

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, March 12, 2015, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees, Lynn Leopold, John O'Neill, Gerry Monaghan; Code & Zoning Officer, Marty Moseley; Supt. of Public Works, John Courtney; MEO, Nolan Hatfield and Thomas Stephens.

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

Courtney stated that they are catching up on servicing vehicles. Soon they will be fixing mailboxes that were damaged while plowing. They did some push backs in the Janivar Drive area. Courtney has asked people to not plow across the road. Currently there is ice on the surface of snow so there is no drainage. This morning the Highway Department salted sidewalks that had melted and then froze to ice overnight.

Yesterday afternoon there was a Route 13 Water Main Replacement Project meeting. D.E. Tarolli Inc. has starting to lay 8" pipe from N. Triphammer Rd. back thru the apartments. Tarolli had an issue with receiving the wrong material. They will go back to tie in the 18 in. pipe once they get their correct parts.

Leopold suggested that we do 2 rows of snow fence next year to help with drifting along N. Triphammer Rd. Courtney feels one row was effective and doesn't know if it will be as bad as this year.

Courtney stated that we are currently getting the final easement documents to property owners for the Craft Signal Project. Dubow got final County Clerk paperwork for them to also sign. Keith, at Fisher Associates, will be communicating on how to add subrogation waiver provisions to the bid/insurance documentation. Courtney hopes that bids will go out within the next week.

Other things that Courtney has been working on were pulling together numbers for next year's budget and figuring out what projects he can finish this budget year. There have been a few water breaks. Village equipment has held up great. The Highway Department will be fixing potholes on Monday. There has been a lot of overtime.

Nolan and Tom had nothing additional to report.

Monaghan would like to move ahead with his idea of an Art in the Park Event at Dankert Park by getting in touch with the ESL program. Monaghan stated that there are people from 24 countries that live here in the Village. Monaghan was also concerned with the head of the trail not being kept clear behind the Shops at Ithaca Mall that connects to Shannon Park. Marty will look into this.

Leopold stated that at the Planning Board meeting Monday they discussed wording changes in the Zoning Law. They are still working on the Commercial Low Traffic Districts. Leopold stated that she was listening to a radio station that was talking about how the 1960-70 style malls are failing because of changing living patterns. People are now looking to stay in their communities. Malls are reinventing themselves. People want a downtown feel. Leopold questioned how we can stay ahead of the curve. She feels we should think ahead as to what changes are coming. Mixed use is a good idea. The senior housing which is part of the Lansing Meadows PDA should have happened 5 years ago. Moseley pointed out that lower quality of service also effects if and how people go to a destination. Planning is thinking ahead and paying attention to the trends. When people go to malls they are looking at prices and are looking for one thing. With the internet, they are more knowledgeable of prices. We don't see mall crawl unless it's a teenager.

Hartill stated that our major income sources other than property tax are:

- \$650,000-Sales tax

- \$400,000-Property tax

- \$40,000-Gross receipts which is down by a factor of two. This mostly comes from the sale of fuel oil. 1% of the sales go to local governments in Tompkins County based on population.

Bolton Point continues to discuss its rate structure. Hartill made a proposal last year and it was rejected. He will see how it plays out. Hartill is pleased with the way the joint Village/Bolton Point water main project has gone so far.

Hartill has been working on the budget. Hartill stated that an executive session is needed to discuss salaries. The Mayor will be meeting with Courtney to discuss which projects he thinks will get done in this year's budget and what he plans to accomplish next year. Once this is known we will have a better idea of how much appropriated cash surplus we will have. We will need to take some monies out of Capital Reserve. And we need to balance that situation. In the future we may need to increase the property tax.

Jodi stated that she has been working on getting budget information together, updating the units on the tax roll, and updating values to bill Cherry/Warren Roads Sewer District. February books have been closed. Everyone has a Treasurer's Report in their file.

We still have not received an appeal from James LaVeck regarding his Deer FOIL request. There was also another FOIL request for copies of our 2008-2014 Annual Budgets and Annual Financial Reports from California Common Sense. They will use it to learn about the budgetary and financial status of local governments over time. California Common Sense (www.cacs.org) is a non-partisan, non-profit think tank dedicated to opening government to the public, developing data-driven policy analysis, and educating citizens about how their governments work.

