

## Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, November 13, 2014, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees Lynn Leopold, John O'Neill, Gerry Monaghan; Clerk/Treasurer Jodi Dake; Code & Zoning Officer, Marty Moseley; Supt. of Public Works, John Courtney; Asst. Supt. of Public Works, Adam LaLonde; MEO, Nolan Hatfield.

Mayor Hartill called the meeting to order at 12:27pm.

Courtney reported that he is working on the Craft/N. Triphammer Road traffic signal easements. The Village has received a permanent easement from Steve Franko of Bailey Place Insurance. We are still waiting for an easement from the doctor's office for the turn lane.

Courtney has contacted Lowes regarding a generator. He will be getting a quote for a natural gas install on the 20<sup>th</sup>. Courtney stated that we previously discussed getting a 10 Kilowatt generator but a 20 Kilowatt would cost approximately \$4,600 and would allow us to run the shop off the generator. Moseley stated that the office communications have their own back up but it should all tie in together.

Courtney stated that we are ready for snow. One truck is ready to plow and the one-ton truck will be ready soon. We'll hook up the Sterling next week once we are done hauling spoils.

Adam thanked the Board for allowing him to work here for 6 ½ years. His last day will be November 20<sup>th</sup>. Adam has taken a position at Cornell. Adam stated that he spoke to Janet Beebe, a former Trustee, and she had only great things to say about the Board and staff. Adam stated that they cut down the dead trees on N. Triphammer Road and fixed the street lights. The International truck blew a hydraulic hose and has been repaired. About 700' of new snow fence was put up in the big field along N. Triphammer Rd. There was a water break that was repaired on East Shore Dr. yesterday.

Mayor Hartill thanked Adam for being a steadfast employee. Cornell is getting a great employee.

Monaghan stated that he has been talking to Moseley and Courtney on how to make the Mall area accessible for wheeled devices such as wheelchairs and strollers. He asked if this winter we could have a short term path down Pyramid Dr. It was pointed out that the path that runs along Ramada to The Shops at Ithaca Mall is owned by Ramada and the mall. The mall maintains up to Ramada parking lot. Monaghan stated that he has to duck to get under limbs in that area.

Courtney is not sure that if we maintain the sidewalk, will people will use it. If the Village did the work it would have to be ADA compliant, which would be almost impossible to do due to the slope of that area. Courtney stated that there is an 8 foot extended shoulder there. Courtney suggested installing a guardrail on the north side of the road after the traffic signal at the Ramada entrance and have it run down to the corner. It was also suggested that we have the Shops at Ithaca Mall add a stop sign at end of Pyramid. Leopold asked if we have an aerial

picture to show sidewalk drawn in because she is having trouble visualizing. Courtney will have Dondi Harner at TG Miller get us a plan. Marty stated that he had previously asked Dondi to do a map so he is already working on it.

Monaghan stated that we have received permission for hunters to park on the clean landfill area behind the Shops at Ithaca Mall. The residents at 731 Cayuga Heights Road haven't approved the hunt yet. There are many deer back in there. Courtney added that we are not seeing the deer like we use to.

Monaghan has been communicating with the Lansing Historical Society. There are six historical boxes of Rita Smidt's materials waiting for someone to go through. Monaghan would like to do an exhibit for our 40<sup>th</sup> anniversary.

Monaghan had a proposal for a cheaper Village sign out front. He suggested a brown and white metal sign that would be printed on both sides and would hang from the bottom of our current Village of Lansing sign. Dake stated that we have received two quotes for the lighted box sign that the Board had previously decided on. Cayuga Sign came in as the lowest quote. The Board decided to go with the lighted box sign. The proposed metal sign is too much like our current street style sign and doesn't fit with the image of our new building.

Resolution #6108- To Authorize Cayuga Sign to Create the Village Sign That Will be Placed Out Front by the Road

Trustee Monaghan moved this resolution and Trustee Leopold seconded the motion.

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

Dake will contact Cayuga Sign to have them start to construct the sign for out front.

O'Neill and Leopold had nothing to report.

Hartill stated that he drove down Warren Road and turned onto our new road. He feels it is not a bad drive. There is a Water Commission meeting that he will be attending this afternoon. The Mayor will be away next week to Portland, Oregon. The holiday party will be Dec 16<sup>th</sup>. It was pointed out that that is the start of Hanukkah. We are still struggle with getting water line easements from the Rosen's and the Solomon Organization. Dairy One wants a connection to water and sewer which is tied into the same project.

Mayor Hartill entertained a motion to approve the vouchers.

Resolution #6109- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the General Fund, in the amount of \$159,040.59, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Sewer Fund, in the amount of \$151,617.84, 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 \$53,861.77, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Trust & Agency Fund, in the amount of \$420.00, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Water Fund, in the amount of \$937.99, is hereby approved for payment.

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

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

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

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. This year is much higher than previous years due to a very large amount due from Homik Inns Corp. There are 14 bills that were not paid. The Board approved the returned Village taxes that will be sent to Tompkins County and the Board members signed the Certificate of Trustees.

