

**BELOW PLEASE FIND THE DRAFT RESOLUTIONS
TO BE CONSIDERED AT THE
TOWN OF LANSING ORGANIZATIONAL / REGULAR TOWN BOARD MEETING
JANUARY 17, 2018 AT 6:30 P.M.
29 AUBURN ROAD, LANSING, NEW YORK**

2018 TOWN BOARD ORGANIZATIONAL RESOLUTIONS:

RESOLUTION 18-

RESOLVED, that the Supervisor is authorized and directed to have all Town financial records and Justice Court records and dockets audited in accord with law; and it is further

RESOLVED, that the Supervisor make a report thereof to the Town Board, file his findings and reports with the Town Clerk, and file an official certified report in accord with law, all as referenced or required by or under General Municipal Law § 30 and Town Law §§ 29 and 123; and it is further

RESOLVED, that the Supervisor be authorized and permitted, in lieu of preparing his financial report under Town Law Section 29(10), to submit to the Town Clerk, by March 1, 2018 a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law.

RESOLUTION 18-

RESOLVED, that the bonds of Public Officials be obtained and underwritten by NYMIR and be approved as to the following amounts for the following public officers: (i) \$30,000.00 for Court Clerks; (ii) \$30,000.00 for the Town Bookkeeper and assistants, if any; and (iii) \$1,165,000.00 for the Lansing Receiver of Taxes and Deputy Receiver of Taxes.

RESOLUTION 18-

RESOLVED, that the Supervisor appoints the Fire Chief and Company Captains of the Town as Superintendent of Fires, and Alternate Superintendent of Fires

RESOLUTION 18-

RESOLVED, that Harris Beach LLP be approved as Bond Counsel for the Town, and that they be consulted on an as needed basis.

RESOLUTION 18-

RESOLVED, that the Tompkins Trust Company, HSBC, M&T Bank, and JPMorgan Chase Bank be designated as the depositories for the Town of Lansing.

RESOLUTION 18-

RESOLVED, that the Supervisor, and Councilperson Doug Dake, are authorized to sign checks drawn on all accounts except the Justice Accounts, Town Clerk's, and the Lansing Receiver of Taxes. The Town Clerk and Supervisor, be authorized to sign checks on the Town Clerk's checking account and the Lansing Receiver of Taxes checking account. The Town Justices, be authorized to sign checks on the Town Justice accounts at the Tompkins Trust Company; and it is further

RESOLVED, that the Supervisor, Co-Budget Officer/Bookkeeper, and Information Aide be authorized to make transfers on all Town accounts and wire transfers that are necessary throughout the year except the Lansing Receiver of Taxes checking account, the Town Clerk's checking account and the Town Justice accounts at the Tompkins Trust Company; and it is further

RESOLVED, that the Supervisor, Co-Budget Officer/Bookkeeper, and Information Aide, are hereby authorized to use the services provided by the Tompkins Trust Company entitled "Anytime Access and Internet Banking" on all Town accounts except the Town Clerk's checking account, Lansing Receiver of Taxes checking account and Town Justice accounts; and it is further

RESOLVED, that the Town Clerk and Deputy Town Clerk are authorized to make inquiries on the Lansing Water and Sewer District accounts and the Court Clerks are authorized to make inquiries on the Town Justice accounts.

RESOLUTION 18-

RESOLVED, that the Robert's Rules of Order (for deliberative assemblies, 11th Edition) are followed, however: (i) requested, voting be in alphabetical order with the Supervisor voting last; and (ii) the technical formalities of the parliamentary process may be dispensed of unless formal request is made for formal procedure by a majority of the Town Board.

RESOLUTION 18-

RESOLVED, that the Town of Lansing Board will hold the Regular Town Board Meetings on the third Wednesday of each month at 6:30 PM. The November meeting will be on November 14, 2018, due to the holiday. Work Session Meetings will be on the first Wednesday of each month at 6:30 PM. The July meeting will be on July 11, 2018, due to the holiday. Meetings will be held at the Town Hall Board Room, 29 Auburn Road, Lansing, New York, with additional Special Meetings to be held as needed. **The February 7, 2018 Work Session Meeting will be held at the Community Center, 25 Auburn Road, Lansing, New York at 6:30 PM.**

RESOLUTION 18-

RESOLVED, that the Town Officers, Authorized Personnel, and Highway Superintendent are hereby allowed the allowable rate by the IRS for the use of their private personal automobiles in the performance of their official duties.

RESOLUTION 18-

RESOLVED, that the Highway Superintendent be authorized to purchase equipment, tools and implements not to exceed the amount of \$2,500.00 without prior notice or approval.

RESOLUTION 18-

RESOLVED, that the vouchers for claims for the General Fund, Highway Fund, Capital Projects, Drainage Districts, Lighting Districts, Sewer Districts, Water Districts, and Trust and Agency be presented and audited in accordance with the Town Law Article 8, and any related provisions, rules or regulations of the State Comptroller, said presentation and audit to take place by the Town Board at each Regular Town Board meeting.

