

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, November 14, 2013, in the Village Office.

PRESENT: Trustees Julie Baker, John O'Neill and Patricia O'Rourke; Clerk/Treasurer Jodi Dake; Code & Zoning Officer, Marty Moseley;

Trustee Baker called the meeting to order at 12:15pm.

O'Neill stated that he was worried about the survey for the businesses. Jodi stated that it was on the agenda for Monday. Baker stated that she created the first business survey based on the survey given to our residents by SRI. After looking at the Business Survey of 1989, it was apparent that the initial survey really wasn't suitable. Baker redid the Business Survey by using the 1989 Survey as a base while adding questions pertaining to our current carts issue. Baker feels it makes a lot more sense now. Marty thinks it looks good. We will be able to compare this new survey with the 1989 survey. Marty suggested that we may want to add questions about lighting. Marty will create some questions for Julie to add to the survey. Baker also stated that there is nothing on the new business survey about green and sustainable infrastructure or building materials. Julie will pull those questions off the first draft and add them to the new one. Baker will forward the revised survey to Jodi to email to all Board members and staff to review before Monday. The Board would like to finalize the survey at Monday night's meeting.

Dake explained that every year the Village taxes that are unpaid get turned over to the County for collection and are relieved on the Town & County Tax bill, and the County reimburses the Village in the spring. The Board approved the returned Village taxes that will be sent to Tompkins County and signed the Certificate of Trustees.

Resolution #6013-To Forward the Delinquent Village Taxes in the Amount of \$6,511.90 to Tompkins County

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

Trustee John O'Neill -Aye

Trustee Julie Baker-Aye

Trustee Patricia O'Rourke-Aye

Jodi reported that 20 additional newsletters were distributed during the elections last Tuesday. A sign-up sheet was left out so that residents could sign up to have our newsletter mailed to them.

Jodi has spoken with most of the apartment managers and they were very receptive to sharing information with their residents about the Village. Jodi explained to them that from the SRI Survey it was concluded that renters have less of a sense of community and

really don't know much about the municipality they live in. The District Manager of Meadows of Ithaca Apartments told Jodi that they have a monthly newsletter that they send to their residents. They would be happy to add any Village information we send them. Many of the apartment managers are willing to add a page into their welcome packets that talks about the Village of Lansing. Some have community rooms or bulletin boards where we can distribute newsletters and post information. There are email lists whereby managers can forward our information. When asked about the cart issue many expressed that they faced the same problem. They would like to receive a list of contact information as to who to contact if there are carts left on their property. Some of the apartments issue violations. Almost all include something in their welcome packets about not allowing carts on the property. Once the proposed Local Cart Law is established they would like to receive that information. There was only one apartment manager that thought the carts were the stores problem, not his.

The Board discussed how to go about distributing the business survey. They decided that the Business Surveys will be hand delivered to businesses by the Trustees the week of December 2nd with a request to receive them back by December 16th. Each survey will have an accompanying self-addressed stamped envelope so that it will be easy to return the surveys. Dake will get a list together of all businesses in the Village so the Board can decide who will distribute where.

Dake spoke with Jon Kanter and he will give a presentation on the census information that was previously presented to the Town of Lansing by a Cornell Grad Student. This will be done after the Town has had a chance to review the survey results first. It was suggest that Board of Trustees and Planning Board members meet with their previously assigned Comprehensive Plan work groups before that meeting. Jodi was asked to send the Trustees a list of what sections they were previously assigned to work on. Previously, the Board had talked about scheduling a joint meeting with the Planning Board for December 2nd. Leopold and Baker will not be here for that meeting. After some discussion, the Board decided to try and have a joint meeting with the Planning Board on January 28th. This way, the business survey will be completed and it will give the Town time to analyze the census information before the presentation to the Village. Marty will see if this will work for the Planning Board.

Our accounting review has been successfully completed. Next year we will have a full audit since we have a major capital project this year.

Office furniture was ordered from Mike Holl of Washington Group Solutions. Jodi received a couple of different product quotes and his is the lowest price even though it isn't on State Contract. We have decided to go with a light cherry laminate in all offices. The furniture should be installed in four weeks. The cubby in the Clerk's office is going to be custom built right into the wall by E.M. Pfaff & Son, Inc. It will have an Avonite counter that matches the window pass thru counter.

Before approving the vouchers, Julie asked why we were paying two Verizon Bills. Jodi explained that it was one bill but there are two different line items that the expense comes

from. One cell phone is for the code office and the other two come out of the highway budget.

Julie Baker entertained a motion to approve the vouchers.

Resolution #6014- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the General Fund, in the amount of \$122,928.31 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Sewer Fund, in the amount of \$8,657.00, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Capital Projects Fund, in the amount of \$274,850.53, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Water Fund, in the amount of \$415.41, is hereby approved for payment.

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

Trustee Patricia O'Rourke-Aye Trustee Julie Baker-Aye
Trustee John O'Neill –Aye

Pat had nothing to report.

Marty stated that the Planning Board has turned over the proposed local Cart Law to David Dubow to look for legality issues and provide additional input and suggested revisions. Dairy One is building a 17,600 sq. ft. office building at the corner of Northwood and Warren Road. They will also continue to operate out of their existing building on the adjoining property. They may start construction later this year or wait until spring depending on the weather. There is a draft form of a proposed local Lighting Law. John and Marty still need to review it. Lisa and Lynn worked on a lot of the proposed lighting plan with Marty's help. Originally it was getting quite complex, but Marty convinced them that it would be much easier to simplify and keep the plan simple. There are built in incentives for decreasing lighting.

A house is being built at 154 Burdick Hill. Marty did a building final walk through today at Colbert's Building at 2430 N. Triphammer Rd. There are still a few items to be completed.

Our new office should be substantially completed by the second week of Dec. After that, they will have two weeks to complete punch list items. Today they are working on the

bio-retention filters where our rain gardens are located. This is being done on a time and materials basis with a do not exceed limit.

The parking lot is scheduled to be striped this weekend. Seed and mulch is scheduled to be done tomorrow. Lantek has been pulling data cable for Fingerlakes Technology Group. They will be back to install BGA and HDMI in the meeting room because it wasn't in our original building plans for some reason.

O'Neill thanked Jodi and Marty for working very hard. It is amazing what they do as compared to other municipal entities. Thank you from the whole Board.

Motion- To Adjourn

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

Trustee Patricia O'Rourke-Aye
Trustee John O'Neill –Aye

Trustee Julie Baker-Aye

The meeting adjourned at 12:52 pm.

Jodi Dake
Clerk/Treasurer