

## REGULAR TOWN BOARD MEETING

September 17, 2014

A Regular Meeting of the Lansing Town Board was held at the Town Hall Board Room, 29 Auburn Road, Lansing, NY on the above date at 6:00 p.m. The meeting was called to order by the Supervisor, Kathy Miller and opened with the Pledge of Allegiance to the flag. Roll call by Debbie Crandall, Town Clerk, showed the following to be

**PRESENT:**

Kathy Miller, Supervisor	Robert Cree, Councilperson
Doug Dake, Councilperson	Ruth Hopkins, Councilperson
Edward LaVigne, Councilperson	

**ABSENT:** None

**ALSO PRESENT:** Sharon Bowman, Deputy Supervisor, Guy Krogh, Town Counsel, Jack French, Highway Superintendent, Charlie “Cricket” Purcell, Deputy Highway Superintendent, Ray Farkas, Scott Bishop, Connie Wilcox, Dan Veaner, Lansing Star, Dan Adinolf, Chris Williams, Dave and Joyce Heck, Pat Pryor, Joel Beckwith, Kayla Clink, Lyanna Donnell, and a few other attendees.

### TOMPKINS COUNTY REPRESENTATIVE – MIKE SIGLER

Mike was unable to attend tonight’s meeting but provided the following report to the Town Board as well as handouts to the public.

Hello and thank you all again for inviting me to your meeting. I unfortunately had family business in Syracuse tonight or I would have joined you. It was a big month at the Legislature.

Tompkins County Administrator Joe Mareane delivered his 2015 Recommended County Budget. It preserves County services, fulfills several programmatic goals, and achieves the fiscal goal of remaining within the County’s projected property tax cap.

The tentative budget would increase the County property tax levy by 2.34%, adding \$6.34 to the annual tax bill of the average County homeowner. Since the increase falls within the State-imposed property tax cap, that amount of increase would be returned to homeowners by the State under the new property tax freeze law. The recommended budget also includes a 7% reduction in the County solid waste fee. The budget maintains fiscal discipline, with minimal appropriation of County reserves and spending growth held to just 1.6% over 2014.

The budget holds the number of employees steady—7% below the peak level of 2009—and addresses several emerging priorities, including temporary relief for the County airport. The Recommended Budget supports total expenditures of \$180 million (up 1.6%) and local dollar spending of \$83.3 million (an increase of 2.0%). The 2.34% tax levy increase is below the projected 2.65% property tax cap. Because property values are rising faster than the County’s tax levy, the 2015 County property tax rate would decline by 5 cents per thousand, to \$6.84 per \$1,000.

Among priority areas addressed in the recommended budget,

- Basic infrastructure: Investments in the 5-year Capital Program are targeted to keep existing roads, bridges, and County facilities safe and in good repair. A 0.5% increase in the tax levy is committed to support the County’s 20-year Capital Plan.
- Airport finances: To stabilize Airport finances and foster measures to improve passenger levels, the budget recommends a three-year suspension of the \$126,000 payment made to the County for administrative services, to be offset by appropriation of reserves and not affecting property taxes.
- Alternatives to incarceration: The budget recommends funding of the near-term recommendations of the Jail Alternatives Task Force, including an allocation for an additional staff person at Opportunities, Alternatives, and Resources (OAR) to assist with the bail program and provide additional case management services.

- Living Wage: County funds are recommended to bring employees of one contract agency to the AFCU living wage; the Human Services Coalition, as part of the budget, is providing support for another agency to achieve the living wage standard.

The 2015 Recommended Budget is posted on the County website at [www.tompkinscountyny.gov](http://www.tompkinscountyny.gov) (Click on “County Budget and Financial Information.”) Public copies are available for review at the County Administration office, 125 East Court Street (3<sup>rd</sup> Floor), and at the Office of the County Legislature, 121 East Court Street.

Following a public hearing, the Legislature voted to amend the County law restricting smoking in places of employment, restaurants, and taverns to also include electronic nicotine delivery systems, such as “e-cigarettes.” The vote was unanimous (with Legislator Brian Robison excused).

The Legislature, without dissent, asked New York State to revise the “look-back” period associated with the State’s property tax freeze legislation. (Legislator Brian Robison was excused.) The Property Tax Freeze Credit reimburses qualified homeowners for increases in local property taxes on their primary residence and, after the first year, requires that taxing jurisdictions, as well as complying with the State property tax cap, also document how they proposes to sustain savings equal to at least 1% of its property tax levy.