BE IT FURTHER RESOLVED, that in accord with the certification and other requirements of Town Law §118, the Supervisor be and hereby is authorized to make payment upon utility bills and postage prior to the audit of vouchers conducted pursuant to Town Law §118 (2)

RESOLUTION 18-

RESOLVED, that Supervisor, Edward LaVigne be named Budget Officer and that Bookkeeper, Charmagne Rungay be named Co-Budget Officer for the year 2018 to serve at the pleasure of the Town Board.

RESOLUTION 18-

RESOLVED, that the annual salaries for Town Officers as compiled in the General Town Budget for 2018 be as follows:

Supervisor	Edward LaVigne	\$30,306.00
Councilperson	Doug Dake	\$ 9,741.00
Councilperson	Andra Benson	\$ 9,741.00
Councilperson	Katrina Binkewicz	\$ 9,741.00
Councilperson	Joseph Wetmore	\$ 9,741.00
Highway Superintendent	Charlie Purcell	\$75,077.00
Town Justice	John Howell	\$18,741.00
Town Justice	W. David Banfield	\$18,741.00
Town Clerk	Deborah K. Munson	\$44,655.00

and it is further

RESOLVED, that the Supervisor be authorized to pay the above salaries.

RESOLUTION 18-

RESOLVED, that the Town Board hereby establishes the following standard hours per month, as required for determination of retirement benefits for

Town Officials:

7.3 hours/day 36.5 hours/week

Court Clerk, Senior Court Clerk, Bookkeeper, Secretary to Highway Superintendent, Deputy Town Clerk, and Information Aide

8 hours/day 40 hours/week

Town Clerk, Recreation Supervisor, Director Parks & Recreation, Zoning, Code, Fire Enforcement Officer, Highway Superintendent, Motor Equipment Operator, Mechanic, and Laborer

Town Justice *based on a 6 hr/day 33 hrs/month

Councilperson *based on a 6 hr/day 41.04 hrs/month

Supervisor *based on a 6/hr day 80 hrs/month

* Part-Time & Seasonal Employees are based on a 6 hour work day as established by the Town Board Resolution dated August 1, 1990.

RESOLUTION 18-

RESOLVED, that the Supervisor may direct the investment of general funds, special district funds, and highway money not obligated or required for immediate expenditure or distribution, in United States Treasury Bills, savings accounts, time deposit or time certificates of deposit through the Town's official depository banks, with said deposits or investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the monies were provided, all pursuant to the provisions of the Investment Policy of the Town.

RESOLUTION 18-

RESOLVED, that the Town Clerk and Deputy Town Clerk are authorized to issue Accessible Parking Permits.

RESOLUTION 18-

RESOLVED, that the Ithaca Journal be designated as the official newspaper for the Town of Lansing.

RESOLUTION 18-

RESOLVED, that the following appointments made by the Supervisor be accepted:

2018 TOWN LIAISON OFFICERS

Connie Wilcox --- Liaison Officer to the Lansing Fire Department
Connie Wilcox --- Liaison Officer to the Town of Lansing Housing Authority
Doug Dake --- Liaison Officer to the Planning Board
Joseph Wetmore --- Alternate Liaison Officer to the Planning Board
Guy Krogh --- Liaison Officer to the Arts Council
Katrina Binkewicz --- Liaison Officer to the Zoning Board of Appeals
Ed LaVigne & Tom Jones --- Liaison Officers to Bolton Point
Ed LaVigne & Andra Benson --- Liaison Officers to Local Advisory Board of
Assessment Review
Katrina Binkewicz --- Liaison Officer to the Cayuga Lake Watershed Management
Plan Intermunicipal Organization
Andra Benson --- Liaison Officer to the Cayuga Medical Center
Joseph Wetmore --- Liaison Officer to TCCOG
Ed LaVigne --- Alternate Liaison Officer to TCCOG
Andra Benson --- Liaison Officer to Youth Services
Steve Colt --- Liaison Representative on the Tompkins County Youth Board
Andra Benson --- Liaison Officer to Lansing Library
Doug Dake --- Liaison Officer to the Water and Sewer Advisory Board

RESOLUTION 18-

RESOLVED, that Bookkeeper/Co-Budget Officer, Charmagne Rungay be appointed voting member for the Greater Tompkins County Municipal Health Insurance Consortium's Board of Directors, and Supervisor, Edward LaVigne be appointed as alternate, while Supervisor Edward LaVigne shall serve as delegate to the Joint Committee on Plan Structure and Design for the year 2018.

RESOLUTION 18-

RESOLVED, that the Town Board appoints, Charlie "Cricket" Purcell, Steve Colt, Charmagne Rungay, Deborah Munson, W. David Banfield, Katrina Binkewicz, and Ed LaVigne to the Workplace Violence Threat Assessment Team and direct them to complete the annually required workplace audit by October 1, 2018.

RESOLUTION 18-

RESOLVED, that the Attorney for the Town is Guy K. Krogh, and that he, and his firm, Thaler and Thaler be consulted on an as needed basis and that the Town Supervisor be authorized to execute the 2018 counsel engagement letter.

