

## Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, May 5, 2014, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees Lynn Leopold, John O'Neill, Patricia O'Rourke and Gerald Monaghan; Clerk/Treasurer, Jodi Dake; Attorney David Dubow; Phil Dankert, Planning Board member.

Mayor Hartill called the meeting to order at 7:32pm and stated that there would be a slight agenda change for tonight's meeting. He would like to move the public comment period until after the Joint Youth Commission presentation. There are quite a few public here so he anticipates that it will be quite lengthy.

Henriette Bullmer, Village Youth Commission Representative, Amie Hendrix, Director of Tompkins County Youth Services, and Lorain Moran were present to give the Board an update on the Joint Youth Commission. They handed out a copy of a PowerPoint presentation and the Annual Reports to the Trustees.

Bullmer gave an overview of what the Commission does for the Village. The Joint Youth Commission consists of the Town of Ithaca, Villages of Cayuga Heights and Lansing, and the newest member is the Town of Caroline. Since the Town of Caroline has joined, the Commission members have taken on the task of reviewing and updating the Operation Guidelines & Municipal Agreement of The Joint Youth Commission. The proposed changes had previously been distributed to the Board.

Amie Hendrix stated that she is also the liaison for youth development. She explained the pyramid of services that are offered. Funding comes from municipal members, New York State and Tompkins County contributions. There have been reductions in funding at the State and County level. In 2014, Tompkins County provided additional funding for youth employment services. There are multiple municipalities in the Ithaca School District and having this Commission allows for children to go where their friends go. New operating guidelines and amended bylaws are being developed and will be sent to the Board for approval once they are finalized.

Lorain Moran stated that she used to be the Chair of the Joint Youth Commission, but now is a community representative. Last year 50 of 237 children ranging from 10-15yrs. old were served in the Village of Lansing. The main focus of the Commission is on middle school youth.

The main programs that are offered are:

1. Youth Employment Program- a first time youth experience which provides about 100 hours of training.
2. Learning web- is mentored interest based

3. Coddington Road Summer Camp- a counselor in training program. A person from Youth Development Cooperative Extension does this programming.

There is an array of programming. Mayor Hartill asked if the Youth Commission had any agreements with BOCES. Unfortunately, they don't. This is a skeleton youth services program. Encouragement is targeted to support all levels for youth funding. Loran thanked the Village. Thanks for being a stable supporter.

It was asked if the Village could get someone from the youth employment program to do landscape type work for the municipality. They were told to contact Beth Banister of Cooperative Extension. Call Amie. This is a program where a student is being taught a particular skill so they need to have a mentor. There are some things that the students can't do by law. This was the first year we have a full time employment coordinator. The Village can call Amie for more details.

Hartill thanked them for coming and asked if there was anything that needed to be approved by the Board. Once the bylaws are revised they will send a final draft for the Trustees to approve.

Mayor Hartill entertained a motion to open the public comment period.

The Board went back to the Public Comment Period. Lisa Bonniwell of the Heights of Lansing stated that Bomax Drive has no speed limit signs, streetlights or lines on the road. She stated that the neighbor at the beginning of Bomax Drive parks large trucks on the road. Lisa's main concern is that the road is maintained by the Village and we still have no speed limit signs or markers. She feels it is a nice road but it hasn't been serviced properly. Hartill will have the Highway Department address these issues.

Carolyn Greenwald from the Shannon Park area had code questions regarding home occupations and the general conditions for all special permits set forth in Section 145-59.E of the Village Zoning Law/Code. She wanted to address whether home occupancy has any other purposes. Dubow stated that customarily Zoning Laws have identified areas with specific permitted land uses for each of such areas. Some are uses as of right with no additional conditions, are others include additional review requirements such as special permit requirements with separate provisions. Such special permit matters go to the Planning Board. When they review a project involving special permit review, it is always subject to 10 general conditions. In further identified matters, certain supplemental conditions are required beyond the general conditions that Planning Board has to go through. Environmental review may be applicable based upon a particular use. Our Zoning Law provides that a home occupation is a Type II action under SEQR and therefore doesn't require an environmental review, but that doesn't mean that the Board can't review it. The intention there is to give an owner an opportunity to apply for home occupation approval. There are definitions of what a home occupation is intended to be. The intent is to provide the opportunity for someone who lives in a home to have a home occupation. Home occupations are permitted in all residential districts, including the Shannon Park Planned Development Area, and all home occupations are subject to