The Legislature, acting on the recommendation of the Government Operations Committee and its Broadband Subcommittee, urged the Federal Communications Commission (FCC) to “establish a strong set of rules that provide for a neutral Internet”—coming out against proposed rules that could allow for a tiered Internet and provide telecommunications companies the ability to control the market for Internet bandwidth.

A large portion of this report is from Marcia Lynch’s wrap up that she does after every legislature meeting and I thank her for her excellent work in that regard.

In some town news, the girl’s facility on the Auburn Road has been expanded to include the brick housing/classroom building, gym, pool and a number of other buildings. There seems to be a lot of interest. It was great seeing Ed, Kathy and Ruth at the showing by the state. The state’s done 2 appraisals and will not put forward a minimum bid and put it up for auction.

Lastly I want to mention the Watchfire that will happen this Friday at 7 pm at Meyers Park. It’s an amazing event with the Watchfire being seen for miles. It’s in recognition of National POW/MIA Day, the Finger Lakes Chapter #377, Vietnam Veterans of America, will host the event. There will be a chicken barbeque to benefit Vietnam Veterans. Old worn and tattered American flags can be disposed properly in the fire.

### **PRIVILEGE OF THE FLOOR – Limited to 20 Minutes with a Maximum of 3 Minutes per Speaker**

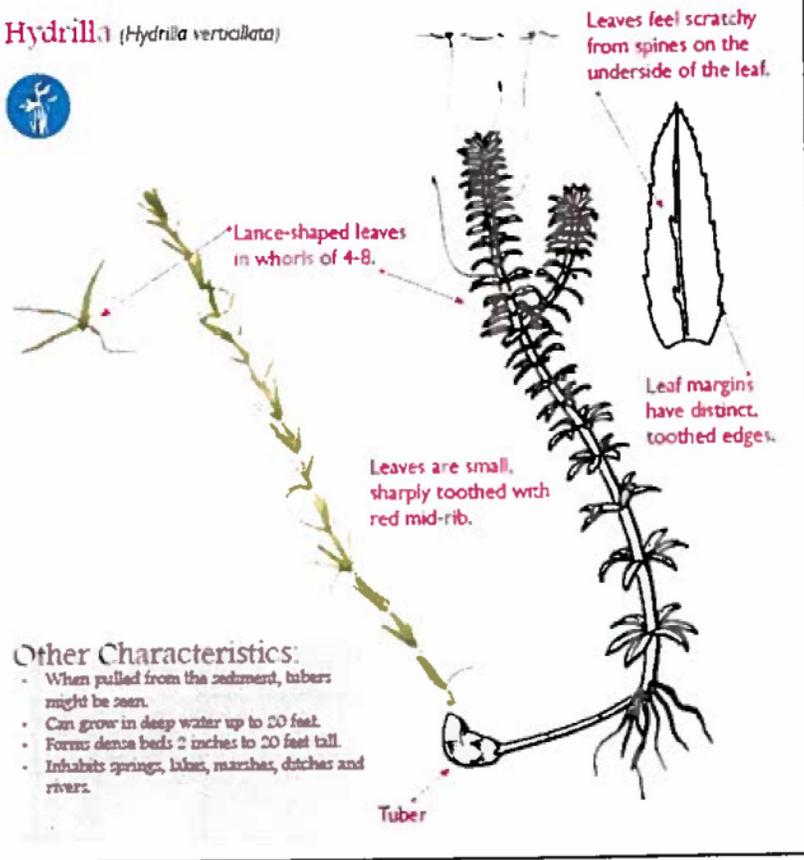
#### **Hydrilla**

Dave Heck addressed the Town Board and the public present on the Hydrilla problem in the Inlet and in Cayuga Lake. He stated Stewart Park is under control by the efforts of the Hydrilla Task Force. He is outreaching and getting the information in the hands of the voting public and waterfront owners. He referred to the double sided information handout provided by the Hydrilla Task Force of Cayuga Lake Watershed. You will find the Hydrilla Information below:

Mr. Heck stated his purpose tonight is to thank the Town Employees for their help in getting the information in the hands of the public. He thanked Jack French and Steve Colt for posting signs at Ladoga Landing, Myers Park and the north end of Salt Point (Paddle Craft Dock). He thanked the Recreation Department (Steve and Maureen) for mailing the information to all slip holders in the boat lottery. He thanked the Town Clerk’s Office for providing a place in the Town Hall foyer where people could pick up the information.

The Town Board thanked Mr. Heck for all of his hard work.

**Hydrilla** (*Hydrilla verticillata*)



**Other Characteristics:**

- When pulled from the sediment, tubers might be seen.
- Can grow in deep water up to 20 feet.
- Forms dense beds 2 inches to 20 feet tall.
- Inhabits springs, lakes, marshes, ditches and rivers.