RESOLUTION 18-

RESOLVED, that the Town Board of the Town of Lansing does hereby appoint Insero & Co. as the Town Accountant(s) for the year 2018, with the Town to obtain services on an as needed and upon request basis.

RESOLUTION 18-

RESOLVED, that the Town Planner for the Town of Lansing be Michael Long (Finger Lakes Planning and Development), pursuant to the terms of the contract.

RESOLUTION 18-

RESOLVED, that the Town Engineer for the Town of Lansing be David A Herrick, P.E., of T.G. Miller, PC, and he and his firm be consulted on an as needed basis.

RESOLUTION 18-

RESOLVED, that Supervisor, Edward LaVigne be the officer and member of the Association of Towns of the State of New York and that Councilperson Katrina Binkewicz, to be the alternate.

RESOLUTION 18-

RESOLVED, as follows:

1. Country Acres Pet Services is the Dog Control Officer for the Town of Lansing;
2. The shelter maintained by Country Acres Pet Services is the Town of Lansing Dog Shelter;
3. The 2018 Dog Control and Shelter Agreement between the Town of Lansing and Country Acres Pet Services is for a term commencing January 1, 2018 and ending December 31, 2018;
4. The Town Supervisor of the Town of Lansing is hereby authorized to sign said agreement.

RESOLUTION 18-

**AUTHORIZATION TO PARTICIPATE IN COOPERATIVE
PURCHASING OF HIGHWAY SERVICES WITH
TOMPKINS COUNTY**

WHEREAS, the Office of the State Comptroller has ruled that counties may no longer extend their bids for public work (services) to political subdivisions, and

WHEREAS, General Municipal Law Section 119 provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, and

WHEREAS, General Municipal Law Article 5-G, Section 119 states that “any agreement entered into hereunder shall be approved by each participating Municipal Corporation or district by a majority vote of its governing body”

NOW THEREFORE, BE IT RESOLVED, that the Town of Lansing is hereby authorized to participate in the County bid for purchasing highway materials and services as required for the operation of the Town Highway Department.

BE IT FURTHER RESOLVED, that the Town reserves the right to participate in the State bid if the State bid is lower.

RESOLUTION 18-

RESOLVED, that the 2018 Agreement for the Expenditure of Highway Moneys be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent.

RESOLUTION 18-

RESOLVED, that the Town Clerk’s Office be the official depositories for all Town Accounts except the Town Justice Accounts.

RESOLUTION 18-

RESOLVED, as follows:

1. The Town Clerk’s Office will accept payments by cash, check, or credit card for all services in the Town Clerk’s Office. In addition, payments for water and taxes may be made by credit card or e-check on the Town of Lansing’s website.
2. The Parks and Recreation Department accepts payments by cash, credit card, or check.
3. The Lansing Court accepts payments by cash, credit card, certified bank check, or money order.
4. The Town Clerk’s Office and the Lansing Court have a separate processing fee for paying by credit card or e-check which said fee is paid by the person using the credit card or e-check.
5. The banking agreement is approved and each year the service cost will be examined to determine whether the service should be bid or shopped.
6. The deposits may be made remotely by using the TTC digital check scanner.

RESOLUTION 18-

RESOLVED, that the charge for a check returned for insufficient funds, to the Town Clerk's Office, is \$20.00.

RESOLUTION 18-

RESOLVED, that the Town Clerk/Receiver of Taxes is appointed the keeper and auditor of the three (3) Petty Cash Funds in the Town Clerk Office, one (1) for Water and Sewer, one (1) for Town Clerk and one (1) for Receiver of Taxes.

RESOLVED, that the Park Superintendent and Recreation Director is appointed the keeper and auditor of the Petty Cash Fund in the Parks and Recreation Department.

RESOLVED, that the Bookkeeper is appointed the keeper and auditor of the Petty Cash Fund in the Supervisor's Office.

RESOLVED, that the Senior Clerk Court is appointed the keeper and auditor of the Petty Cash Fund in the Court Office.

RESOLUTION 18-

RESOLVED, that the stipends for the public officers that are a member of the Town of Lansing Planning Board are paid annually upon the December abstract for the Town and are set as follows: Planning Board Member - \$50 per meeting with the maximum being \$600 per year; Planning Board Chairperson - \$100 per meeting with the maximum being \$1,200 per year.

RESOLUTION 18-

RESOLVED, that the stipends for the public officers that are a member of the Town of Lansing Zoning Board of Appeals are paid annually upon the December abstract for the Town and are set as follows: Zoning Board of Appeals Member - \$50 per meeting with the maximum being \$600 per year.

RESOLUTION 18-

RESOLVED, that the following residents are members of the Town of Lansing Planning Board and the Chairperson is Thomas Ellis and the Vice Chairperson is Gerald Caward, Jr.

Thomas Ellis, Norman (Lin) Davidson, Gerald Caward, Jr., Larry Sharpsteen, Sandra Dennis Conlon, Al Fiorille, Deborah Trumbull, Dean Shea (Alternate) and Thomas Butler (Alternate).

RESOLUTION 18-

RESOLVED, that the following residents are members of the Town of Lansing Zoning Board of Appeals and the Chairperson is Hurf Sheldon.