Moseley stated that at the February 24th Planning Board meeting they discussed rezoning of the Commercial Low Traffic District. They may ask the Trustees to hire a consultant to review or assist with zoning change. Marty has provided suggestions to the Planning

Board and is working on changes. Dake feels we have very educated board members and suggested that the Planning Board work through the process before hiring a consultant. The Planning Board knows better than anyone else what they want the Village to look like. After the process is complete then if they still aren't happy with their outcome they may want to get some advice at that time. O'Neill agreed with that idea. Hartill feels that if we have talked about it and aren't making progress then we may need to bring in some help. Moseley feels we are making progress. There have been some recommendations that Moseley will be doing and bringing back to the next Planning Board meeting.

Moseley stated that there is a lower amount of building permits compared to normal. Solar panel building permits are increasing. Moseley has not made it out at night to observe the lighting situation at the Maguire Car Dealership.

Moseley has been working with the State to transfer over Catherwood Rd. There has been a slight revision to the proposed documentation. There is no deed for the property but the State will provide a draft order. In 2 months the State should be able to turn Catherwood Road over to the Village. Moseley also continues to work with land owners along Graham Rd West to take over that road/sidewalk area. Courtney hasn't looked at the N. Triphammer Road Reconstruction drawings yet to see if there is infrastructure in place for a pedestrian crossing signal on the north side of Graham.

Moseley has been catching up on minutes. He will be attending the Stormwater training on March 24th. Moseley asked Courtney if his department would be able to attend. Our policy on stormwater states that our Highway Department will be trained. DEC doesn't like that we encourage training. Instead, they want us to mandate it. Leopold will also attend so there will be 5 Village representatives at the training.

Moseley indicated that the West Dryden natural gas pipeline has come to a halt due to the residents in that area not wanting the pipeline or requesting unreasonable demands of the utility. He had heard that NYSEG is actively looking for an alternate avenue to provide the pipeline to the customers that are in need of it, like the Village. Moseley added that the Tompkins County Planning Department has made public that they are not in favor of this pipeline and have identified ways that development should occur, like alternative energy and more energy efficient buildings. Moseley indicated that he did not understand why the County Planning Department would suggest items that are now required for new commercial structures, like increased energy efficiency, on-site alternate energy sources, high efficiency LED lighting, or high efficiency mechanicals. Although these items are required for new development there are other items that are required for commercial additions and renovations that would contribute to a higher energy efficiency. Moseley added that there has been an argument that the pipelines will visually impact what scenery already exists due to the construction, but he pointed out that by having above ground propane tanks within the Village would also be a fairly significant visual impact that has not existed in past years. Moseley added that by not allowing the pipeline in some capacity, additional resources would be required to deliver other energy sources to the sites in the Village. Moseley noted that, for example, propane or fuel oil delivery would add additional fuel expense and added wear and tear on the Village, State, and

County infrastructure. Moseley added that by using more on site electric heating or air conditioning units to heat buildings more natural gas or coal is being used to produce electricity off site at the plants. Moseley noted that multiple commercial developments, additions, and renovations have been denied natural gas because of the limited supply, and those buildings are now implementing electric roof top HVAC units and others have multiple above ground propane tanks now.

Manley Thaler previously received permission for a 39 unit mixed use development on Cinema Drive. He is now proposing to increase it to 60 senior units and still maintaining a mixed use. Thaler has submitted a letter to the Board requesting a reduction with the \$2,350 sewer hookup fee for each unit. This would equal a \$141,000 hookup fee payable to the Village. He feels this is a unique project that hasn't been done in the 40 years the Village has been incorporated. He would like the Village to reconsider the number of units that will be required for this proposed project.

Dake explained that for commercial properties, Brent Cross, the Engineer for the Village of Cayuga Heights, has a formula to come up with the number of sewer units that a commercial property will need. Each year these units will change based on consumption. Thaler's proposed project would be the first mixed use building to be built in the Village since it was formed. Currently, housing units are charged based on the number of living units. A single family home is charged one unit or \$2,350, a duplex is charged two units and a 50 unit apartment complex is charged 50 units. The Village of Lansing is 60% of the Village of Cayuga Heights sewer plant processing.

Mayor Hartill stated that he did not complete his usual budget spreadsheet. The following is the Budget information prepared by Dake that was given to the Trustees. This information was collected for all those involved in the budget process and given to the Mayor to prepare a final proposed budget.