**Beneficial plants that look like Hydrilla and Brazilian waterweed**

Southern naiad (*Najas guadalupensis*)  
American elodea (*Elodea*, spp.)



Southern naiad



American elodea

**Assume Southern naiad if:**

- Leaves are narrow, ribbon-like with broad base where they attach to stem.
- Leaves are arranged in pairs on opposite sides of the stem.
- The leaf is tapered with small teeth.
- Leaves are deep-green to purplish-green.

**Assume American elodea if:**

- Small, lance-shaped leaves in whorls of no more than three.
- Leaves appear and feel smooth.
- Lack of spines on the mid-rib.
- No tubers when pulled from the sediment.

**HYDRILLA Information**

**Hydrilla** is an aggressively invasive aquatic weed that spreads readily to produce choking green mats across wide expanses. Florida, California and other states have spent many millions of dollars over the past 30 years to try to keep it under control.

In mid-August 2011 *Hydrilla verticillata* was found infesting 166 acres in the Cayuga Inlet, which drains to Cayuga Lake's southern end in Ithaca.

Along with chemical treatments from 2011 to present, the Hydrilla Task Force of the Cayuga Lake Watershed developed a long-term eradication and monitoring plan. Information: [www.stophydrilla.org](http://www.stophydrilla.org)

**CONCERN: If hydrilla spreads up Cayuga Lake and north through Mud Lock, or to other lakes, the Great Lakes region is at risk. Hydrilla can fill and choke waterbodies 30 feet deep.**

**What You Can Do**

**Clean your boats thoroughly. Be on the lookout for hydrilla around the lake and elsewhere.** If you think you have found hydrilla, TAKE A PHOTO and report via [www.stophydrilla.org](http://www.stophydrilla.org). Store a sample in a plastic bag in your refrigerator for identification.

**Don't remove suspected hydrilla. It will break and spread.** Presentations, workshops info: [www.stophydrilla.org](http://www.stophydrilla.org)

**Join our Hydrilla Hunters citizen scientists group!** To learn more, contact the Network Steward, below. **ALL AGES.**

*Hydrilla closely resembles elodea and naiad, beneficial native plants (left).*

Thanks for helping protect our lake and creeks!



**Hilary Lambert**  
[steward@cayugalake.org](mailto:steward@cayugalake.org)  
[www.cayugalake.org](http://www.cayugalake.org)

**WATER AND SEWER ADVISORY BOARD – DAN ADINOLFI**

The Water and Sewer Advisory Board met on September 4<sup>th</sup>, 2014. The agenda included a number of topics.

As we reported last month, the board has been considering the issue of three properties adjacent to the existing Warren Road Sewer District, each seeking inclusion in the district. A map, plan and report is underway for expanding the sewer district to include those three properties (as well as a fourth property that is between two of the three already seeking inclusion), which would facilitate the property owners' requests. Since both the Village of Lansing and the Village of Cayuga Heights must agree to allow the district expansion, Dave Herrick is

carefully working through the details, but hopes to have the map, plan and report completed quickly. Meanwhile, the Board will reach out to the property owners to ensure they understand the problems with their current permits and how the Board hopes to assist them with their requests.

The Board also discussed the feasibility of expanding the primary water district to include properties on Drake Road and Algernine Road. Though it appears that it is not yet economically feasible to absorb those districts into the main water district, the Board plans to review more specific financial statistics related to those districts during a future meeting.

The Board was notified that Bolton Point plans to increase their rates for the next year. The Board will review those new rates at our next meeting and compile recommendations for the Town Board regarding possible increases to the Town water rate based on this increase, historical rate increases, and any effect on the budget of the water system.

Other topics that we plan to address in future meetings include the completion of the Drake Road water loop; the expansion of the water system into the Armstrong Road/Peruville Road/North Triphammer Road area; and a review of the administrative costs related to reassessing the water and sewer permit fees.

The Board plans to meet next on September 30<sup>th</sup> at 6:30 PM in the back room of the Recreation Department.

#### **HIGHWAY SUPERINTENDENT'S DEPARTMENT REPORT**

- 1. Paving at Lansing School Bus Garage** – The gas wells were removed from the Bus Garage Parking Lot.
- 2. Paved Newman Road**
- 3. Village Circle Pump Station** – Hooked up and ready to go.
- 4. Town Hall Roof** – Shingles are in and repairs will be completed within the next month.
- 5. Triphammer Terrace** – The culvert is now covered up with gravel and a binder coat of blacktop will be put on in two to three weeks. Next year a top coat will be put on the entire road along with paving Armstrong Road, Franklyn and Maple Drive. There were some delays that put the project behind schedule.