Hurf Sheldon, Linda Hirvonen, Judith Drake, Maureen Cowen, Chris Williams, and Peter Larson, III (Alternate).

RESOLUTION 18-

RESOLVED, that the following residents are members of the Town of Lansing Housing Authority.

George Gesselein, David Stoyell, Connie Wilcox, Joyce Rendano, Charla Hayes, and Rick Hayes.

RESOLUTION 18-

RESOLVED, that the following people are members of the Town of Lansing Water and Sewer Advisory Board.

Doug Dake, Charlie Purcell, Guy Krogh, David Herrick, Lynn Day, Steve Riddle, and John Gutenberger.

RESOLUTION 18-

RESOLVED, that the following people are members of the Town of Lansing Ethics Board.

Tom Jones, Edward LaVigne, Henry Sheldon, Jay Franklin, and Kevin Wyszowski.

RESOLUTION 18-

RESOLVED, that the following persons remain as members of the Agricultural and Farmland Protection Committee, formed pursuant to the Agricultural and Comprehensive Plans of the Town of Lansing and memorialized in Resolution #17-46, with each appointee to serve for a concurrent three-year term expiring upon December 31, 2019:

Connie Wilcox, Chairperson, John Fleming, Vice Chairperson, Adam Buck, Robert Hatfield, Larry Moore, Todd Eldred, Norman "Lin" Davidson, Jeannine Kirby, Ken Patchen, Pete Larsen III, and Al Fiorille;

RESOLUTION 18-

RESOLVED, that in reference to the Town's Procurement Policy, Department Heads will attend a mandatory training session on purchasing and bidding. The training will focus upon the current requirements of law.

RESOLUTION 18-

RESOLVED, that, in addition to any Enforcement Officers identified in such law or ordinance, the persons filling the following positions be and are hereby confirmed and appointed as Enforcement Officers for the following Local Laws and Ordinances:

Local Law #2 of 2004 (Highway Excavation & Construction): The Town Highway Superintendent, or his or her designees; the Deputy Highway Superintendent, or his or her designees; and any Town Code Enforcement Officer.

Local Law #5 of 2004, as amended by Local Law #6 of 2015 (Unsafe Buildings): Any Town Code Enforcement Officer; and any Town Building Inspector.

Local Law #7 of 2004 (Business Inventory Storage): Any Town Code Enforcement Officer; and any Town Building Inspector.

Local Law #3 of 2006 (Mass Gatherings): Any Town Code Enforcement Officer; any Town Building Inspector; any Town Constable (whether an employee or contractor); and the Director of Parks & Recreation.

Local Law #4 of 2006 (Lock Boxes), as amended by Local Law #6 of 2009: Any Town Code Enforcement Officer; any Town Building Inspector; any Fire Inspector, Fire Captain, or Fire Marshall of the Town or any Fire District (or similar geographic district or area) affecting or located within the Town.

Local Law #6 of 2006 (Code Enforcement), as amended by Local Law #8 of 2009 and Local Law #3 of 2015 (Executive Law § 382-b Timber and Truss rules): Any Town Code Enforcement Officer; and any Town Building Inspector.

Local Law #2 of 2007 (Parks Rules and Regulations): The Director of Parks & Recreation, or his or her designees; any Deputy Director of Parks & Recreation, or his or her designees; and any Town Constable (whether an employee or contractor).

Local Law #6 of 2007 (Illicit Discharges): Any Code Enforcement Officer; and any Stormwater Management Officer (“SMO”).

Local Law #2 of 2008 (Subdivisions): Any Town Code Enforcement Officer; and any Town Building Inspector.

Local Law #6 of 2009 (Stormwater): The Town's Code Enforcement Officer, hereby designated as SMO.

Local Law #9 of 2009 (No Smoking on Certain Town Property): Any Town Code Enforcement Officer; any Town Building Inspector; and any Town Constable (whether an employee or contractor).

Local Law #1 of 2011 (Sewer Law): Any Town Code Enforcement Officer; any Town Building Inspector; and any Town Constable (whether an employee or contractor).

Local Law #5 of 2012 (Excavation & Construction in Municipal Roadways & Highway Rights of Way): Any Highway Superintendent; any Deputy Highway Superintendent.

Local Law #3 of 2013 (Bingo & Games of Chance): Any Town Clerk; any Deputy Town Clerk.

Local Law #1 of 2014 (Sign Local Law): Any Town Code Enforcement Officer; any Town Building Inspector.

Local Law #3 of 2014 (Regulate Outdoor Storage and Junkyards): Any Town Code Enforcement Officer; and any other person appointed as an enforcement officer under such local law.

Local Law #4 of 2014 (Mobile Home Park Local Law): Any Town Enforcement Officer; any Town Building Inspector; and any other person appointed as an enforcement officer under such local law.

Local Law #1 of 2015 (Amendments to and Restatement of Town of Lansing Land Use Ordinance): Any Town Code Enforcement Officer.

Local Law #7 of 2015 (Communications Tower Local Law): Any Town Code Enforcement Officer.

