

## Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, November 14, 2019, in the Village Office.

PRESENT: Mayor Donald Hartill, Trustees Ronny Hardaway, John O'Neill, and Patricia O'Rourke (Randy Smith arrived late); Clerk/Treasurer, Jodi Dake; Code & Zoning Officer, Michael Scott; Working Supervisor, John Courtney; MEO, Nolan Hatfield and Chris Zavaski.

Mayor Hartill called the Board of Trustees meeting to order at 12:24pm.

Laura Grainger & Tina Barr from Tompkins County Human Resources were present to discuss Civil Service. Grainger replaced Steven Esty. She has 23 years in County service.

Two months ago Grainger did a presentation at the TCCOG meeting which she left with the Village. "Civil Service Overview Tompkins County" talks about why there is Civil Service and why do we care. Government is a funded municipality and NYS has adopted Civil Service Laws and they oversee villages, towns & schools. The aim is to take the civil service out of the political arena. Tompkins County Civil Service rules are the law for Tompkins County. There are promotions/exams/positions. Most positions in Villages do not have tests. Grainger feels that the most important part of the Civil Service Rules for Tompkins County is the appendix which shows current titles in existence. Tompkins County does require that all employees do an application on the Tompkins County website. Grainger went on to explain the different classes and other terminology used.

Grainger stated that they are trying to go out to speak with all municipalities. If we were to call into the HR Office we would get Tina who could answer your questions. For more technical issues Grainger would be able to help. Municipalities know what they need in their municipality and they are there to help. Tompkins County Human Resource Department is a resource with NYSR System, any disciplinary issues or if the Village just needs guidance. They help municipalities get the tools they need to do their jobs.

Hartill asked when Civil Service Law started. Grainger stated that it start in 1891. New York State was the first state to adopt a merit system. This was an opportunity for career growth in public service. Tests are given to make it fair.

Hardaway asked how often the tests were updated and reviewed. Entry level tests are more about reasoning. Police testing are done by a panel of experts. It all depends on how well your job description is written. When the State does the exam they look at the function and what they need to know.

Courtney asked how one gets the study guides. Grainger stated that there are only guides available for entry level positions. You can go to the library and see sample study guides. Workforce NY has books but they are not endorsed by New York State.

Courtney asked if a municipality can make their own test for their Supt. of Public Works. No, the State creates the tests. If a position is already classified you update the job description. When State develops test they look at Village job description. Courtney pointed out that different municipalities have different things they need to know about. For instance we do not have a sewer plant so any questions about sewer are unrelated to the Village of Lansing job. A Village sets their qualification for a position and then it is sent off to the State if we don't already have a title that is very similar or if it is a brand new position. If you create a new position that would require a test, the State would create the exam. There is a master exam schedule.

It was asked if the Village of Lansing Employee Manual title has to match that of Civil Service. Grainger stated that they should match the civil service because that is how it is reported to the State. You can call the position anything you want in house put the State considers you to be whatever civil service title you were hired under. Tompkins County records title and salary. Our records need to be identical. When you retire the New York State Retirement office will ask the Tompkins County office for your information on title, salary and length of service since they are the official record keeper.

Hartill thanked Grainger and Barr for coming. They left the meeting.

Scott reported that there are not a lot of new permits for builds. He is closing out a lot of the current building permits. East Point Apartments is  $\frac{3}{4}$  done. The beginning of March is when they want to be done.

The Dollar Tree is open in the Cayuga Mall and the facades are complete. Plant Fitness is shooting for opening at the end of November. Dollar Tree and Planet Fitness are occupying the old TJ Maxx space in the Cayuga Mall.

Nissan has broken ground. They are starting to pour walls. Scott stated that Edgar is a good company to work with. Hartill added that they were the ones who built the Village Office building.

Lansing Meadows has all their permits except for a sewer permit from NYSDEC. Nothing from the Village should be holding them up. Courtney added that NYSDEC needs to review because they convert over from abandon lines to new lines.

Scott reported that last month University Park Apartments had a fire. No report has been received from the State yet. They are demolishing the building. They are treating it as if there is asbestos.

A car drove thru an apartment in Gaslight Village. A structural engineer certified that the second and third floors were ok to occupy so the residents could move back in.

Scott asked about the Millcroft sidewalks. The Planning Board is looking at sidewalks and the Beer proposed development. The Beers have preliminary plat approved but are

still a long way away. Courtney stated that the Village did not want sidewalks way off the beaten path to maintain so we let the property owners remove the paths and let it return to grass. The Village has a 60 ft. designated piece of land for road and sidewalk so in the future if we want to install a blacktop sidewalk we can.

Millcroft residents have a lot of questions. At this point the proposed road connects to Millcroft Way and Craft Road. Scott asked if the Village will be accepting the road. Hartill stated that the proposed road has a sharp corner that does not satisfy our turning radius. Courtney stated that he is concerned with the size of the road. He feels a 20 foot wide road is too narrow. In the Lansing Trails Development we made an agreement to have 26 foot wide roads. Wider road needs to be worked out before proceed. The required size of a road is in our Codification. It is 20 feet so we may want to consider changing that.