special permit review with both general conditions and additional conditions. The Planning Board evaluates the situation and makes a determination. Notices are provided by mail to contiguous properties. There is also a Notice of Public Hearing published in the legal section of the Ithaca Journal. It was asked if notice is given again if there is a continuation of a public hearing. Dubow stated that it happens often that issues are raised and clarification is requested, and therefore the public hearing is held open for continuation at a subsequent meeting. Generally, we would not do a new application; however, an application may be modified as the review goes forward. The Village Planning Board on numerous occasions asks for additional information from applicants. It's an ongoing process. Carolyn thinks that in the future the Board should establish an area surrounding the location of the proposed project and send notice to all property owners within that circle as opposed to just adjoining properties.

A resident of Beckett Way had concerns with the Village Code. When he first bought his property, there were restrictive covenants which have since expired. He feels that the Village Code doesn't really define what home occupancy means. He would like to see a more specific definition. He was also concerned with notification. He would like to see whole neighborhoods that would be impacted get notified. Dubow pointed out that all notices of public hearings are published as legal notices in the paper.

Dubow went on to explain the issue of restrictive covenants. Even if covenants existed, when a municipal board reviews certain matters it generally cannot take into consideration those covenants. If someone violates such a covenant, another neighbor can bring a private action to support address that issue. The Village can't deny a permit application based on the covenant. They are between private parties.

Leopold asked if covenants could have been dealt with by the neighborhood. Dubow stated that a municipality can't deny the home occupation based upon the covenant, but the covenant can be addressed by the property owners who are subject to the covenants, such as bring an action against them. The Village would have no direct connection.

Dubow added that this specific pending matter is completely in the Planning Board's jurisdiction. The Planning Board can recommend Village Zoning Law revisions to this Board, and this Board can then determine if and how it might want to proceed. Mayor Hartill stated that to change the Code requires a Public Hearing and time. The Planning Board usually makes recommendation to the Trustees regarding any zoning changes.

#### 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 Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

Herman Sieverding, Vice President of Integrated Acquisition & Development, was present to request a rezoning so that a portion of the Business & Technology District will be rezoned to Human Health Services District. The request is based upon a recent wetlands determination that will preclude development on property currently zoned in the Human Health Services District. To leave the wetland area undeveloped, they would like to have an approximately 11.2 acre parcel to the east be rezoned from the Business and Technology District, which doesn't allow medical services, to the Human Health Services District.

Herman stated that the first phase is complete. TES site evaluation found changing definitions in what constitutes a wetland. An area of wetland falls under federal jurisdiction. Sieverding explained that new regulations make this property a federal jurisdictional wetland because it drains into Cayuga Lake, which is considered to be a tributary of navigable waters in the United States. To change the designation would be a long and costly process with the Army Corps of Engineers. So what they would like to do is leave the wetland alone and move further to the east. North of power lines there are three lots of three acres each. This could accommodate an additional 60,000 square feet of medical space. Sieverding stated that an environmental assessment was conducted for an eastern portion of the property, and a small wetland was discovered, but far enough from where the company hopes to develop the new buildings.

The Brentwood Drive area is the home of numerous medical buildings belonging to Cayuga Medical Center. Seven years ago a similar zoning change was made to make CMA's 16 Brentwood Drive building possible.

Mayor Hartill saw no reason why the Village wouldn't agree to the rezoning. This issue will now go to the Planning Board for their review and recommendation. It was indicated that the Village will need a meets and bounds description. Herman agreed to get that. Leopold stated that she hates to see the forest go. Herman reassured Leopold that they will go through and survey the site and will keep the trees worth saving.

The Trustee's endorsed the request. The Planning Board will discuss this at their May 27<sup>th</sup> meeting. The Planning Board will then forward its recommendation back to the Board of Trustees for action sometime in June.

The next item on the agenda was the Annual Organizational Meeting.