Local Law #8 of 2015 (Licensing, Identification and Control of Dogs in the Town of Lansing): Any Town Clerk; any Deputy Town Clerk; any Dog Control Officer (including any Dog Warden).

Local Law #9 of 2016 (Flood Plain Control): Any Town Code Enforcement Officer; and Town Building Inspector.

RESOLUTION 18-

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the following Town Clerk's 2017 Annual Report, Water and Sewer Collection Report, and Receiver of Taxes Report, as set forth below.

TOWN CLERK'S 2017 ANNUAL REPORT

RECEIPTS

Marriage Transcripts	\$ 210.00
Marriage Licenses	\$ 1,520.00
Decals	\$ 13,099.00
Games of Chance Licenses	\$ 25.00

Bingo Licenses	\$ 543.75
Bingo Proceeds	\$ 161.13
Photocopies	\$ 11.00
Faxes - Outgoing	\$ 24.00
Returned Check Fee	\$ 20.00
Dog Licenses	\$ <u>22,801.00</u>

TOTAL RECEIPTS **\$38,414.88**

DISBURSEMENTS

Paid to Supervisor for General Fund	\$ 23,066.15
Paid to NYS DEC for DECALS	\$ 12,424.48
Paid to Ag & Markets for Animal Population Control	\$ 1,728.00
Paid to NYS Health Dept. for Marriage Licenses	\$ 855.00
Paid to Comptroller for Games of Chance Licenses	\$ 15.00
Paid to Comptroller for Bingo Licenses	\$ <u>326.25</u>

TOTAL DISBURSEMENTS **\$ 38,414.88**

Dog Tickets Issued - 60
 Accessible Parking Permits Issued/Renewed - 178
 Notary Signatures - 1,175

2017 TOWN OF LANSING
WATER AND SEWER COLLECTION

MONTH	WATER	PENALTY	TOTAL
January	\$1,069.05	\$81.84	\$1,150.89
February	\$171,708.96	\$987.84	\$172,696.80
March	\$10,271.69	\$720.65	\$10,992.34
April	\$2,095.33	\$160.30	\$2,255.63
May	\$167,665.63	\$477.78	\$168,143.41
June	\$7,896.12	\$536.06	\$8,432.18
July	\$1,946.16	\$159.90	\$2,106.06
August	\$180,340.68	\$795.44	\$181,136.12
September	\$16,234.47	\$733.58	\$16,968.05
October	\$9,798.06	\$1,189.90	\$10,987.96
November	\$190,193.73	\$0.00	\$190,193.73
December	\$7,419.03	\$462.43	\$7,881.46
TOTAL	\$766,638.91	\$6,305.72	\$772,944.63

CHERRY ROAD SEWER COLLECTION

MONTH	SEWER	PENALTY	TOTAL
January	\$63.75	\$0.00	\$63.75
February	\$5,657.82	\$12.76	\$5,670.58
March	\$270.94	\$27.11	\$298.05
April	\$0.00	\$0.00	\$0.00
May	\$6,189.07	\$31.90	\$6,220.97
June	\$127.50	\$12.76	\$140.26

July	\$0.00	\$0.00	\$0.00
August	\$5,795.95	\$1.59	\$5,797.54
September	\$74.39	\$6.38	\$80.77
October	\$446.25	\$38.28	\$484.53
November	\$5,730.06	\$0.00	\$5,730.06
December	\$334.69	\$25.52	\$360.21
TOTAL	\$24,690.42	\$156.30	\$24,846.72

WARREN ROAD SEWER COLLECTION

MONTH	SEWER	PENALTY	TOTAL
January	\$0.00	\$0.00	\$0.00
February	\$16,197.86	\$299.64	\$16,497.50
March	\$147.42	\$12.76	\$160.18
April	\$0.00	\$0.00	\$0.00
May	\$16,304.11	\$0.00	\$16,304.11
June	\$784.92	\$1.99	\$786.91
July	\$0.00	\$0.00	\$0.00
August	\$17,577.78	\$1.99	\$17,579.77
September	\$63.75	\$6.38	\$70.13
October	\$1,190.00	\$114.75	\$1,304.75
November	\$18,172.78	\$0.00	\$18,172.78
December	\$453.86	\$8.51	\$462.37
TOTAL	\$70,892.48	\$446.02	\$71,338.50

GRAND TOTALS	WATER/SEWER \$862,221.81	PENALTY \$6,908.04	TOTAL \$869,129.85
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2017 Town and County Tax Collection

ORIGINAL WARRANT	\$13,112,607.79		
DUE TO SUPERVISOR	\$3,758,455.48	DUE TO COUNTY	\$9,354,152.31
Adjustments			
ADJUSTED DUE SUPERVISOR	\$3,758,455.48	ADJUSTED DUE COUNTY	\$9,354,152.31
TOTAL ADJUSTED WARRANT	\$13,112,607.79		
COLLECTED			
1st Installments	\$344,351.77		

Service Charge (for 1st installments)	\$17,217.47
Full Payments	\$11,977,105.37
Penalties	\$6,729.38
Late Notice Fees	\$69.00
Bad Check Fees	\$20.00
TOTAL COLLECTED	\$12,345,492.99
Bank Interest	\$511.39
TOTAL COLLECTED PLUS INTEREST	\$12,346,004.38