Resolution #6010-To Forward the Delinquent Village Taxes in the Amount of \$27,909.38 to Tompkins County

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

Mayor Donald Hartill-Aye  
Trustee Lynn Leopold-Aye

Trustee John O'Neill -Aye  
Trustee Gerry Monaghan-Aye

Hartill and Dake have reviewed the Employee Handbook, made changes to reflect current procedures and proposed changes. Moseley and Courtney have also reviewed and suggested changes. A marked up copy has been distributed to the Trustees to review. The one issue that the Mayor wanted the Board to discuss was that of a paid lunch. There was much discussion on whether the Village should give the staff a paid 30 minute lunch. Currently the proposed change reads:

BREAK PERIODS/LUNCH BREAKS

A fifteen-minute break in the morning and afternoon is authorized. These breaks cannot be accrued, cannot be taken in a shorter workday, nor be accrued and taken in pay.

The office does not specify a lunch hour or designated break time. Each employee determines his/her individual lunch schedule. If an employee works between the hours of 11am and 2pm it is State Law that you must take a 30 minute lunch break. (Courtney would like to do away with breaks and offer a paid lunch)

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Dake explained that she was made aware of the law requiring 30 minute lunch breaks at the NYCOM Conference. This needs to be incorporated into our handbook. Courtney stated that he is asking the Board to give us what the highway employees have been doing all along. After much discussion, Dake confirmed that the Board understood that what they were approving is that when you write on your time card that you worked 8 hours that in fact you were only working 7 ½ hours and taking a 30 minute lunch. O’Neill and Dake did not agree with this. This is not the practice of the office staff. Courtney argued that both Bolton Point and Ithaca get paid lunches, and he feels that due to the way we work, it is deserved. It was decided that there would be no more breaks and that employees would be paid for a 30 minute lunch.

Resolution #6011-To Approve the Proposed Changes to the Employee Handbook Including a 30 Minute Paid Lunch and No Breaks

Trustee Leopold moved this resolution. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Lynn Leopold-Aye

Trustee John O’Neill -Abstain  
Trustee Gerry Monaghan-Aye

Dake stated that she, Courtney and Hartill met to go over the plan of attack for hiring a new Motor Equipment Operator. Applicants will have to go through Tompkins County Civil Service to fill out an application. The position will be posted on their website and the Village website. Currently, there are already approximately 25 MEO applications on the Tompkins County website. Dake will also check into how much it would cost to run an ad in the Ithaca Journal, Craig’s List, Lansing Ledger and The Lansing Star. A calendar of dates and how to get onto the Tompkins County site to view applications has been created. Once it is decided who will be involved in the process, Dake will forward this to them. Mayor Hartill asked the Board who would be interested in conducting interviews. Monaghan and Leopold will conduct interviews with Courtney the first round and the Mayor will also be involved in the final interviews.

Dake explained to the Board and staff that there are five mandatory policies that all governments must have and which need to be looked at and followed. The Code of Ethics, Procurement, and Investment Policies are all part of our Code. Workplace Violence, Non-Discrimination In Employment, and Prohibiting Sexual Harassment are not included in the Code, but in the future we may decide to add them to the Administrative Legislation Part I of the Code along with the other three. There is a provision that Part I of the Codification can be amended by resolution. All

employees will need to sign an acknowledgement of receiving these policies and it will be filed in each employees personnel file. It was decided that we will review and be trained again on Workplace Violence at a noon meeting once the new MEO is on board.

Moseley reported the following:

- McDonald's had a small grease fire
- Doug's Fish Fry will be coming to the Shops at Ithaca Mall again during the holiday season
- There is a new house being built at 121 Nor Way
- The Shops at Ithaca Mall is adding a salt storage area
- Cayuga Mall is also adding a salt storage area
- Moseley met with Leopold and is working on the NYSDEC Stormwater Requirements for our Village Stormwater Plan –Jan. 31 deadline.
- Planning Board meetings have been canceled for this month
- He has been catching up on permits
- He met with Courtney on Lansing Trail II road last week and went over what needs to be done.
- Will attend meeting with the Solomon Organization, their attorney Dirk Galbraith, Dairy One engineers and Brent Cross tomorrow regarding the Dairy One Stormwater Retention area
- K House opening in the Lansing Plaza (karaoke bar)
- TJ Maxx is moving to KMART building down town.

Monaghan asked if anything has been done on the daycare at 154 Burdick Rd. Moseley stated that they are operating a legal daycare in accordance with New York State Office of Family and Child Services.

Nolan had nothing to report.

Leopold stated that she feels uncomfortable with allowing hunting behind the garage. She feels it is too close to the Montessori school even if we restrict the hours of the hunt. The Board agreed not to allow it. Leopold will let Bernd know.

Hartill motioned that the Board adjourn so that they could have cake to show their appreciation to Adam Lalonde.

Motion- To Adjourn

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

Mayor Donald Hartill-Not Present	Trustee Lynn Leopold-Aye
Trustee John O'Neill –Aye	Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye	

The meeting adjourned at 2:08 pm.

Jodi Dake, Clerk/Treasurer