#### 2014 Organizational Meeting

On April 29 the Planning Board decided on the following recommendations to be sent to the Board of Trustees:

1. Extend Jon Kanter's member term to May 7, 2014
2. Assign Deborah Dawson as a regular board member on May 8, 2014
3. Assign John Gillott as the alternate member of the Planning Board on May 8

This is due to an extension of a special permit that Kanter had previously attended. After that meeting he will be moving out of the Village.

RESOLUTION #6038 -Appointment of Jonathan Kanter as Member to the Planning Board until May 7, 2014

Be it RESOLVED, that the Board of Trustees hereby appoints Jonathan Kanter as a Planning Board Member for a term that will expire May 7, 2014

Trustee Leopold moved to appoint Jonathan Kanter to the Planning Board. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6039-Appointment of Deborah Dawson as Member to the Planning Board as of May 8, 2014

Be it RESOLVED, that the Board of Trustees hereby appoints Deborah Dawson as Planning Board as of May 8, 2014 for a term that will expire at the end of the Village's official year in 2019.

Trustee O'Neill moved to appoint Deborah Dawson to the Planning Board. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6040-Appointment of John Gillott as an Alternate Member to Planning Board for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints John Gillett as an Alternate member of the Planning Board for a one-year term.

Trustee Leopold moved to appoint John Gillett as an alternate to the Planning Board. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION # 6041-Appointment of Member to Board of Zoning Appeals

Be it RESOLVED, that the Board of Trustees hereby appoints Donald Eckrich as a member of the Board of Zoning Appeals for a five-year term that will expire at the end of the Village's official year in 2019.

Trustee Leopold moved to appoint Donald Eckrich to the Board of Zoning Appeals. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6042-Appointment of Roy Hogben to BZA as a Replacement For Dolores Adler Until May 2015

Be it RESOLVED, that the Board of Trustees hereby appoints Roy Hogben as a Member of the Board of Zoning Appeals until May 2015

Trustee O'Neill moved to appoint Roy Hogben as a member of the Board of Zoning Appeals. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

At this time there was no one to appoint as an Alternate Member to the BZA.

RESOLUTION # 6043-Appointment of Phil Dankert as Recreation Partnership Board Member for a Period of Two Years

Be it RESOLVED, that the Board of Trustees hereby appoints Phil Dankert as Recreation Partnership Board Member for a Period of Two Years

Trustee O'Rourke moved to appoint Dankert as Recreation Partnership Board Member. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

There was no one to appoint to the two-year term as Alternate Recreation Partnership Board Member.

RESOLUTION #6044-Appointment of John Dennis to the Tompkins County Environmental Management Council for a Period of One Years

Be it RESOLVED, that the Board of Trustees hereby appoints John Dennis to the TCEMC for a one-year term.

Trustee Leopold moved to appoint John Dennis to the TCEMC. Trustee O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6045-Official Newspaper of the Village

Be it RESOLVED, that the Ithaca Journal is hereby established as the official paper for the publication of legal notices for the Village of Lansing.

Trustee Monaghan moved to establish the Ithaca Journal as the Village's official newspaper. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

Hartill stated that this is the only daily paper in area. Every year he is reluctant to make them the official paper because he feels they do not do us justice.

The following are Official Holidays for 2014-15 that fall on normal Trustee meeting nights:

Sept. 1<sup>st</sup>- Labor Day  
Jan. 19<sup>th</sup>- Martin Luther King Day  
Feb. 16<sup>th</sup>- Presidents Day

RESOLUTION #6046-Establishment of Meeting Days for Board of Trustees

Be it RESOLVED, that the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, at 7:30PM, and the second Thursday, following the first Monday of the month, at 12:00 noon are hereby established as regular meeting days for the Board of Trustees of the Village of Lansing with the exception of Federally Acknowledged Holidays and Major Religious Holidays.

Trustee O'Neill moved to establish the meeting days. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
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Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Patricia O'Rourke-Aye

The Planning Board has requested that their meeting time be changed to 7pm for 2014-15. It is currently 7:30pm.

RESOLUTION #6047-Establishment of Meeting Days for Planning Board

Be it RESOLVED, that the 2<sup>nd</sup> Monday and last Tuesday of the month, at 7:00PM, are hereby established as regular meeting days for the Planning Board of the Village of Lansing with the exception of Federally Acknowledged Holidays and Major Religious Holidays.