Courtney asked if the Beers are getting special permits. Scott stated that it is a cluster subdivision so it meets all requirements. The Planning Board can lower the lot size & setbacks but it goes by every other use. Courtney stated that the set back from the road is off the easement. Scott stated this will all be on the final plat. Scott feels this is a much better subdivision then what they first proposed.

Scott stated that the Planning Board is discussing short term rentals and how to put together something for the Codification that will work. We do not want it too specific but we also need to be able to monitor what is happening. Scott's goal is to have inspections so the renters are safe. This would also be helpful to the homeowners.

Courtney updated the Board on what the Village of Cayuga Heights was doing to find illegal drains that are connected to the sewer. Brent Cross is trying to make it where each time a house is being sold the Code Officer goes in and makes sure there are no illegal drains connected to the sewer. Hartill thinks we should look at the same thing. Scott does not think this type of inspection would take that long to do if we have a checklist.

Scott will email the Trustees the Solar Homes new site plan, the Beer's preliminary plan and the Airbnb work in progress. Scott wondered if we should have a public hearing to get input or send out a survey.

Scott stated that the Planning Board will be discussing rezoning a section of N. Triphammer Road. They are looking to take the Commercial Low Traffic area from Graham Road south and east of N. Triphammer and changing it to Commercial Medium Traffic, same zoning as what is across the street.

Dake stated that we had previously discussed changes that were needed in Chapter 135 Vehicles and Traffic Highway of the Codification. Dake volunteered to meet with Courtney to get this section updated with the new village roads and signals. At the same time road specifications can be reviewed.

Scott left the meeting. 1:18pm.

Hardaway updated the Board on the status of the Econo Lodge that was proposed to be a homeless shelter. Ithaca Neighborhood Housing has rejected helping to pay for that. So it probably will not be converted. Hardaway thinks they want to build somewhere else. The Econo Lodge is currently used as a temporary homeless shelter. No sprinkler in that building is an issue.

Hardaway stated that he attended the Consortium Joint Planning Committee meeting. There will be a 5% increase on our health plan. This is pretty good considering that other insurances are increasing by double digits.

Randy Smith arrived at 1:23pm.

Hardaway stated that he attended the Cornell University Advanced Urban Design Workshop earlier today. They want to present to the Planning Board on Dec 9<sup>th</sup>. The class has three teams that are looking at the Shops at Ithaca Mall. The students are conceptually developing the property from a student's perspective. Hardaway was impressed with their great ideas. The Trustees may wish to attend. Hardaway will meet with Lisa to make time for the presentation.

Hardaway had previously sent an email asking that the Board to establish a Climate Smart Community (CSC) Taskforce. Hardaway also volunteered to be the CSC Coordinator and Taskforce Chair. Right now we do not need to designate the size of the taskforce just appoint a Coordinator and Taskforce Chair. The Cooperative Extension CSC team will share a lot of their prior work performed for other municipalities so we do not have to start from scratch.

Hartill stated that the Board of Trustees would have to approve all submissions. One of these things that can easily happen is this could go in directions that we do not want to go in. Hartill feels we need a broad spectrum of people, not those with an agenda.

Smith stated that he is not on board with this yet and feels he is being rushed. Hartill stated that this is just to set up the task force. Hartill suggested delaying this until the next meeting so people have a chance to think about it. It was asked what the coordinator does. Hardaway stated that the coordinator sets the agenda. Hartill stated that the Board of Trustees needs to set the agenda. Hardaway stated that the agenda is set by the action steps. The first two action steps are mandatory to get structure in line for the other action items. The coordinator interfaces with NYSERDA via the online CSC account.

O'Rourke stated that she was confused. Hardaway stated that the first step is appointing a coordinator. The Coordinator sets up an online account then for instance if we did a greenhouse gas inventory the coordinator would report that. Courtney stated that reporting greenhouse gas inventory would be very difficult. Hardaway explained that it could be done by tracking the amount of fuel we use. Dake stated that gas usage is already tracked and reported to NYS on the Annual Update Document.

Hartill feels this is very agenda driven which is not a good thing. The proposed resolutions were tabled until the next meeting so that the Board had more time to understand the situation. Hardaway offered to email the Trustees more information to help them better understand.

Mayor Hartill entertained a motion to approve the vouchers.

Resolution #6619- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the General Fund, in the amount of \$95,011.43 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Sewer Fund, in the amount of \$38,824.69 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 \$5541.22 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 6 for the Water Fund, in the amount of \$19,539.65 is hereby approved for payment.

Trustee Hardaway 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 Ronny Hardaway –Aye	Trustee Patricia O'Rourke-Aye
Trustee Randy Smith-Aye	

Dake stated that at the last Monday meeting the Board approved the return of unpaid Village taxes that were sent to Tompkins County. They have been submitted electronically to Tompkins County to be relieved on the Town and County Tax Bill but the County would also like certification sent to them. The Board members signed the Certificate of Trustees.

Dake stated that the park benches were delivered September 12<sup>th</sup>. To get our grant money we need to have the benches installed and pictures taken by December 31<sup>st</sup>. Dake also reminded the Board that they stated at the last meeting that they wanted to talk to Courtney before deciding on the purchase of park signs. This was discussed later in the meeting.