PAYMENTS TO SUPERVISOR		RECONCILE WITH COUNTY	
	1/26/2017	\$3,758,455.48	Franchise Tax(348,956.71-18.67=348,938.04)
			\$348,938.04
			2nd Install Due
			\$344,350.63
			paid 2/16/17
			\$7,500,000.00
			paid 3/20/17
			\$500,000.00
			paid 4/12/17
			\$214,063.62
			Unpaid Taxes Returned to County
			\$446,800.02
			Sub Total
			\$9,354,152.31
			TOTAL FOR RECONCILE
			\$9,354,152.31
TOTAL PAID SUPERVISOR		\$3,758,455.48	(Subtract from Adjusted County Warrant)
BALANCE DUE TOWN		\$0.00	BALANCE DUE TO COUNTY
			\$0.00

OTHER PAYMENTS TO TOWN		OTHER PAYMENTS TO COUNTY	
Penalties	\$6,729.38	Service Charge (for 1st install) paid 2/16/17	\$17,217.47
Late Notice Fees	\$69.00		
Bad Check Fees	\$20.00		
SUB TOTAL	\$6,818.38		
Bank Interest	\$511.39		
Total Other to Town	\$7,329.77		
Paid to Supervisor-3/20/17	\$4,388.23		
Paid to Supervisor-4/12/17	\$2,934.97		
Paid to Supervisor-5/4/17	\$6.57		
Balance due to Supervisor (other payments)	\$0.00		
BEGINNING TOTAL IN CHECKING	\$0.00		
Total Collected plus interest	\$12,346,004.38		
Warrant Paid to Town	\$3,758,455.48		
Other Payments to Town	\$7,329.77		

Warrant Paid to County \$8,214,063.62
 Franchises \$348,938.04
 Other Payments to County \$17,217.47

ENDING TOTAL IN CHECKING \$0.00

Full Payment Bills Collected	4,588	New Apportioned Bills	21
First Installments Collected	255	Total In Lieu of Taxes	\$125,276.99
Unpaid Bills	116		

RESOLUTION 18-

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the following 2018 Town of Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees.

BE IT FURTHER RESOLVED, that these 2018 Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees be and remain subject to amendment throughout the year by the Town Board.

**2018
 MYERS PARK MARINA
 BOAT SLIP FEE SCHEDULE**

BOAT LENGTH PER/FT	If paid in full Payment due by Feb. 16, 2018		If paid in installments 1st payment = Feb. 16, 2018 2nd payment = March 16, 2018	
	RESIDENT	NON - RESIDENT	RESIDENT	NON - RESIDENT
MIN. 19'	\$722.00 1st = \$366.00 2nd = \$366.00	\$836.00 1st = \$423.00 2nd = \$423.00	\$722.00 1st = \$366.00 2nd = \$366.00	\$836.00 1st = \$423.00 2nd = \$423.00
20'	\$760.00 1st = \$385.00 2nd = \$385.00	\$880.00 1st = \$450.00 2nd = \$450.00	\$760.00 1st = \$385.00 2nd = \$385.00	\$880.00 1st = \$450.00 2nd = \$450.00
21'	\$798.00 1st = \$404.00 2nd = \$404.00	\$924.00 1st = \$467.00 2nd = \$467.00	\$798.00 1st = \$404.00 2nd = \$404.00	\$924.00 1st = \$467.00 2nd = \$467.00
22'	\$836.00 1st = \$423.00	\$968.00 1st = \$489.00	\$836.00 1st = \$423.00	\$968.00 1st = \$489.00

	2nd = \$423.00	2nd = \$489.00
23'	\$874.00 1st = \$442.00 2nd = \$442.00	\$1,012.00 1st = \$509.00 2nd = \$509.00
24'	\$912.00 1st = \$461.00 2nd = \$461.00	\$1,056.00 1st = \$533.00 2nd = \$533.00
25'	\$950.00 1st = \$485.00 2nd = \$485.00	\$1,100.00 1st = \$560.00 2nd = \$560.00
26'	\$988.00 1st = \$499.00 2nd = \$499.00	\$1,144.00 1st = \$577.00 2nd = \$577.00
27'	\$1,026.00 1st = \$518.00 2nd = \$518.00	\$1,188.00 1st = \$599.00 2nd = \$599.00
28'	\$1,064.00 1st = \$537.00 2nd = \$537.00	\$1,232.00 1st = \$619.00 2nd = \$619.00
29'	\$1,102.00 1st = \$556.00 2nd = \$556.00	\$1,276.00 1st = \$643.00 2nd = \$643.00
30'	\$1,140.00 1st = \$580.00 2nd = \$580.00	\$1,320.00 1st = \$670.00 2nd = \$670.00

BOAT SLIPS WITH ELECTRIC ADD	\$200.00
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Town of Lansing Parks & Recreation 2018 PAVILION INFORMATION

