik, Kendrick & Sugnet, P.C. on behalf of TCAT and the injured party was sent to our insurance company. Our insurance company requested that we submit a notarized letter stating that we do not own Warren Road or Northwoods Road. This letter was submitted on February 25, 2013. Dubow stated that it is customary for this type of Notice of Claim to be served on governmental entities so that injured parties can reserve their rights to commence litigation in the future, and that also that such Notices include anyone and everyone who may have some potential liability. This claim is very preliminary.

Motion- To Go Into Executive Session to Discuss Personnel Matters

Trustee Baker moved to go into executive session. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The Board went into executive session at 8:58pm.

Motion- To Come Out of Executive Session

Trustee I moved to come out of executive session. Trustee seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The Board came out of executive session at 9:10pm.

Further discussion by the Board regarding the Village's preliminary budget, the Town budget and overall municipal budget and tax matters was undertaken.

Motion- To Adjourn

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

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Patricia O'Rourke-Aye

Trustee Lynn Leopold-Aye  
Trustee Julie Baker-Aye

The meeting adjourned at 9:23 pm.

Jodi Dake  
Clerk/Treasurer