Trustee O'Rourke moved to establish the meeting days. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

RESOLUTION # 6048-Roberts Rules of Order

Be it RESOLVED, that the Board of Trustees hereby adopts Roberts Rules of Order as a procedural guideline for Village meetings.

Trustee O'Neill moved to adopt Roberts Rules of Order as the procedural guidelines for Village meetings. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

Municipal Law 77-b, authorizes municipal officials and employees to attend schools, conferences, seminars conducted for the benefit of the local government. However, such attendance is not authorized, nor can reimbursement be applied for, unless prior approval of the board of trustees is obtained. It would be appropriate at the organizational meeting to adopt a resolution authorizing certain individuals, by position, to attend meetings.

RESOLUTION #6049- Authorization to Clerk/Treasurer to Attend NYCOM Fall Training School in September 2014

Be it Resolved, that the Board of Trustees hereby grants permission for the Clerk/Treasurer, Jodi Dake, to attend the NYCOM Fall Training School.



Trustee Leopold moved to have the Clerk/Treasurer attend the NYCOM Conference. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION#6050-Code & Zoning Officer to Training

Be it Resolved, that the Board of Trustees hereby grants permission for the Code & Zoning Officer to attend the Planning Federation & SToba Conferences and State Required Education

Trustee Leopold moved to have the Code & Zoning Officer to attend the listed Conferences. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION# 6051-Fire Inspector to Training

Be it Resolved, that the Board of Trustees hereby grants permission for the Fire Inspector to attend the SToba Conferences and other State Required Education

Trustee O'Rourke moved to have the Code & Zoning Officer to attend the listed Conferences. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION# 6052-Supt. and Asst. Supt of Public Works to Training

Be it Resolved, that the Board of Trustees hereby grants permission for the Supt. of Public Works and Asst. Supt. of Public Works to attend Highway School in June 2014 at a cost of \$100 each.

Trustee O'Neill moved to have the Supt. of Public Works and Asst. Supt. of Public Works attend Highway School June. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6053-Authorization to Pay Claims prior to Audit

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, insurance, debt service, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting of audit,

Be it RESOLVED, that the Village Clerk/Treasurer is hereby authorized to pay claims for utilities, postage, insurance, debt service and Bolton Point's charges for the quarterly water bills prior to audit by the Board of Trustees.

Trustee Leopold moved to authorize the Clerk/Treasurer to pay the above stated bills prior to audit by the Board of Trustees. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6054 -Salary for Board of Trustees

Be it RESOLVED, that the salaries for the Board of Trustees and the Mayor are hereby set at \$5,000 for each member of the Board of Trustees and \$12,500 for the Mayor for the 2014-2015 fiscal year.

Trustee O'Neill moved to establish the salaries for the Board of Trustee members at \$5,000 and for the Mayor at \$12,500. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6055-Compensation for Planning Board

Be it RESOLVED, that the compensation paid to Planning Board members is hereby set at \$7,000 for the chairman and \$3,500 for each of the four members for the fiscal year 2014-2015.

Trustee Monaghan moved to set the compensation rate for the Planning Board at \$7,000 for the chairman and \$3,500 for each member. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

RESOLUTION #6056-Compensation for Board of Zoning Appeals

Be it RESOLVED, that the compensation paid to BZA members is hereby set at \$60 per meeting for each of the five members for the fiscal year 2014-2015.

Trustee O'Neill moved to set the compensation rate for the BZA members at \$60 per meeting for each member. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

RESOLUTION # 6057-Appointment of Elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

Be it RESOLVED, that Donald Hartill is hereby appointed as an elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee Leopold moved to appoint Donald Hartill as the elected S.C.L.I.W.C representative. Trustee O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

RESOLUTION #6058-Appointment of Non-elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

Be it RESOLVED, that Michael Newman is hereby appointed as non-elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee O'Neill moved to appoint Michael Newman as the non-elected S.C.L.I.W.C representative. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee John O'Neill-Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee Patricia O'Rourke-Aye

RESOLUTION # 6059-Mileage Reimbursement Rate

Be it RESOLVED, that the mileage reimbursement rate to Village employees using personal cars for Village business shall be the Federally approved mileage reimbursement rate.