Councilperson Edward LaVigne stated that the Highway Department did a great job as well as saving Lansing taxpayers over \$200,000.00 in labor costs.

#### **PARKS and RECREATION DEPARTMENT REPORT**

Steve Colt was unable to attend the Town Board meeting. The following report was made available to the public and the Town Board. Supervisor Kathy Miller pointed out several items in his report being the new cooking class, the annual Vet Watch Fire (09/19) and Lisa's Run (09/27).

### **Parks & Recreation 9/17/14 Town Board Meeting**

#### **RECREATION**

- All of our fall programs are up and running now, and include, JR and SR Small Fry Football, JR and SR Flag Football teams, JR and SR Cheerleading teams, Varsity Cheerleading and 24 Youth Soccer Teams. These programs total 317 participants. This is a great fall number for us.

- Our Small Fry teams were weight certified at the league scrimmage on September 6<sup>th</sup>. They played their first home games this past week and play at HOME again this Sunday. These teams will play a 6 or 7 game season based on a bye week and will end on October 26<sup>th</sup>.
- The Fall Youth Soccer program really has grown this year. We have over 200 players involved and many excellent volunteer coaches and helpers. Additionally, this October we are planning an event where our players in grades 3 – 6 are invited to do an exhibition game at the half-time of a varsity boys and varsity girl’s game. This should be a fun experience for our players.
- The Ski Program registration forms went into the schools on Monday afternoon. Hard to believe we are here already but the early big discount date is October 15<sup>th</sup>. This program has always been popular and well attended.
- Other programs starting soon are: Horseback Riding, Karate and Jump Around an after school program that takes place at our local bounce house business.
- A new Adult Cooking Class is being planned and an Adult Oil Painting Class. These will be great additions with excellent instruction. Registration forms will be available soon and classes will take place at the Community Center.

**PARKS**

- The annual Vet Watch Fire is scheduled for this Friday September 19<sup>th</sup>. Typically there is a brief program and the fire is set at dark. This event takes place at Myers Park.
- The pace at Myers Park has slowed after the Labor Day weekend. Admission to the Park is now free, however we are still taking reservations for pavilions and camping through Columbus Day.
- *Lisa’s Run* is scheduled for Saturday September 27<sup>th</sup> at Myers Park. This is in memory of Lisa Topoleski and a fund raiser for the LAST Foundation (**Lisa Ann Sweazey Topoleski**) and is a 5K run or walk. This foundation is a not for profit organization that financially assists local families battling cancer and provides scholarships to graduating Lansing High School students.

**RESOLUTION TO RELEVY 2014 WATER AND SEWER CHARGES ON 2015 TAX BILLS**

**RESOLUTION 14-110**

**RESOLUTION TO RELEVY 2014 WATER AND SEWER CHARGES ON THE 2015 TOWN AND COUNTY TAX BILL**

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

WHEREAS, the Town of Lansing water and sewer accounts state on the September Meter Read Cards that any unpaid balance after October 14, 2014 will be relevied on the 2015 Town and County tax bills, and

WHEREAS, the Receiver of Water and Sewer Rents will send a courtesy reminder letter to all owners and tenants who have a balance of \$20.00 or more for the water and sewer charges on their account.

WHEREAS, after October 14, 2014, the Receiver will notify SCLIWC (Bolton Point) to remove said amounts from accounts to be relieved on the 2015 Town and County tax bills, and

WHEREAS, by no later than November 10, 2014 the Receiver will send the amounts to be relieved on the 2015 tax bill to the Tompkins County Assessment Department.

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

RESOLVED, that the Receiver will relevely the unpaid water and sewer account charges plus a 10% fee on all accounts with a balance of \$20.00 or more to the 2015 Town and County tax bills.

BE IT FURTHER RESOLVED that all unpaid water and sewer account charges under \$20.00 will be carried over to the November 2014 water and sewer bill.

