

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, April 6, 2020 via Zoom videoconferencing.

PRESENT: Mayor Donald Hartill; Trustees, Ronny Hardaway, John O’Neill and Randy Smith; Clerk/Treasurer, Jodi Dake; Attorney Bill Troy; Planning Board Member, Mike Baker; Code & Zoning Officer, Mike Scott; BZA Member Simon Moll; Dan Veaner, Lansing Star.

Mayor Hartill called the Board of Trustees meeting to order at 7:38pm and opened the public comment period. There were no comments.

Motion - To Close the Public Comment Period

Smith made a motion to close the public comment period. Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Randy Smith-Aye	Trustee John O’Neill-Aye

The next item on the agenda was the approval of minutes from March 2<sup>nd</sup> & 12<sup>th</sup>. John O’Neill was not present at the March 12<sup>th</sup> meeting, so they needed to be done separately.

Motion - To Approve the Minutes of March 2, 2020

Hardaway made a motion to approve minutes. Smith seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Randy Smith-Aye	Trustee John O’Neill-Aye

Motion - To Approve the Minutes of March 12, 2020

Smith made a motion to approve minutes. Hardaway seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway-Aye
Trustee Randy Smith-Aye	Trustee John O’Neill-Abstain

Hartill entertained a motion to approve the proposed resolution regarding COVID-19 that was previously emailed to everyone.

**RESOLUTION #6636 -Authorizing Adoption of Certain Policies During  
the COVID-19 Pandemic**

WHEREAS, the Village of Lansing is now facing the effects of the COVID-19 pandemic, and the Village having received Executive Orders from the Governor and advice from the County, State and Federal governments as to how to respond to the pandemic, and being mindful of its duty to maintain Village services while protecting the safety of Village employees and the public at large, it is hereby resolved as follows:

(a) The Village of Lansing hereby adopts as policy the terms and practices set out in the document annexed hereto and captioned “COVID-19 Coronavirus”;

(b) The Village of Lansing shall diligently follow advice it receives from the County, State and Federal governments as best it can; and

(c) Village of Lansing employees are instructed to abide by the terms of this resolution.

Hardaway made a motion to the resolution. Smith seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway-Aye  
Trustee John O’Neill-Aye

**COVID-19 Coronavirus**

A pandemic has been declared nationally. The Village will follow New York State and County COVID-19 guidelines. This is a rapidly changing situation. Please regularly check Tompkins County Health Department, the New York State Department of Health website and the CDC’s Novel Coronavirus webpage for updates. The 2019 novel coronavirus may cause mild to severe respiratory symptoms like: cough, fever, trouble breathing and pneumonia.

As of **March 18, 2020**, the Village staff is asked to follow these guidelines:

## DO NOT COME TO WORK IF YOU ARE SICK!

- If you have a fever, do not feel well or have a cough Stay Home! Contact your supervisor and they will let the Mayor and Clerk/Treasurer know that you are ill.
- If you have symptoms of Covid-19 you must get a test and follow the recommended guidelines.
- All employees are required to inform the Village if you or a family member test positive for Covid-19.
- All employees will be informed if another employee tests positive for Covid-19.
- If you test negative to Covid-19- Do not return to work until your fever is gone.

Village of Lansing Department heads will continue to work as normal. All other employees are asked to stay home and be "On Call". The Village of Lansing is considered an essential organization.

The Clerk/Treasurer and Code & Zoning Officer are to work alternate days and keep the Village Office locked.

If an employee must deal with the public they are to practice social distancing. Hand sanitizer is provided and should be used frequently. Frequent hand washing is also recommended.

Upon arrival to office and when leaving for the day, all commonly touched surfaces should be wiped down.

Village doors will remain locked at all times. A notice explaining the situation will be posted on the front door of the office and garage along with contact information for the staff.

There will be one person available in the garage each day of the week. This will help to ensure our equipment is safe. If the Superintendent will not be in M-F he will have one of the "On Call" employees cover for the day.

Those "On Call" employees will be paid a regular week pay. (Doesn't include Overtime) Example: If an employee is "on call" but is asked to work only 16 hours in the week, they will still be paid for 40 hours.

If when an employee is "On Call" and asked to come in and an employee does not come in, they will need to use their PTBA time for that day. This does not include those that have been tested positive for COVID-19.

The Village will handle positive Covid-19 tests on a case by case basis.

Timecards will reflect each of these situations.

If one of our staff becomes ill, we have backup in place from either the Town of Lansing, our contractors, or Bolton Point.

**Strong Recommendations**

- Social Distancing- Keep 6 feet distance between yourself and others.
- Do not gather in groups outside your homes, except for essential workers.
- Minimize in-person contact.
- Limit all outdoor recreational activities to non-contact and avoid activities that put you in close contact with people.
- Social Distancing does not mean emotional isolation, check on friends, coworkers, neighbors through phone and text.
- Wash hands well and often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Those at higher risk for serious illness from COVID-19, including older adults, those who are immune-compromised, or have a chronic medical condition, especially heart or lung disease, and diabetes, should avoid in-person contact with others. Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

The next item on the agenda was to set a public hearing to consider Local Law 2 (2020) To Allow the Override of the Tax Levy Limit. Hartill explained that traditionally we pass a law to override the tax levy limit and entertained a motion to do so again this year.