Trustee Monaghan moved to set the mileage reimbursement rate at the federally approved mileage reimbursement rate. Trustee O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye

Trustee John O'Neill-Aye

Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye

Trustee Patricia O'Rourke-Aye

The current federally approved mileage reimbursement rate is \$.56 per mile.

The State Provision for Purchase Contracts has increased to be \$5,000 to \$20,000 requiring 3 written/fax quotes to the Village's Request for Proposal. Currently, our Procurement Policy has the previous \$10,000 requirement. It was suggested that this be updated to follow the State Provision.

RESOLUTION #6060-Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, the Villages procurement policy which was approved on January 7, 1992 states that there will be an annual review of the policy, therefore

Be it RESOLVED, that the Board of Trustees have reviewed the current procurement policy and do hereby adopt the procurement policy with the dollar amount for Purchase Contracts to be increased to the maximum of \$20,000

Trustee Leopold moved to adopt the Procurement Policy. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye

Trustee John O'Neill-Aye

Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye

Trustee Patricia O'Rourke-Aye

This change will also be updated in the Codification Chapter 34.

RESOLUTION#6061-Investment Policy

Be it RESOLVED, that the Board of Trustees have reviewed the current investment policy and do hereby adopt the investment policy

Trustee O'Neill moved to adopt the Investment Policy. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION #6062-Designation of Depositories

WHEREAS the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village Treasurer, Clerk, and Receiver of Taxes.

Tompkins Trust Company

Section 2. That this resolution shall take effect immediately.

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

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION#6063-Capital Assets Policy

Be it RESOLVED, that the Board of Trustees hereby adopt the Capital Assets Policy

Trustee O'Neill moved to adopt the Capital Assets Policy. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Lynn Leopold-Aye
Trustee John O'Neill-Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

RESOLUTION#6064-Workplace Violence Policy & Incident Reporting

Be it RESOLVED, that the Board of Trustees has reviewed the Violence Policy & Incident Reporting Form and reappoints Mayor Donald Hartill as the Designated Contact Person.

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

Mayor Donald Hartill-Aye

Trustee John O'Neill-Aye

Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye

Trustee Patricia O'Rourke-Aye

In the 2014-15 Budget we planned to use \$489,217 of General Capital Reserve monies for the purchase of a new plow truck and the improvements to the Craft Road/N. Triphammer Road Intersection. Hartill stated that they need to be designated for specific purposes and entertained the following motion:

Resolution #6065-Capital Reserve Expenditure Authorization

WHEREAS:

- A. The Village of Lansing (the "Village") is intending to (i) purchase certain equipment and materials and (ii) undertake the Craft Road/Triphammer Road traffic signal project and capital outlays related thereto, the intent being to accommodate the needs of the community and for the benefit of the Village and its residents, such equipment and project being set forth on Schedule A attached hereto, incorporated herein, and made a part hereof; and
- B. The Village Board of Trustees has reviewed the potential acquisition of equipment and materials and the proposed traffic signal project, and thereupon determined that both actions will be in the best interests of the Village; and
- C. In anticipation of the current need and anticipated future needs for future acquisitions of equipment and materials, street maintenance/improvement projects, and other projects and undertakings, the Village has maintained a reasonable and appropriate general capital reserve fund so as to set aside funds for such current and future purposes as they may arise; and
- D. The Village General Capital Reserve Fund has sufficient funds for such (i) contemplated and intended acquisition of equipment and materials and (ii) proposed traffic signal project, and the intended expenditure of such funds has been included in the recently approved 2014-2015 Village budget; and
- E. The Village Board of Trustees wishes to authorize at this time the sufficient expenditure of such funds such that the aggregate sum of \$489,217.00 be transferred from the General Capital Reserve Fund to the General Fund;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Board of Trustees hereby authorizes the expenditure of funds for such (i) contemplated and intended acquisition of equipment and materials and (ii) proposed traffic signal project, and the transfer of \$489,217.00 from the General Capital Reserve Fund to the General Fund for such purpose; and
2. Within ten (10) days after the adoption of this resolution, the Village Clerk shall, as set forth in Article 9 of the Village Law, post and publish a notice which shall set forth the date of the adoption of this resolution and contain this resolution or an abstract thereof concisely stating the purpose and effect thereof. Such notice shall specify that such resolution was adopted subject to a permissive referendum; and
3. This resolution shall take effect thirty (30) days after its adoption, unless a referendum is requested, in which event it shall take effect, if approved at such referendum, upon such approval; and
4. This resolution is adopted subject to a permissive referendum as required by law.

