

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, May 18, 2020 via Zoom Videoconference/Teleconference.

PRESENT: Mayor Donald Hartill; Trustees, Ronny Hardaway, John O'Neill, Patricia O'Rourke, and Randy Smith; Clerk/Treasurer, Jodi Dake; Attorney Bill Troy; Planning Board Member, Jim McCauley; Supt. Of Public Works, John Courtney; Simon Moll and Dan Veaner, Lansing Star.

Mayor Hartill called the Board of Trustees meeting to order at 7:39pm and opened the public comment period. Simon Moll gave an update on Cornell's plans for reopening. He and Monica were invited to join one of the Cornell Task Forces that is looking at reopening. They are aggressively putting in plans to reopen in the fall. They would like to bring back as many students as possible in the fall. It will probably be a lighter start to the semester at this stage. It looks like it will also be a later start to the semester. They are looking at compressing the semester and removing breaks so there is no reason for students to leave campus. If there is an outbreak, they want to keep the students in place. That is the plan.

Mayor Hartill added that Cornell is working hard to get the research side of the university backup right now. The storage ring produces x-ray beams that are very important to in fact COVID-19 virus research. They have a three-week run scheduled in the last part of June to do that. It is likely there is going to be more of the research side of Cornell opened up in the near future. The situation is better than it was a few weeks ago. The Southern Tier Region is now in Phase 1 of reopening for the next two weeks. If all the numbers continue to be in line, we then enter Phase 2 and if this continues to be the case for another two weeks, then we enter Phase 3 and ditto for Phase 4. Hartill feels there is some reasonable chance that we will be back to some assemblance of normality. Social distancing, contact tracking and testing are all key components to getting back to normal.

Smith added that Ithaca College is planning on reopening October 5, 2020.

Hardaway stated that a lot will be determined during each phase of reopening. He feels planning is one thing and execution is another.

Motion - To Close the Public Comment Period

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

Mayor Donald Hartill-Aye	Trustee Ronny Hardaway- Aye
Trustee Randy Smith-Aye	Trustee John O'Neill-Aye
Trustee Patricia O'Rourke-Aye	

The next item on the agenda was the approval of minutes from April 20th.

Motion - To Approve the Minutes of April 20, 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-Aye
Trustee Patricia O'Rourke-Aye	

The next item on the agenda was to approve the vouchers.

Resolution #6642- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the General Fund, in the amount of \$38,210.81 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the Sewer Fund, in the amount of \$41,796.80 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 12 for the Water Fund, in the amount of \$35,634.33 is hereby approved for payment.

Trustee O'Rourke moved that the foregoing Abstract of Audited Vouchers resolutions be adopted, and Trustee 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
Trustee Patricia O'Rourke-Aye	

The next item was to approve the continuation of Contract for Rental of Equipment, Operators and Laborers with a 3% increase.

Resolution #6643-Renewal of Contract for Rental of Equipment, Operators and Laborers from June 1, 202-May 31, 2021

Whereas, the Village has a contract for Rental of Equipment, Operators and Laborers with Pro-Lawn, Inc. DBA Bellisario of 41 Oak Brook Drive, Ithaca, NY dated 6/13/2019 that runs thru 5/31/20 with an option to renew the contract for up to 3 additional years

The Village of Lansing hereby authorizes the first renewal with a 3% increase as follows:

17,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-CAT 308D for \$149.35/hour

36,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-CAT 315CL for \$169.95/hour

48,000lb Excavator with Operator and quick attach 2-foot digging and 4-foot ditching buckets-Volvo 300EL for \$175.10/hour

Pipe level/laser equipment- N/C

Laborer-Heavy & Highway for \$87.55/hour

Trustee Smith made a motion to extend the contract. Trustee O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye

Trustee Ronny Hardaway- Aye

Trustee Randy Smith-Aye

Trustee John O'Neill-Aye

Trustee Patricia O'Rourke-Aye

The proposed Tax Warrant is a little different this year. The Mayor has requested an extension of the interest-free period on property tax payments as outlined in state law. To this point it is unclear if this will be granted by Governor Cuomo.