Motion -To Set A Public Hearing to Consider Local Law 2 (2020) to Allow the Override of the Tax Levy Limit Established in General Municipal Law §3-C for April 20, 2020 at 7:35

Hardaway made a motion to set a public hearing. O’Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway-Aye  
Trustee John O’Neill-Aye

Hartill stated that everyone has received the 2020-21 Proposed Budget. In these financial times the Mayor characterized the budget as a goal. We will have to prioritize our construction projects. We have already taken into consideration a decrease of \$100,000 in sales tax which still may be optimistic. New York State has plans to revisit their financials mid-summer which could affect our CHIPS and Sales Tax. (The NYS Budget includes language that permits the State Budget Director to make uniform reductions to appropriations if the State Budget becomes unbalanced because revenues fall below projections or expenditures rise above projections during a given period.)

The tax rate will remain the same at \$1.50/\$1,000 of assessed value. We may see people that won't be able to pay their property tax so he feels we should be very flexible in how we go forward.

Hartill stated that we can stage road maintenance and construction projects. This afternoon there was a water main break on Brown Road. Northwood Road residents were without water this afternoon. The problem was that the pipes were not bedded properly when they were installed resulting in a long longitudinal crack. The Mayor expects to see more of this so we can expect to have more of these types of issues. We have a big sewer project planned for this year. Part of the funding is from a private individual through the Town of Lansing so it could be possible that that project gets put on hold. We still do not have a contract for this project. Hartill stated that he was trying to be as realistic as he could given the current situation.

The Village is unique in that we have no debt and our roads are in good shape. We have a comfortable fund balance and could actually survive a year if we had to without any real problems. Hartill recommended that everyone look over the proposed budget very carefully. He has and does not see any changes that need to be made.

Motion -To Set a Budget Public Hearing for April 20, 2020 at 7:40.

Smith made a motion to set a budget public hearing. O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway-Aye  
Trustee John O'Neill-Aye

### **Mayor's Comments**

The Village elections scheduled for Tuesday, April 28, 2020 have been delayed until after June 1<sup>st</sup>. (NYS Executive Order 202.13) There is no additional information available yet as to rescheduling.

Hartill discussed how we will proceed with the next staff meeting scheduled for April 16, 2020. It was decided to cancel the meeting and approve the vouchers at the Monday, April 20, 2020 meeting. Dake will prepare the vouchers, they will be given to Courtney to review and then the abstracts will be available to the Trustees to review before the meeting. The Mayor will then stop in one evening to sign the documents.

Resolution#6637-To Cancel the Board of Trustees Meeting for April 16, 2020 at noon.

Hardaway made a motion to cancel the Thursday noon staff meeting. O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway-Aye  
Trustee John O'Neill-Aye

Mayor Hartill stated that there are over 100 positive cases of COVID-19 in Tompkins County. Less than ten are in the hospital and only one in ICU. He thinks that we are probably a week behind New York City. There was a positive case reported at Wegman's Coffee Shop. We live in interesting times. Hartill advised people to avoid getting out as much as you can and to wear a face mask if out in public places.

Mike Scott stated that he received a call from Gina Speno, General Manager at the Shops at Ithaca Mall, asking if the Village would have an issue with holding a "Drive In Easter Sunday Mass" in their parking lot on Easter Sunday. It would be in front of Best Buy and Dicks Sporting Goods. The request came from Pastor Chad of His Tabernacle Church. Scott indicated that he did some research and this concept is popping up all over the country. Social distancing protocols would be in full effect and people would remain in their vehicles. They would be partnering with the Cayuga Radio Group to broadcast this service from 11am - Noon on April 12th. Scott sees no way to stop people from pulling into the parking lot. Scott asked if the Board had any concerns. Hardaway stated that there could be a problem if the cars parked close and had their windows down. Hardaway had no problem with them listening from their cars. Troy pointed out that the executive order does not say the Code Officer will enforce. Troy suggested that the Village can give guidance but we have no authority to enforce. Scott will let them know that he has no authority to approve the Mass and he can only give his opinion on the matter. The Trustees recommended that the request be forwarded to Frank Kruppa, Tompkins County Public Health Director, for guidance on the drive-in service.

*April 5, 2020 NYS Department of Health put out "Interim Guidance for Passover Observation During the COVID-19 Public Health Emergency". It should also be noted that the Village communicated with Frank Kruppa who stating he had spoken with the Pastor and no service would be held at the Mall in Lansing.*

Smith warned of a phone scam that he received last week that was a text that appeared to be from Donald Hartill regarding gift cards. Hardaway stated that he also received a similar request two years ago also.

Attorney Troy stated that all electronic should be considered false until proven true. Always double check and don't trust anyone.

Dake stated that she has had a couple of calls asking if the Village would be waiving Water/Sewer Penalties for April. The Mayor feels this is the least we can do in this situation. It was asked if it would be an issue administratively. Dake stated that if we include everyone then it is not an issue because we just won't run penalties for the quarter. Dake thinks it would be a very nice gesture. We have already received ~\$11K more in water penalties than we budgeted for and ~\$8K in sewer. We should, however, let people know that in May if they are more than two quarters delinquent those unpaid water/sewer accounts get turned over to Tompkins County to be relieved on their Village Tax Bill that comes out in June.

Resolution#6638 -To Waive the April 2020 Water/Sewer Penalties

Hardaway made a motion to waive the April penalties. O'Neill seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway-Aye  
Trustee John O'Neill-Aye

Mayor Hartill told everyone to be safe and keep your six-foot distance.

Motion- To Adjourn

Hardaway motioned to adjourn. Smith seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye  
Trustee Randy Smith-Aye

Trustee Ronny Hardaway- Aye  
Trustee John O'Neill-Aye

The meeting was adjourned at 8:03pm.

Jodi Dake, Clerk/Treasurer