**SCHEDULE A**

- A. Street Maintenance Equipment- International Truck with Viking Equipment off of Onondaga County Contract #7823 for use by Village Public Works Department
- B. Traffic Signal installation and related project components at intersection of North Triphammer Road and Craft Road

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

Mayor Donald Hartill-Aye  
 Trustee Patricia O'Rourke -Aye  
 Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
 Trustee John O'Neill -Aye

This resolution starts the 30 days waiting period. Dake will publish a legal ad in newspaper within 10 days.

The next item on the agenda was to consider the estimates that we received for the Village of Lansing Landscape Plan for the new Administrative Building. However, two had not made it to the office yet so this item will have to be tabled until the next meeting.

Lynn Leopold presented the following Annual Stormwater Report Executive Summary.

**Executive Summary**  
**2013-2014 Annual Report for Phase II SPDES General Permit for**  
**Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)**  
**Village of Lansing, May 5, 2014 Public Presentation**

This Annual Report has been prepared in compliance with the NYS Department of Environmental Conservation permitting requirements for small (Municipal Separate Storm Sewer Systems (MS4s)), which includes the Village of Lansing. The Village has been required to meet the new EPA Phase II Stormwater regulations since 2003 and has been working toward full permit compliance. This Report documents the progress that the Village made toward compliance, covering the period from March 10, 2013 through March 9, 2014. Below is a summary of the six Minimum Control Measures (MCMs), which include:

- Public Education and Outreach on Stormwater Impacts
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management
- Pollution Prevention/Good Housekeeping for Municipal Operations

**MCM 1: Public Education/Outreach on Stormwater Impacts**

The Village is represented on the Stormwater Coalition of Tompkins County, which has coordinated many public education and outreach opportunities for stormwater education. Efforts include: providing trainings for local officials, contractors and others on controlling stormwater. Other entities, such as the Cayuga Lake Watershed Intermunicipal Organization, of which the Village is a member, Tompkins County Soil and Water Conservation District, and the Cayuga Lake Watershed Network, provide stormwater educational programs, such as the Floating Classroom, Lake Fest, training for local officials, contractors and builders.

**MCM 2: Public Involvement/Participation**

As with MCM 1, the Village has benefited from the efforts of many organizations and agencies to include public in stormwater activities, such as litter clean-ups, stream bank stabilizations, trash and hazardous waste management, pharmaceutical collections and volunteer monitoring of local streams and the Lake, Floating Classroom tours for school children and adults. Public events, such as Earth Day, Water Week and AgStravaganza promote protecting water quality through stormwater management and other activities.

**MCM 3: Illicit Discharge Detection and Elimination**

The Village adopted legislation to control illicit discharges to Village waterways and storm sewers. Illicit discharges, such as dumping wastewater directly into the Village's storm sewers, are already prohibited under the Tompkins County Sanitary Code. Other discharges, such as dumping waste oil or other pollutants into the storm sewer system, ditches or streams, are prohibited by Village law. Department of Public Works staff routinely inspect and repair, if needed, stormwater conveyance and treatment systems within the Village. No violations were detected during the reporting period.



#### **MCM 4: Construction Site Stormwater Runoff Control**

Developers in the Village must abide by the Stormwater law of 2007 when designing and implementing developments that disturb one acre of land or more. New developments must submit Stormwater Pollution Prevent Plans, which the Village Planning Board/Engineer reviews. Licensed engineers who are trained in stormwater management must monitor construction sites. Village staff made dozens of site visits this past year to active construction sites for both commercial and residential development. Staff conducted visits to projects in Bolton Estates, Millcroft and Lansing Trails II, among others.