Expenditures/Revenues for 2015-16 Budget Round #1 2/25/15-Updated with Mayors Changes. 3% employee salary increase

Board of Trustees

A1010.1	\$20,000-Trustee Salary if stays the same
A1010.4	\$ 1,750-Contractual expense -includes sending 1 person to training

Mayor

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

Auditor

A1320.4	\$5,000 accounting review (decreased-full audit last year)
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Assessment

A1355.4 \$500-Prepare Village Tax Bills (increased b/c last year was \$436)

Clerk

A1410.1 \$64,435-3% increase

A1410.2 \$0

A1410.4 \$12,500-Same

-Misc. office supplies for whole office, legal ads, training, postage
-\$2,500 for copier lease,
-maintenance agreements for software will increase 10%
(Tax \$531,Accounting \$999, Payroll \$932)

Law

A1420.4 \$36,000 –Increased by \$4,000 because this year already over by \$6,000
due to Water Main Project Issues with SCLIWC
-Dubow Legal fee still \$240/hr.

Engineer

A1440.4 \$42,000- Engineering (List totals \$

Storm-\$1,500

Storm inventory-update maps-\$2,500

General Transportation-\$7,000

General-\$2,500

Bush Lane Shoulder survey, design, construction phase -\$9,300.(if
contract out otherwise Courtney estimates 1/2this)

Northwood Design-\$7500

Uptown survey/design/prelim plans-\$11,529

(if contract out otherwise Courtney estimates 1/2this)

Additional engineering by Fisher-Craft Signal-\$10,000

Elections

A1450.4 \$1,500-same

Village Office

A1620.2 \$0- Major Office repairs/remodel

A1620.21 \$2,000-Marty needs server to run new code program

A1620.42 \$18,500 (increase from \$15K)

-FLTG (\$7,000)

-NYSEG-all 3 building (\$10,000)

-water 3 bldg. accounts (\$1,500)

A1620.44-change code to 1620.4 -\$6,000-Village Office

-\$2,000-Repair/Maintenance to current building + \$4,000 cleaning
Any artwork ect.

(Landscaping maintenance to be done by summer help)

Buildings-Garage

A1640.2 \$8,750 22kw natural gas Generator and install

A1640.4 \$3,000 shop supplies, misc. building repair and maintenance.

Special Items

A1910.4 \$75,000-Total Unallocated Ins. (Increased from \$63,800-new equipment and increased Workers Comp costs)
-\$41,000-workers comp -State Ins. Fund
-\$ 4,300-Lovell W.C.
-\$29,500-Insurance

A1920.4 \$4,650 Municipal Dues of 2015-16 (same)
\$2,014- NYCOM
\$ 900- IO
\$1,500- Stormwater Coalition
\$ 200-Planning Federation

A1950.4 \$ No taxes

A1990.4 \$20,000-Contingency

Traffic control

A3310.2 \$21,500-Dave Herrick for inspections and payment processing
\$267,000 in 2014-15-Craft Rd. /Triphammer Rd. install new signal (left in 2014-15 that can be encumbered if we have a contract split out road A5112.2-\$130,400 and \$170,000-signal)

A3310.4 \$3,500-repair & maintenance. Peek controller box typically lasts 3 yrs.

Code

A3620.11 \$29,195-½ Marty Salary-salaries 3%

A3620.12 \$11,140-Electrical Inspector-Floyd 3%

A3620.13 \$10,300-Fire Inspector-Brian Quadrozzi 3%

A3620.2 \$7,300
-\$3140-New laptop
-\$4,160- Williamson Law Book Code Program

A3620.4 \$6,700 misc. contractual, training and mileage for Marty, Floyd & Brian

Street Maintenance

A5010.1 \$68551-John salary 3% increase

A5110.12 \$47,609-Tom 3% increase \$19.57/hr

A5110.13 \$50,114-Nolan 3% increase \$20.69/hr

A5110.14 \$5,000-Add summer laborer will do landscaping

A5110.2 \$125,000
-\$71,000 new mini excavator-trade in Bobcat E35 for \$32K
-\$54,000 new pick up for John-send 2011 to auction for \$25K

A5110.4 \$100,000
-\$10,000-striping
-\$20,000-crack sealing various roads
-\$70,000-includes misc. repair weak spots, fuel, equipment repair etc.