Resolution #6644- To Approve the 2020-21 Tax Warrant

WARRANT TO TREASURER TO COLLECT TAXES

To: Jodi L. Dake
Treasurer of the Village of Lansing

YOU ARE HEREBY COMMANDED to receive and collect from the several names in the assessment roll, hereunto annexed, the several sums named in the last column thereof opposite their respective names, altogether a total of \$861,979.90, for the following purposes:

For the General Fund	774,734.20
For Delinquent Water Rents	51,371.48
For Delinquent Sewer Rents	35,330.95
For V Lansing 520	543.27

YOU ARE HEREBY COMMANDED to receive as much thereof as may voluntarily be paid to you from June first to and including July second of this year, without additional charge, and after expiration of the time mentioned to proceed forthwith to collect the residue of the sums not so paid in as aforesaid, with five per centum charge for the first month and an additional one per centum charge for each month and fraction thereof thereafter, and you are to file the tax roll and warrant in your office on or before the 15th day of November 2020, at which time the taxes will be returned to the County tax roll. However, if the Governor, by executive

order, grants the Village the authority to extend the interest-free period with respect to the payment of property tax during this COVID-19 Pandemic, the Village will extend by 21 days the final date for paying taxes without interest or penalty. If such an extension is granted, and any taxes are not paid by the final date so provided, those taxes shall be subject to the same interest and penalties that would have applied if no extension had been granted.

Trustee moved to approve the tax warrant. Trustee seconded the motion.
A vote was taken:

Mayor Donald Hartill-Aye
Trustee John O'Neill-Aye
Trustee Patricia O'Rourke-Aye

Trustee Ronny Hardaway- Aye
Trustee Randy Smith-Aye

Hartill stated that he wrote a note to explain where we are to the Village residents that will be included in the tax bills.

Hartill explained that before we entered Phase 1 we were considered essential. Now that we are entering Phase 1 we have to file a Return to Work Plan. Dake has prepared this document and circulated it around to the Trustees and department heads. Hartill stated that it has to be filed with New York State through a portal like everyone else. The plan follows the State's guidelines. The Village has received a rather large quantity of both masks and disinfectant from the County. Dake stated that last Friday Scott picked up 1,000 reusable masks and 4 gallons of sanitizer from Tompkins County.

Hartill stated that the doors on the office remain locked. We have put plexiglass screen up on the Clerk's office that has a little pass through at the bottom for people to pay their bills through. The staff is following all the recommended social distancing procedures.

Troy recommended that we submit using the States form. Dake stated that she has filled out the State form with information from the Village's Return to Work Plan and under "other" she will again attach the Village Return to Work Plan.

Hartill stated that the liability issue is being discussed nationally. Troy stated that people can bring lawsuits. It is quite a task to prove that you contracted this from one person visiting the Village office, although that will not stop people. I think they are opening the courts now for filings. I think you are going to start seeing tens of thousands of lawsuits filed. Everybody who died in a nursing home is going to file suit, maybe two suits, one against the State in the Court of Claims and another in the Supreme Court. Troy stated that there is talk in the Congress of passing legislation, limiting people's rights to bring these kinds of suits. Hartill stated that he has been attending Tom Reed's weekly web meetings and there is certainly a fair amount of activity in that direction.

Hardaway wondered if the Village should consider installing a wireless doorbell with a camera. Dake stated that not that many people come to the Village so it would not be necessary. Dake can see visitors through her window. It is also easy to hear someone

through the front door. People that need to drop stuff off can do so through the drop box in the lobby. So far we have not had any problems with the way things are working.

The following is the proposed plan:

COVID-19 RETURN TO WORK PLAN

A pandemic was declared on March 18, 2020. The Village has been following Federal, New York State and County COVID-19 guidelines. The Village of Lansing is considered essential. As of May 5, 2020, all 5 full-time employees will safely return to work. Given that the Villages total staff is 23 people, reduction to 50% staffing would allow for a maximum of 11 people to return to the office/garage.

The 2019 novel coronavirus may cause mild to severe respiratory symptoms like: cough, fever, trouble breathing and pneumonia. **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 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.

The Village will handle positive Covid-19 tests on a case by case bases. If one of our staff becomes ill, we have backup in place from either the Town of Lansing, our contractors, or Bolton Point.

If a worker tests positive for COVID-19, either the Mayor or Clerk/Treasurer will notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Hand sanitizer and masks are provided and should be used frequently. Frequent hand washing is also recommended. Gloves are also available.