#### **MCM 5: Post-Construction Stormwater Management**

This requirement is much like the previous one, except that once the development is finished, the area must be monitored to ensure that stormwater does not cause erosion that will carry sediment off the site. These activities are covered under our local law.

#### **MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations**

The Village complies with stormwater regulations in its municipal operations, such as highway, bridge, park, rights-of-way and building maintenance. We already have many measures in place to ensure that pollutants are properly managed and kept out of our waterways. Examples: storing road salt in its own closed building, checking/cleaning retention basins and storm sewers, sweeping streets in spring to remove debris. DPW staff are responsible for inspecting and maintaining all Village stormwater conveyances and structures, as well as all outfalls, culverts and ditches. The new Village garage allows our highway staff to store vehicles and perform maintenance on them in an enclosed space, providing containment for vehicle fluids, thus protecting surface and groundwater.

Early in 2014, the Village of Lansing received its first stormwater audit. A DEC stormwater official came to review all relevant documents, including regulations, laws and those related to our various stormwater requirements as an MS4. Overall, the audit was a positive experience and reinforced the fact that the Village is keeping up with all its stormwater duties and expectations.

The point of this complex program is that the south end of Cayuga Lake is a 303 (d) listed water body of concern, according to the US EPA. Stormwater control efforts are meant to improve water quality by reducing sediment and pollution from entering the lake.

The current wisdom on managing stormwater is to keep it in place as long as possible to allow for natural infiltration into the ground, rather than trying hastening it off to the nearest receiving stream or other water body. The slower stormwater is allowed to move over land, the more land will absorb it and prevent it from running off laden with sediment and pollutants. Further, allowing stormwater to rest in place longer helps with recharge of local aquifers.

One difference that Leopold reported was that we had our stormwater audit this year. They looked through all our records. We went through the process and it was very positive. We found that we have to do better job of tracking this. We will put the annual report on the web once finalized.

During the Mayor's comments Hartill stated that we have a new Board Member. Leopold is our Deputy Mayor and takes care of stormwater and environmental concerns. O'Rourke is our youth interface. Mayor Hartill signs check if they are over \$2,000 and interfaces with other municipalities, TCOG, Bolton Point. He is also the chief executive officer, responsible for budget. O'Neill interfaces with the Town of Lansing and neighborhood. Gerry Monaghan has taken over for Julie Baker who has stepped down. Julie use to be the person who checked the checkbook against the bank statements as a financial checks and balances process. That job has now been turned over to Monaghan. Monaghan would also like to work more with Tompkins County.

During general discussion Monaghan stated that he is a representative and a member of Shannon Park neighborhood. He is concerned with protecting the Planned Development Area Process (PDA) as a tool for planning. He suggested we may need to revisit the Village Zoning Law/Code as it relates to PDA's. Hartill stated that the PDA process is a way to take a zone and up zone parts of it and down zone another part to get a total benefit. The spirit of the Shannon Park PDA is lots and condos. The most recent PDA was BJ's to turn ½ into medium density residential to go along Oakcrest Road. It is that trade that goes on.

O'Rourke asked about tomorrow's meeting. If the Planning Board decides to go ahead, that is their prerogative and jurisdiction. We cannot do anything. To change would require a Local Law. Trustees have no authority to override the Planning Board. It would be unorthodox to simply stop the process that already exists. Trustees can go to the Planning Board meeting as a Village resident. Our Zoning Law requires the changes to go to the Planning Board for review and recommendations to the Board of Trustees. They have expertise in planning. Hartill stated that typical Village law has the same division of responsibilities.

O'Neill stated that 2-3 weeks ago there was a vagrant that hung out in the Village. He slept on the bench at the corner of Graham Road. The Sheriff asked him to move along a couple of times. Is there a law that we can adopt so that this doesn't happen again. If we had a law then it would then be a trespassing issue. He would like to consider a nuisance provision.

Motion- To Adjourn

Trustee Monaghan moved for adjournment. Trustee Leopold seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Patricia O'Rourke -Aye  
Trustee Gerry Monaghan-Aye

Trustee Lynn Leopold-Aye  
Trustee John O'Neill -Aye

The meeting adjourned at 9:22pm.

Jodi Dake, Clerk/Treasurer