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

#### **RESOLUTION ESTABLISHING 2014-2015 SEWER RATES**

#### **RESOLUTION 14-111**

#### **RESOLUTION ESTABLISHING 2014-2015 SEWER RATES FOR ALL SEWER DISTRICTS IN THE TOWN OF LANSING**

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

WHEREAS, on June 15, 2011 by Resolution 11-101, the Town Board adopted an updated formula for sewer charges; and

WHEREAS, the Town Clerk, hereby recommends a 2% increase in Sewer District fees which are billed a flat rate; and

WHEREAS, vacant parcels will be charged an Operation and Maintenance annual flat fee of \$63.75 which will be placed on the Town and County Tax Bill starting with the 2015 tax year; and

WHEREAS, dwellings that are not hooked up to sewer with water accounts will be billed \$63.75 Operation and Maintenance annual flat fee. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning November 2014 in the amount of \$15.94 per quarter; and

WHEREAS, dwellings that are hooked up to sewer but do not have a water account will be billed an annual flat fee of \$255.00 which will be placed on the Town and County Tax Bill starting with the 2015 tax year, and

WHEREAS, dwellings that are hooked up to sewer that have water accounts will be billed an annual flat fee of \$255.00. Said fee will be billed by S.C.L.I.W.C. (Bolton Point) on the quarterly water bills, beginning November 2014 in the amount of \$63.75 per quarter,

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Town Board of the Town of Lansing does hereby approve the above increase and formula for all Sewer Districts in the Town of Lansing.

The question of adoption of such proposed Resolution was duly motioned by Councilperson Robert Cree, duly seconded by Councilperson Edward LaVigne, and put to a Roll call vote with the following results:

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION TO ADOPT THE “PLATINUM PLAN” THROUGH THE TC MUNICIPAL HEALTH INSURANCE CONSORTIUM**

Councilperson Ruth Hopkins stated that this is not what the Town of Lansing offers their employees but will be an additional plan for the Consortium.

**RESOLUTION 14-112**

**RESOLUTION TO ADOPT THE  
“PLATINUM PLAN” THROUGH THE  
TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM**

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

WHEREAS, the Greater Tompkins County Municipal Health Insurance Consortium (Consortium) is a self-insured municipal cooperative health benefit plan operating pursuant to a Certificate of Authority issued on October 1, 2010 in accordance with the provisions of Article 47 of the New York State Health Insurance Law; and

WHEREAS, the Consortium’s consultant, Locey and Cahill, LLC and medical claims administrator, Excellus BlueCross BlueShield, have collaboratively developed the “Greater Tompkins County Municipal Health Insurance Consortium Standard Platinum Plan” which is consistent with and meets the standards for Platinum level benefit plans as defined by the Patient Protection and Affordable Care Act; and

WHEREAS, the “Greater Tompkins County Municipal Health Insurance Consortium Standard Platinum Plan” will have an Actuarial Value as defined by the Patient Protection and Affordable Care Act equal to an overall plan benefit for the average participant of 90%; and

WHEREAS, the Joint Committee on Plan Structure and Design has reviewed the details of the “GTCMHIC Standard Platinum Plan” and was not able to reach a consensus to approve or disapprove recommending this plan for adoption by the Board of Directors; and

WHEREAS, the addition of this Plan or other metal level Plans of coverage will not diminish, alter, or eliminate any current medical or prescription drug plans offered by the Consortium; and

WHEREAS, comparable benefit plans are available to the Consortium’s Participating Municipalities either through the Patient Protection and Affordable Care Act Health Insurance Exchange or the private health insurance marketplace; and

WHEREAS, several Participating Municipalities in the Consortium are seeking plan designs consistent with the metal levels of coverage as defined by the Patient Protection and Affordable Care Act; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors adopts the “Greater Tompkins County Municipal Health Insurance Consortium Standard Platinum Plan” for inclusion in the Greater Tompkins County Municipal Health Insurance Consortium’s available benefit plan menu to be effective as soon as practicable; and it is further

RESOLVED, that the Consortium Board of Directors requires that said Actuarial Value be calculated annually by the rating and underwriting department at Excellus BlueCross BlueShield or an Independent Actuarial Firm using the Actuarial Value Calculator developed by the Centers for Medicare & Medicaid Services (CMS) Center for Consumer Information & Insurance Oversight (CCIIO) which was implemented in accordance with the Patient Protection and Affordable Care Act. If such calculator is no longer available or in use, the Consortium will have an Independent Actuary develop the Actuarial Value of the health insurance plan on an annual basis. In either case, it is the intent that the result will represent an empirical estimate of the Actuarial Value calculated in a manner that provides a close approximation to the actual average spending by a wide range of consumers in a standard population and that said Actuarial Value will be equal to or greater than 90% within an acceptable deviation of + or – 2%; and it is further

RESOLVED, that the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors directs the Executive Director to coordinate the development of procedures necessary to coordinate the logistics of making changes to the “Greater Tompkins County Municipal Health Insurance Consortium Standard Platinum Plan” which will occur no more frequently than once annually on January 1<sup>st</sup> of the year in question and that those procedures will become effective when approved by the Consortium Board of Directors.