Permanent Improvements

A5112.2 \$570,000 or \$410,000
Courtney submitted the following roads for repair-Bush Lane(outside contract for water main, we do shoulder widening & Suite Kote paves), Cayuga Hills Rd, Cinema Dr., Sheraton Dr., Substation Alley, Hampton Hill, Tyler Rd. If needed to cut any could potentially wait on Beckett Way, Essex Court, Wedgewood Dr.
\$60,000 add for Bush Lane Shoulder work other than paving

Snow

A5142.4 \$55,000- 1000 tons of salt, blades, plow bolts, etc.

Street lighting

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

Sidewalks

A5410.2 \$49,500-(Was budgeted last year but didn't do)To install Uptown sidewalk from Dankert Park to Arleo at Warren Rd. Bought the storm sewer material in 2014-15-\$30K. Storm sewer section of this project is \$52K under code A8140.4 in 2015-16 Budget

A5410.41 \$10,000-Upgrade stream crossing by Swartout Bus trail to Northwoods (was budgeted last year but didn't do)

Public Transportation

A5680.4 \$6,500-Gadabout

Playgrounds

A7140.2 \$23,000-Add a parking lot to new park on Northwood when acquire road

A7140.4 \$2,000 Park repairs, e.g. fence receptacles, pavilion
Add design of new park in 2016-17 Budget

Youth Programs

A7310.4 \$30,007
\$14,507 Recreation Partnership (went down \$90)
\$15,500 Youth Services- Joint Youth Commission T of I-increased

Zoning

A8010.1 \$29195-1/2 of Marty's salary 3% increase
A8010.12 \$1,500-BZA \$60 per meeting max \$3,600 if meeting every month
A8010.41 \$ 500-Contractual
A8010.42 \$3,000-Legal fees

Planning

A8020.1 \$21,000-Planning Board Salary
A8020.41 \$40,000-Legal at current spending level
A8020.43 \$11,000-Planning Eng.-Brent Cross-includes doing stormwater inventory
A8020.44 \$5,000-Contractual, -Increased by \$1,000
-Sending 2 Planning Board members to training.

-Marty would like to contract with someone to put together the Planning Board minutes. As there become more unfunded mandates and increased paperwork I am falling behind on the minutes.

Storm

A8140.4 \$60,600+
\$3,600-Marty- Need to add in for Stormwater work for GIS mapping of catch basins, pipes, and map updates. Tompkins county Soil and Water would be performing the updates for us.
\$52,000-John-Additional expense of Uptown install
A5410.4 has paving part of \$49,500
(Already have materials bought for Project from 2014-15 budget)
\$5,000- cleaning catch basins

Beautification

A8510.4 \$2,000-tree program/plantings-didn't add office landscaping here-summer person will do

Employee Benefits

A9010.8 \$75,105 Retirement - increases w/ salary increase
A9030.8 \$23,116-Social Security .062 of Salary
A9030.81 \$5,406-Medicare .0145 of salary
A9045.8 \$500 Life Insurance
A9055.8 \$200-Zurich Disability
A9055.83 \$1,000-Long Term Disability
A9060.8 \$84,000-Includes JC & TS on Insurance instead of reimbursement
\$61,600-last year for current employees & retiree \$2,400 max
(current family total for year = \$20,426, \$102,130 If all 5 full time people are on family, however, employees do pay a portion)
\$ 2,340-dental
\$ 2,400-Curtis retiree
\$7,6000-direct pay Last year
A9089.8 \$2,300 longevity bonus (down \$300 Adam gone)

Transfer to Capital Reserve

A9962.2 \$ 0 -General Reserve
Park balance at end of 2015 budget will be ~\$980,700
Northwood Park, still another year out may use reserve

General Revenue are good except for the following changes:

A1001 \$453,151-Tax Rate at \$.985/\$1,000 of Assessed Value
A1081 \$16,426-In Lieu at \$.985 rate
A1090 \$1,000-Penalties on unpaid tax bills
A1120 \$650,000- Sales Tax has been increasing last year budgeted \$630K

A1130	\$40,000-NYSEG has been really low-other energy suppliers?
A1170	\$27,000- Cable Franchise fees have been about the same
A1230	\$ 700-Treasurers fees from Tax Searches/copies
A1560	\$11,140 -Electrical Inspections should equal Floyd's salary
A2110	\$ 50-zoning fees
A2401	\$420-decrease averaging only \$35 a month in interest so far this year
A2655	\$57,000-Equipment sales -2011 Truck \$25,000 -2010 Excavator \$32,000
A3501	\$60,000-CHIPS per JC