PAVILION	SIZE	CAPACITY	FEE
A	40'x30'	150	\$50.00
B	50'x30'	200	\$70.00
C	40'x34'	150	\$50.00
D	48'x36'	200	\$70.00
E	36'x28'	100	\$50.00
F	36'x28'	100	\$50.00
G	36'x28'	100	\$50.00
Ballfield		150	\$50.00

2018 PARK AND MARINA FEE SCHEDULE

	RESIDENTS	NON-RESIDENTS
PARK ADMISSION (per car) Admission will be charged Daily (except July 4) from Memorial Day Weekend-Labor Day	\$ FREE With Myers Park resident sticker.	\$5.00
Non-Resident season admission pass		\$40
LAUNCHING		
- per launch	4.00	6.00
- season permit	40.00	60.00
- Sr. Citizen season permit	30.00	50.00
DRY DOCK		
- seasonal	250.00	350.00
KAYAK		
- seasonal rack storage	75.00	75.00
TRANSIENT DOCKING Must dock in designated area only!	\$1 per Hour	
CAMPING (per night) Water & Electric included on every site.	28.00	28.00

(Senior Citizen age is 62. There is NO senior citizen discount for admission, dry dock or camping)

Extra Season Launch sticker – Customers with multiple boats may purchase an extra season launch sticker for an additional \$5.00. Registration for the additional boat must be shown at the time of purchase along with the additional trailer license plate number.

LANSING PARKS AND RECREATION

Rules and Regulations for Use of Lansing Community Center

RULES:

1. **To reserve** the Community Center, contact the Parks and Recreation Office at 607-533-7388, or stop by the office at 29 Auburn Road, Monday – Thursday 7:30am to 4:00pm, Friday 7:30am to Noon.
2. All organizations must provide a Certificate of Insurance in the amount of \$500,000.00 combined single limit and the Town of Lansing to be named as an additional insured.
3. **FEE:** for rental of the building is \$75; there is no charge for non-profit organizations.
4. **Renting party must remain on designated floor *only*.** Other areas of the building may be rented simultaneously.
5. **NOTICE:** Play area equipment and toys are property of the *Lansing Drop-In* and are off limits to all users other than the participants of the Lansing Drop-In.

KEYS:

6. Weekly and bi-weekly users will be assigned one key to the leader of the organization at the beginning of the assigned use date. The key must be signed out in person at the Parks and Recreation Office. At the end of the scheduled season, you must return the key to the Parks and Recreation Office.
7. **All other users must sign out a key in person** at the Parks and Recreation Office and return the key in the *Parks & Recreation Drop Box* immediately after use, located in the Town Hall foyer.

KITCHEN USE:

8. There will be a fee of \$25.00 for kitchen use. Must do a “walk-through” of kitchen prior to usage. Kitchen use includes the use of the stove, griddle, and/or the dishwasher. Usage shall be limited to once per month, **not to exceed a total of 3 uses per calendar year.**

CLEAN UP:

9. Return tables and chairs to their original spots. Do not drag tables and chairs across the floor. If the kitchen facilities were used, please wipe down and clean all surfaces. If extensive clean up is required after your use of the Community Center, you will be charged a clean-up fee of \$50 per hour.
10. Turn off lights for the BATHROOMS, THE 2ND FLOOR, AND THE FOYER ONLY. **All other lights are on sensors and turn off automatically.**
11. **Be sure all doors are locked when you leave.**
12. If there is any abuse to the building, you will lose your privilege to use the building.
13. Youth groups must have an adult supervisor.
14. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
15. If you experience problems during the use of the Community Center with the water, heat, plumbing, or appliances, please call one of the following immediately:

Steve Colt, Director of Parks & Recreation	(607) 227-0562
Parks & Recreation Department	(607) 533-7388

Thank You!

Lansing Parks and Recreation Office

Town Of Lansing Planning Dept's Fee Schedule

(Effective January 18, 2018)

SUBDIVISION FEES

Exempt Subdivision & Boundary Change (\$125.00)

***Minor & Major Subdivisions**: Initial Application – \$100.00} \$125.00 for each new lot created paid after Final Approval.

***Planned Unit Development** (PDA) – Initial fee \$300.00 plus (\$125.00) for each accepted unit paid after Final Approval.

***Site Plan Review** – \$100.00

Notification for each Public Hearing Fee (Fee is the Responsibility of the Applicant for Subdivisions, PDA'S, ZBA, Site Plans and Special Permits) \$75.00

***Sign Site Plan Review** - \$50.00 – For Planned Sign Areas and Illuminated Signs

Sign Permit – \$40.00

***ZBA Hearing** – \$100.00

Special Permit – \$100.00

Flood Zone Development Permit Fee – \$200.00 (Per Local Law #9 of 2016)

Title Search – \$25.00

Zoning Permit - \$50.00

Firework Display Permit - \$100.00

Inspections made before or after Office Hours – \$55.00 (1 hour minimum)

Junk Yard License & three year Renewal Fee – \$100.00

Cell Tower Application Fee – **\$1,000.00 includes Legal & Engineering Fees, but not technical consultant's or building permit fees**

Fly Ash – **As agreed upon with AES.**

Building Permits – See attached sheet

Fire Inspections of Public Assemblies, Multi Residence & Businesses
– \$25.00; Multi. Res. 5 Units and over – \$50.00

***Application Fee: Stormwater & Erosion Control Local Law 06-09** – (\$350.00)

Notice of Ground Disturbance Permit- \$30.00

Exemption Certificate for Outdoor Storage – \$100.00

*** Legal and Engineering Fees to be paid thru an Applicant's Agreement.**

Applicant is defined as: Owner, Owner's Representative, Engineer, Developer, Builder or Contractor.