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

Councilperson Robert Cree - Aye	Councilperson Doug Dake - Aye
Councilperson Ruth Hopkins - Aye	Councilperson Edward LaVigne - Aye
Supervisor Kathy Miller - Aye	

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

### **RECOGNIZE AN EMERGENCY PREPAREDNESS COMMITTEE**

Supervisor Kathy Miller stated that she still needed to have someone from the Lansing Central School District and the Lansing Fire Department on the committee. The six member committee will be appointed when complete. She stated that the committee will meet monthly until a plan is formulated and adopted by the Town Board and after that they would likely meet to renew it each year.

### **RESOLUTION UPDATING THE TOWN OF LANSING PROCUREMENT POLICY**

#### **RESOLUTION 14-113**

#### **RESOLUTION ADOPTING AND APPROVING UPDATED PROCUREMENT POLICY**

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

WHEREAS, the existing procurement policy was last comprehensively updated in 2008 and since then substantial changes in law have occurred regarding public purchasing, public bidding, Wickes Law, public works, prevailing wages, and other related topics; and

WHEREAS, the numerical spending guidelines for the Town now and hereafter should match the requirements of the General Municipal Law, and other applicable laws, and the policy also covers other rules concerning exceptions to procurement requirements, bid lists, ethics laws, and related pertinent policies, including updating to and the continuation of a local procurement policy to achieve the objectives of public procurement laws even when the cost of the purchase falls below regulatory thresholds; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Town Board of the Town of Lansing does hereby adopt and approve the amended procurement policy as submitted to this meeting.

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

## **TOWN OF LANSING PROCUREMENT POLICY**

**I. Policy Statement:** The purpose of the Town of Lansing's Procurement Policy is to ensure the prudent and economical use of public money, to facilitate the acquisition of facilities and commodities of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. This policy is intended to fully comply with all federal and state purchasing requirements and shall be construed in order to effect such compliance. Whenever such procurement triggers public works requirements, mainly Labor Law Articles 8 and 9, compliance with public works and prevailing wage requirements shall be required (unless a waiver is obtained, in writing, from the applicable NYSDOL office). Generally, the responsible bidder with the lowest bid, proposal, or quote shall be awarded the purchase or public works contract. If a bidder is not deemed responsible, if the bid or quote is not in compliance with the specifications, or if the award goes to other than the lowest bidder, facts supporting that judgment or determination shall be documented and filed with the record supporting the procurement.

### **II. Documentation Required For Purchase Orders and Contract Awards**

**A. Verbal quotations.** A telephone log or other record should provide, at a minimum, the date, the item or service desired, the price quoted, and the name of the vendor's representative.

**B. Written quotations.** Vendors should provide, at a minimum, the date, a description of the item or details of the service to be provided, the price quoted, name of contract, and signature. Quotes transmitted by fax or email

are acceptable.

**C. Competitive Bidding Required.** All purchases of supplies or equipment and all public works that exceed the numerical thresholds for public bidding forth in General Municipal Law (“GML”) § 103 shall be competitively bid in accordance with the requirements of the GML and any related rules and regulations. As of September 1, 2014, such amount is \$20,000 for purchase contracts and \$35,000 for public works contracts.

**D. “Best Value” Local Law Option.** If the Town of Lansing has adopted a best value local law per the requirements of the NYS State Finance Law (“SFL”) § 163, GML § 104, and other requirements of law, such best value process and procedures may be utilized in lieu of the procurement policies herein stated or required.

**E. State and County Bid Lists.** When authorized by the annual organizational minutes of the Town (or by local law or other appropriate legislation) the purchase may be made from county or NYS bid lists as permitted by the SFL and GML.

**III. Procurement Tables.** For purchases and procurements below the competitive bidding requirements of the GML, the following tables describe the minimum work and documentation necessary for any act of procurement or purchasing. All employees are encouraged to do more than the minimum to meet the spirit of the GML and this policy pertaining to procurement rules.

	Verbal Quotes 1 or More	Verbal Quotes 3 Or More	Written Quotes 3 Or More
<b>Purchase Contracts Below GML Limit</b>			
Under \$999	X		
\$1,000 - \$2,499		X	
\$2,500 - \$19,999			X
<b>Public Works Below GML Limit</b>			
Under \$999	X		
\$1,000 - \$4,999		X	
\$5,000 - \$34,999			X

If, in the future, the procurement or public works limits shall be increased, then this policy shall be deemed automatically adjusted to such numbers and the third row below each subheading in the above charts (corresponding to one cent below GML § 103 limits) shall be modified upwards accordingly. In all cases a diligent and good-faith effort shall be made to obtain the required number of proposals or quotations, whether oral or written, and if the officer or employee in charge of the act of procurement is unable to obtain the required number of proposals or quotations each effort or attempt to obtain any quote or price shall be documented in writing.