Water Expenses (see TG Miller)

F8320.45	\$3,000-Engineering-general
F8340.2	\$ 456,000 Bush Lane Water Main replacement Trip to Millcroft (paving of Bush under A5112.2)
F9962.2	\$ 0 Transfer to Reserve

Water Revenue

F2140	Meter Sales- Bolton rate up from \$4.08 to \$4.35 plus 25% surcharge or \$1.08 (Started April 2015)
F2144	\$500-Service Charges- this year nothing received from SCLIWC?
F2148	\$10,000-Late fee-can't count on people being late
F2401	\$100 Bank interest earnings
F5031	\$?-Transfer from Reserve Fund-

Sewer Expenses

G1440.4	\$5,000- Engineering TG Miller
G1990.4	\$10,000-Contingent Account
G8120.2	\$?-Capital Project
G8120.4	\$? I&I Contractual- To pay for whatever we find with our I&I investigation this year
G8120.42	\$34,150 Video south side of Route 13
G8189.4	Will Equal G2374 VCH Sewer Charge VCH - fee based on consumption-\$3.22
G9710.6	\$18,700-Bond Principal
G9710.7	\$ 4,415-Bond Interest

Sewer Revenue

G2120	25% surcharge of base water rate- (\$1.08) Will also have maintenance fee from Town of Lansing
G2374	VCH sewer equals G8189.4

Adjusted Taxable Value **from Jay 2/18/15 - \$459,940,304**

Hartill will have a budget for the Monday Meeting. At that time the Board can discuss any questions or concerns.

Mayor Hartill entertained a motion to approve the vouchers.

Resolution #6129- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 10 for the General Fund, in the amount of \$60,694.80, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 10 for the Sewer Fund, in the amount of \$21,841.95, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 10 for the Trust & Agency Fund, in the amount of \$1,000.00, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 10 for the Water Fund, in the amount of \$195,180.11, is hereby approved for payment.

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

Mayor Donald Hartill
Trustee John O'Neill –Aye

Trustee Lynn Leopold-Aye
Trustee Gerry Monaghan-Aye

The Mayor stated that the Board would need to go into executive session to discuss salaries.

Motion- To Go Into Executive Session to Discuss Salaries

Trustee Leopold moved to go into executive session. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O'Neill –Aye

Trustee Lynn Leopold-Aye
Trustee Gerry Monaghan-Aye

The Board went into executive session at 1:28pm.

Motion- To Come Out of Executive Session

Trustee Leopold moved to come out of executive session. Trustee O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O’Neill –Aye

Trustee Lynn Leopold-Aye
Trustee Gerry Monaghan-Aye

The Board came out of Executive session 1:35pm.

Hartill informed the staff that they have decided to give everyone a 3% increase and health insurance will remain the same. The Board is very pleased with the staff.

Hartill explained that there is still an outstanding issue with the appropriated cash surplus. He needs to understand which projects the Highway Department will get done and which won’t, and how much to appropriate. Hartill will meet with Courtney to discuss the highway projects.

O’Neill asked about the budget program. Hartill explained that he uses a spreadsheet to keep track of trends. The property tax cap is supposed to expire this year. The amount raised by tax is approximately a third of our total revenues. If our gross receipts continue to go down then we will have to reconsider the tax rate. The information from the Mayor’s spreadsheet is then inserted into our Budget Program and that is what is given to the Trustees and public to review.

Courtney stated that he would like to see the MEO’s get a little more of a raise to keep the parity. The Mayor said that he would think about it.

Leopold asked if the deer management program funds would be added to the Budget. We have already approved to allocate \$3,000 to the flyover out of this year’s budget. The Mayor feels we should keep doing what we are doing. Leopold reported that only 6 deer have been taken so far under the nuisance permit and we have 40 tags. Hartill ask Dake to find out what code we would use for deer expenditures. (A3520.4-Other Animal Control) We are seeing less deer on the side of the road which shows that our program is working. Hartill suggested another \$3000 be considered for next year’s deer season.

Motion- To Adjourn

Trustee O’Neill moved for adjournment. Trustee Monaghan seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O’Neill –Aye

Trustee Lynn Leopold-Aye
Trustee Gerry Monaghan-Aye

The meeting adjourned at 1:52pm.

Jodi Dake, Clerk/Treasurer