Copies of the Land Use Ordinance, Directory, Subdivision Rules & Regulations, Comprehensive Plan – \$20.00

Building Permit Fees

(Effective January 18, 2018)

Working without a Building Permit – The fees set forth shall be doubled if work is commenced prior to the issuance of a permit.

Residential:

\$0.34 cents a square foot for – One & Two Family Residence, Modular Homes, Mobile Homes on Private Lots, Additions, finished off basements.

Fees for Mobile Homes on Rental Lots will have a charge of \$150.00

* Note that basements are not included in Square footage Total if the basement is unfinished.

\$0.16 cents per Square Foot for: Garages, Storage Buildings, Workshops & Pole Barns.

* Note any New Residence with an attached Garage will pay 0.34 cents Sq. Ft & 0.10 cents Sq Ft.

Remodeling:

\$3.00 per thousand of estimated construction cost- when the Square Foot Rule does not apply. (\$75.00 minimum)

Commercial:

\$5.00 per thousand of estimated construction cost. (\$75.00 minimum)

Pools: \$50.00 – For storable / portable pools
\$50.00 – For all above Ground Pools.
\$75.00 – For all In-Ground Pools.

In & Above Ground Pool Permits will only be 180 day Permits, storable / portable pools will only be 90 day permits.

All swimming pools shall be completed within 12 months, complete means a Certificate of Compliance has been issued.

Prefab Sheds:

\$40.00- For any Pre Assembled Shed.
101 Sq. Ft.-199 Sq. Ft. & less than 12' in height.
\$0.15 per Square Foot for any Pre Assembled Shed 200 Sq. Ft & over with a minimum fee of \$75.00.

Sign Permits: \$40.00

Solar Panel, wind or similar alternative energy source permits for Residential use: \$75.00

Solar Panel, wind or similar energy source for Commercial Projects up to five acres: \$500.00

Solar Farms – over five acres- \$2500.00

Solid fuel burning appliances-wood, pellet, coal stoves.- \$25.00

Demolition Permits: \$25.00

Plumbing Inspections: \$100.00- For any plumbing Inspection's that are not in the Consolidated Water District.

*Note: Except for the Projects noted here, there will be a minimum Building Permit Fee of \$75.00

*Note: Except for Pool Permits, any Building Permit that is not complete within one year will require a Renewal Fee of 50% of the original cost of the Building Permit per year until the Project is complete or a \$75.00 Minimum:

***Exception- Any permit over \$300.00 will be charged a flat fee of \$150.00 for the first renewal, subsequent permit renewals to remain at 50% of the original fee paid.**

ORGANIZATIONAL RESOLUTIONS 18-01 – 18-

RESOLUTION 18-

WHEREAS, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Organizational Resolutions **18-01 – 18-** are hereby approved as presented, and

BE IT FURTHER RESOLVED, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

The question of the adoption of such proposed Organizational Resolutions were duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Andra Benson
Councilperson Doug Dake
Supervisor Edward LaVigne

Councilperson Katrina Binkewicz
Councilperson Joseph Wetmore

Accordingly the foregoing Resolutions were approved, carried, and duly adopted on January 17, 2018.

2018 REGULAR TOWN BOARD RESOLUTIONS:

RESOLUTION 18-

**APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH
THE UNITED AUTO WORKERS FOR SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION'S EMPLOYEES, 2018-2020**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission, in good faith, entered into contract negotiations with the United Auto Workers union for a renewed collective bargaining agreement for the contract that expired on December 31, 2017; and

WHEREAS, on December 18, 2017, the Commission's negotiating team reached tentative agreement with the union's negotiating team, the employees in the union bargaining unit ratified the tentative contract, and the Commission reviewed and approved the tentative contract at the January 4, 2018 Commission meeting; and

WHEREAS, the Town Board of the Town of Lansing has reviewed the tentative agreement and determined it to be acceptable as required by the SCLIWC operating agreements (including the Agreements of Municipal Cooperation, as amended), the Taylor Law, and the rules and regulations of the Public Employees Relation Board; and

WHEREAS, after due deliberation thereupon, now be it, and the Town Board of the Town of Lansing has hereby:

RESOLVED, that the Town of Lansing does hereby approve the tentative collective bargaining agreement between the Commission and the UAW unit; and it is further

RESOLVED, that the Town of Lansing authorizes the Commission's negotiating team to sign said contract as presented.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Andra Benson –
Councilperson Doug Dake –
Supervisor Edward LaVigne –

Councilperson Katrina Binkewicz –
Councilperson Joseph Wetmore -

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on January 17, 2018.