**IV. Building Repair and Maintenance.** All building repairs and maintenance projects exceeding \$1,000.00 require specific Town Board approval.

**V. Exceptions to Procurement Rules.** Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, but in each case the approval of the Town

Supervisor or Town Attorney should be sought to verify the scope of these or other allowed exceptions under the GML: (i) the acquisition of professional services; (ii) qualifying emergencies; (iii) sole-source suppliers; (iv) computer Software and certain technology hard goods; and (v) certain goods purchased from agencies for the blind or severely handicapped, from correctional facilities, from other governmental agencies, or from certain types of auctions.

**VI. Ethical Prohibitions.** No board member, officer, or employee of the Town of Lansing shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer has the power or duty to (i) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, (ii) audit bills or claims under the contract or (iii) appoint any officer or employee who has any of the above-noted powers. All procurement processes and purchases, and all contracting relating to the same, shall at all times comply with GML Article 18.

**VII. Operational Prohibitions.** Among other rules, NYS law does not permit segmentation of purchasing to avoid or fall below GML thresholds. Similarly, the estimated gross cost of a purchase or procurement must usually be considered without deducting for a trade-in allowances. Also, items of a similar nature which are or can be handled by one manufacturer or vendor should be grouped together for purposes of the bidding monetary thresholds. Examples might be office equipment or supplies, different sizes of hoses or piping, etc. Again, if there is doubt as to these rules the town employee or officer should consult with the Town Supervisor or the Town Attorney.

**VIII. Annual Review.** The above noted procurement policies and procedures shall be reviewed by the Town Board upon an annual basis.

**AUTHORIZE THE ACCEPTANCE AND ADOPTION OF THE MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN UPDATE FOR THE TOWN OF LANSING**

Supervisor Kathy Miller stated that we have a County plan and we have to pass a Municipal plan. Councilperson Ruth Hopkins asked if the County would come out and give information sessions. Supervisor Kathy Miller stated that the plan could be reviewed by our own Emergency Preparedness Committee. Councilperson Robert Cree stated that the adoption of the plan provides us with access to state and federal funds if something ever occurred.

**RESOLUTION 14-114**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE AND ADOPTION OF THE MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN UPDATE FOR THE TOWN OF LANSING, TOMPKINS COUNTY, NEW YORK**

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

WHEREAS, the Tompkins County Planning Department, with the assistance from Barton & Loguidice, P.C., has gathered information and prepared the Multi-Jurisdictional All-Hazard Mitigation Plan Update for Tompkins County, New York; and

WHEREAS, the Multi-Jurisdictional All-Hazard Mitigation Plan Update for Tompkins County, New York has been prepared in accordance with the Disaster Mitigation Act of 2000 and title 44 Code of Federal Regulations (CFR), Part 201; and

WHEREAS, Title 44 CFR, Chapter 1, Part 201.6(c)(5) requires each local government participating in the preparation of a Multi-Jurisdictional Mitigation Plan or Plan Update to accept and adopt such plan; and

WHEREAS, the Town of Lansing, has reviewed the 2013 Hazard Mitigation Plan Update, has found the document to be acceptable, and as a local unit of government, has afforded its citizens an opportunity to comment and provide input regarding the Plan Update and the actions included in the Plan;

WHEREAS, the Town of Lansing will consider the Tompkins County HMP Update during the implementation and updating of local planning mechanisms, and will incorporate the hazard assessment data, hazard vulnerabilities, and mitigation actions in these mechanisms, where applicable; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Town of Lansing, as a participating jurisdiction, adopts the Multi-Jurisdictional All-Hazard Mitigation Plan Update for Tompkins County, New York, dated December 2013.