The Village Office and Garage doors will remain locked at all times to avoid as much interaction with the public as possible. A notice explaining the situation will be posted on the front door of the office and garage along with contact information for the staff. COVID -19 Recommendations are also posted on the front door.

Upon opening the buildings to the public, social distancing markers will denote 6 ft. of spacing in commonly used areas.

The Code Officer will keep a log of what jobsites he visits. He goes to all active construction sites to make sure that workers are following social distancing guidelines.

An appointment may be set up with the public to meet with staff members if necessary, as long as all social distancing guidelines are followed. The goal is to minimize in person contact.

If necessary, the Code & Zoning Officer will meet with public in the Conference room instead of his office space. During inspections he will follow the recommendations listed below.

A plexiglass window has been installed at the Clerk/Treasurer's office window with an opening at the bottom to pass information through.

Each employee will keep a log of in-person visitors to their office/job site in case a Covid-19 contact-tracing investigation is needed. When a visitor leaves, all surfaces that were touched by the visitor will be wiped down.

A logbook will be available at both buildings and each employee will make sure their visitors sign in. Log sheets will be on the clerk's counter and in the garage. The DPW will also keep sheets in their vehicles. As new sheets are needed the completed sheets will be in a notebook on the clerk's bookshelf.

The Highway department will also follow the recommendations listed below when out working in the field.

There will be one person per vehicle unless everyone is wearing a mask. All surfaces will be disinfected prior to leaving a vehicle.

Upon arrival to office/garage and when leaving for the day, all commonly touched surfaces should be wiped down. This should also be done regularly throughout the day in shared spaces.

Per NYS Executive Order, Boards are not allowed to meet in person until after June 1, 2020. At that time there will be specific guidelines posted that will need to be followed.

Recommendations

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings. Face covering must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- avoiding touching eyes, nose, and mouth

- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

We have all had to make significant behavioral changes to reduce the spread of COVID-19. It is important to continue to follow Federal, State and local guidance for reopening America. We all have a personal responsibility to follow recommendations!

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectant](#)^{external icon} are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

END OF PLAN

Mayor's Comments

Hartill stated that the most important thing is to really be responsible for yourself and how you deal with the public. There have been four new cases in Tompkins County over the last three or four days which brings us up to 141 total cases. We had almost 10 days with no cases before that.

General Discussion

Smith stated that Marty Stallone feels that Tompkins County is one of the safest places to be right now. Hartill stated that we have a low rate compared to adjacent counties. Smith stated that the biggest concern is when the Cornell and Ithaca College students return. Hartill added that the cottages around the lake bring out of towners in throughout the summer also. Smith thinks New York City is going to lose a lot of people because of this.

Hardaway stated that at the end of all this he would like the Village to collect our lessons learned and document some of the things that we did during and after the executive orders. He feels this would be helpful for future incidence. Hardaway feels that this is not going to be the only instance of this virus going around the globe. He thinks there is a very good chance that something equally as bad will be happening down the road.

Hartill stated that he has met with department head (Dake, Scott & Courtney) to communicate what is going on in the Village. He feels these are very useful and these zoom meetings will continue to happen every two weeks to keep the communication lines open.

Hardaway asked if he could restart the climate smart communities task force meetings through zoom within the next month. Hartill suggested that probably late June might be an appropriate time to start up again. By then we should have a much better picture of how things are going. Hardaway stated that he will put together an agenda. They have the last little bit of going through all of the pledge elements and that will be the next meeting. Hardaway stated that Dake provided him with all the fuel usage and electrical stuff he needed. Hardaway still has to go through old records to find some fuel charges on the NYSEG bills. Hardaway found out from Terry that they only need to do two years. Hardaway would like to go back to 2010 and then do 2019. Hartill stated that the consumption will change based on the amount of snow plowing that is needed each year. Dake has given Hardaway a summary of each year's usage so one could easily tell by looking at that what years we had to do a lot of plowing. Hardaway also stated that he thinks NYSEG will give us a report for a small fee. Hardaway will work on that and it will be discussed at their meeting in late June.

Motion- To Adjourn

Hardaway motioned to adjourn. O'Rourke seconded the motion. A vote was taken:

Mayor Donald Hartill-Aye
Trustee Randy Smith-Aye
Trustee Patricia O'Rourke-Aye

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

The meeting was adjourned at 8:08pm.

Jodi Dake, Clerk/Treasurer