Hartill stated that he is having serious discussion with the Shops at Ithaca Mall about taking over Graham Road West. He is setting up a meeting with Mike Baker and the engineer that represents the Shops at Ithaca Mall. As soon as we have an agreement then

we will fill the potholes on Graham Road West.

Courtney stated that yesterday we dumped 40 tons of salt on the roads. The warm ground temperature created ice. Smith asked how many truck loads that was. One truck holds 15 ton and the other truck holds 10 ton of salt.

Smith stated that he has been gone a week. He did do some google earth research looking at other towns with a three lane road similar to N. Triphammer Road with shops and sidewalks along the road. If N. Triphammer Road develops some day with shops he feels that three lanes can handle the traffic.

Hartill stated that our accident reports are consistent. Smith pointed out that the speed limit on N. Triphammer Road is only 30mph so traffic is moving slow. Hartill emailed the accident reports to Dake, Scott and Schleelein. Dake will forward the reports to the Trustees.

Courtney stated that we have 3 main highways into the Village. People don't want to use East Shore Drive or Warren Road. N. Triphammer Road is almost at the point of not functioning during rush hours. Add snow to the equation and it is an even bigger issue. Courtney is amazed at the traffic we get on N. Triphammer Road. Hartill stated that if you look at the accident report compared to others we are much better off. There have been no fatalities since 2008. Smith wondered if we should allow this to grow or not. Hartill feels we have no chose other than to let it grow.

O'Neill stated that his neighbors are aggravated by the Beer situation.

Zavaski stated that they picked up a dead deer on Burdick Hill Road. There have also been 2-3 on N. Triphammer Road this fall now that the deer are migrating. The dead deer are disposed of at the town dump. All mowers are cleaned and put away. They have been cleaning the shop. We are ready for snow. It was nice to plow the sidewalks with the new enclosed tractor that has heat.

Hatfield stated that the Northwood trail that meets up with the other park trail has been paved. Lots of people use the park every day.

Courtney stated that they have been waiting for the Northwood streetlights to be delivered for eight weeks. The new conduit is all ready for our own metered service. Poles will shipped on November 18<sup>th</sup> so they should be here 2-3 days after that. Courtney stated that he doesn't like doing wiring in the cold. It is very difficult to work on Northwood Road because there is no other exit.

It took eight weeks to do Northwood Road. Hardaway was surprised how fast they completed the job. Courtney stated that they need 5-6 more loads to finish the berm.

John O'Neill left the meeting at 2pm.

Grass is starting to grow on the park playing field. Ponds came out nice and they function well.

Courtney stated that the water break on Warren Road triggered engineering to redo those water lines. The depth and location were checked when doing the repair. They dug up 38 feet of asphalt to find the water break.

Smith stated that he was at Mueller and all the stuff they have blew his mind. How to fix sewer/water lines without digging up pipes.

Courtney stated that he is working with Herrick on the Cayuga Heights Road sewer. Not getting bank approval of the easements is a small risk but huge risk in getting the easement signed. Hartill stated that he is working on the MOU for this project.

Courtney would like to meet with Hardaway and Hartill to lay out where the park benches will go. The Board would like to see a bench installed at the park on Blackchin. Courtney will check with Gerry Monaghan regarding the bench on Highgate because he doesn't think anyone would use it. Smith hasn't ever seen anyone on the bench that is currently there. It may be that people are afraid to sit on it because it is old and rickety. Courtney will contact Monaghan to see if he thinks a bench will be used. Courtney plans to pour concrete for the new benches next Tuesday or Wednesday.

The Board reviewed the comparison on park signs put together by Hardaway. The price for signage ranged from \$2,399 to \$12,439. All four companies offered different warranties. Some came with posts to install the signs and others did not. The Board agreed that Vacker Signs had the best warranty of 25 years for the sign and 50 years for the posts.

Resolution #6620- To Purchase Park Signs from Vacker Sign for \$7,282

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

Mayor Donald Hartill-Aye

Trustee Randy Smith-Aye

Trustee Ronny Hardaway –Aye

Trustee Patricia O'Rourke-Aye

The new pick up truck has been ordered. It is in stock so it should only be a couple of weeks before it is delivered. Courtney asked the Board to surplus the 2016 Pick up. We bought a mini loader so Courtney would also like the Board to surplus the 2008 skid steer.

Resolution #6621- To Surplus the 2016 Pick Up and 2008 Skid Steer

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

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway –Aye  
Trustee Patricia O’Rourke-Aye

In the 2019-20 Budget Courtney included monies to purchase an enclosed trailer. However, he would like to buy an equipment trailer instead of a box trailer.

Resolution #6622-As Part of the 2019-20 Budget the Board Authorizes the Purchase of a Equipment Trailer Instead of a Box Trailer.

Trustee Smith moved for adjournment Trustee Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway –Aye  
Trustee Patricia O’Rourke-Aye

Motion- To Adjourn

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

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway –Aye  
Trustee Patricia O’Rourke-Aye

The meeting adjourned at 2:27pm.

Jodi Dake, Clerk/Treasurer