

Village of Lansing

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

PRESENT: Mayor Donald Hartill; Trustees, Patricia O'Rourke, John O'Neill, Gerry Monaghan; Clerk/Treasurer, Jodi Dake; Code & Zoning Officer, Marty Moseley; Supt. of Public Works John Courtney; MEO, Chris Zavaski.

Mayor Hartill called the Board of Trustees meeting to order at 12:00.

Monaghan stated that he is looking forward to the Transportation Council meeting next week. He has submitted a FOIL Request to New York State to find out about the frequency of accidents at the corner of East Shore Drive and the north end of Cayuga Heights Road. He is concerned with the safety of this intersection. Courtney stated that the Transportation Council had previously done a study on the frequency of the accident and that area didn't make the list. The contact for information would be Ed Rodrigues at NYSDOT. Courtney stated that Motor Vehicle reports could also tell you that information.

The second area Monaghan would also like to focus on is seeing if we can get the TCAT bus to stop in the Village before going downtown. O'Neill asked if students going to TC3 still have to go down to Ithaca to get a bus that goes to TC3.

Monaghan wondered what was going on with the path behind the The Shops at Ithaca Mall. Moseley stated that after the last noon meeting, he conveyed Monaghan's concern to the Mall regarding the area being monitored by their security. He then forwarded the correspondence he had with the mall to Monaghan. They are checking into a light on the path.

O'Rourke stated that when they went to NYCOM training she learned what the Board should be doing and it turns out that we as Trustees are not doing all that we should be. She feels it is not Jodi's fault because she puts forward ideas, but we don't act on them. When we returned from training we talked about assigning Trustees to each department to check on what's going on. We need to start establishing additional policies starting with credit cards which should alleviate some issues. The Village Employee Handbook also needs to be updated. It protects the individuals and the Village as a whole. Trustees are not doing enough and she was shocked by what she learned at NYCOM as to what the Trustees should be doing. She thinks it is good we are starting today with a financial lesson.

Dake informed the Board that 32 deer have been taken in the Nuisance Program to date. It has been observed that there are still a lot of deer at end of Twin Glens Road. Monaghan has been in contact with The Shops at Ithaca Mall regarding hunting behind the Mall. They are concerned with feeders. The Mall is not well suited for a hunt.

Dake informed the Board that we have received the 239 Review from Tompkins County on the Draft Comprehensive Plan. Moseley, Tomei, Hardaway and Dawson have all responded to the comments submitted by the County. This will be discussed at the Monday meeting once everyone has a chance to review.

Our accountants have finished out yearly audit. Dake will forward the draft to the Board for review. The delinquent tax list that gets turned over to Tompkins County needs the Trustees signatures.

Dake has spoken with Phil Dankert about how well the Youth Programs are working. Dake has given him some questions that can be asked to help analyze the program. Dankert will be in to talk to the Board in February before we start budget preparation.

Dake would like to modify the way the PTBA time is calculated. Our payroll program does it at the end of the month but not all employees started on the first of the month. Dake suggested we prorate the time an employee received the first month and then everyone will be on the same date. How PTBA currently works is that you work a month and then the next month you are credited with the PTBA hours. The Board agreed with this. Dake will do up spreadsheets for everyone so there is no question of the time earned and hopefully it will be clearer. Payroll is another area we could use a formal procedure written up.

Another issue the Board may want to consider is changing when the employees get paid. Currently, the last day of a pay period is the actual day that the staff gets paid. This creates the need for a lot of payroll adjustments. This pay schedule was created when the Village was first formed. It would be a hardship for employees to go a week without pay so we may need to be creative in how we address this issue. It was suggested that maybe we adjust the pay period by one week by using PTBA or comp time. This will be an issue for the Board to discuss further.

There was a discussion of how policies on credit cards and cell phones were needed. This has been discussed in the past, but now that some of the Board members have gone to training they are more aware of what Dake was suggesting in the past. These policies should be created by the Board with input from the staff. Dake suggested that our current policies also need to be reviewed to make sure that they are being followed, or if there is a different procedure then the policy needs to be updated. At NYCOM they asked what good is having a policy if you don't follow it. Having clear policies and procedures helps to eliminate fraudulent activities in any municipality. Hartill stated that we need to come to some understanding on things like this. We are a lean staff which saves money, but we also have parameters that we work within. We can have a contingency plan. When we have an audit, we need to know the parameters. Hartill has received positive comments on how things get done in the Village.

Mayor Hartill entertained a motion to approve the vouchers.

Resolution #6215- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the General Fund, in the amount of \$280,200.39, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Sewer Fund, in the amount of \$17.60, is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Water Fund, in the amount of \$49,456.29, is hereby approved for payment.

Trustee O'Neill moved that the foregoing Abstract of Audited Vouchers resolutions be adopted and 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 Gerry Monaghan-Aye

Courtney stated that the Highway Department, with the help of Bellisario Excavating & Drainage, has replaced the water main on Sheraton Drive and installed 1000 feet of rip rap in the ditch along Sheraton Drive. He thinks Mr. Homik is happy that we redid the sidewalks through his driveways. We contracted the curbs out and poured sidewalk to transition through the driveway. The State allowed us to have spoil piled on their property at the corner of Warren Road during the Sheraton Drive project. Sheraton Drive road is temporary and the plan is to mill and pave it in the spring. With this project the Highway Department has worked some overtime so that they could continue to maintain the parks and work on streetlights.

Courtney would like to replace the streetlights with LED lights and come into the dark sky compliance. Monaghan stated that the ditching on Wedgewood is nice.

The traffic signal light at Craft and N. Triphammer has been installed. After NYSEG energizes the signal, it will be in flash mode for 5 days, and then it will begin working.

Marty stated that he didn't have much to report other than the usual building permits. There was no update on the conveyance of Graham Road West. The Planning Board approved a subdivision for Dart Drive property. Manley Thaler has submitted a proposed change to the Planning Board to amend the existing Triphammer Marketplace Planned Sign Area. The Board did some amendments and is waiting to hear back from Triphammer Market Place. If Thaler agrees to the proposed Planning Board changes it will be on the Trustee's agenda for Monday evening.

Mayor Hartill left the meeting.

Moseley presented the Board with a copy of the proposed covenant restriction for Cayuga

View Living which will be discussed at the next Planning Board meeting.

Motion- To Adjourn

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

Mayor Hartill-Not present
Trustee John O'Neill –Aye

Trustee Patricia O'Rourke-Aye
Trustee Gerry Monaghan-Aye

The meeting adjourned at 1:10pm.

Jodi Dake, Clerk/Treasurer