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014

### **RESOLUTION ACCEPTING THE DEDICATION OF WOODLAND PARK ROADS**

#### **RESOLUTION 14-115**

#### **RESOLUTION ACCEPTING DEDICATION OF WOODLAND PARK ROADS**

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

WHEREAS, the Woodland Park PDA Developer previously completed part of Oakwood Drive, and its dedication was accepted by Resolution 12-68, and the Developer has now completed installation and construction of the remaining portion of the public highway known and to be known as Oakwood Drive and seeks to have the offer of dedication thereof accepted by the Town so as to make such road become a duly dedicated public highway; and

WHEREAS, by Resolution 14-83, the Town allowed a building permit to be issued conditioned upon highway completion and dedication, per Town Law § 280-a, and this resolution, if adopted, will constitute an acknowledgement of full performance under the terms of such Resolution and the related agreement, permit, and deposit by the Developer that implemented the final terms of the approval of such application; and

WHEREAS, the Attorney for the Town has examined title and the proposed dedication forms and maps and has approved the same, and the Highway Superintendent has identified that the roadway is ready for dedication due to passing inspections and proper final completion of the roadway; and

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

RESOLVED, that the proposed dedications of easements for the Woodland Park public highway known as Oakwood Drive be and hereby is accepted and approved, and the Attorney for the Town be and is hereby authorized to take such other and further steps as

are or may be necessary to finalize the form of all such agreement and transfers, and to record such dedications as of record in the Tompkins County Clerk's Office; and it is further

RESOLVED, that the survey map submitted with such dedication shows the locations of future roadway areas demarked as "Propose Future Road Extension" and the proffer of a dedication of an easement for such future roads be and is also hereby accepted; and it is further

RESOLVED, that the Town Supervisor and Budget Officer be and hereby are authorized to terminate the prior developers agreement referenced in the prior 280-a Resolution (#14-83) and to refund the whole balance of any money held in relation thereto to such Developer as the promise of timely performance and completion was duly met.

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

Councilperson Robert Cree - Aye	Councilperson Doug Dake - Aye
Councilperson Ruth Hopkins - Aye	Councilperson Edward LaVigne - Aye
Supervisor Kathy Miller - Aye	

Accordingly, the foregoing Resolution was approved, carried and duly adopted on September 17, 2014.

**RESOLUTION AUTHORIZING THE MPR TO EXTEND FARM POND CIRCLE DRAINAGE DISTRICT**

**RESOLUTION 14-116**

**RESOLUTION AUTHORIZING MAP, PLAN AND REPORT TO EXTEND BOUNDARY OF DRAINAGE DISTRICT #5 (FARM POND CIRCLE) TO ENCOMPASS NEWLY INTEGRATED SUBDIVISION LOTS**

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

WHEREAS, due to purchases of additional land, the Developer appended such land to the Farm Pond Circle subdivision, which amendments was approved as an amendment to the subdivision plat map by the Planning Board which, due to the acreage involved, required stormwater review and the emplacement of stormwater conditions for plat approval; and

WHEREAS, to fulfill such conditions and efficiently manage stormwater, and to ensure that all landowners within the subdivision are treated equally, the Developer and his counsel have requested that the Town Board extend the drainage district to cover such additional lands; and

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

RESOLVED, that the Town Engineer be and hereby is authorized and directed to prepare a MPR to amend the boundaries of Drainage District #5 to cover and bring into the district such new lots at a cost not to exceed \$1,500; and it is further

RESOLVED, that this order is subject to permissive referendum per Town Law Articles 7 and 12-A, and that the Town Clerk accordingly publish a compliant notice of permissive referendum as soon as possible and within 10 days of the date of this resolution.

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION AUTHORIZING THE QUIT CLAIM DEED AND EASEMENT FOR THE SALMON CREEK/COCHRAN PROPERTY**

**RESOLUTION 14-117**

**RESOLUTION AUTHORIZING EXECUTION OF QUIT CLAIM DEED DELIVERING DISPUTED TITLE ALONG SALMON CREEK TO DOMINANT HOLDER IN EXCHANGE FOR STREAM MANAGEMENT EASEMENT**

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

WHEREAS, the Town has long and far searched the title and history of land along Salmon Creek near and along the bend of the creek, as washed out many years ago, located also along and near Myers Road and lands of Roy Howard Cochran, Sr.; and

WHEREAS, the Town has tracked the history of all grants and deeds that form the area now known and used as Myers Park and finds no clear record of any title thereto beyond the railroad tracks; and

WHEREAS, County Assessment has concurred that, while title may not be clear in the area, there is nothing that shows that the Town actually has an interest over the tracks, and in any event the reality is that the cost of proving any ownership rights, even if they do exist, likely exceeds the land value in question; and

WHEREAS, a recent map was uncovered showing the changes in the prior centerline of Salmon Creek lending, in sum, credence to the legal and equitable claims, arguments, and positions of the landowner as to its superior claims in title; and

WHEREAS, the Town is not using such land, was not fully aware it even had any potential (even if weak) claim of rights of use in the land, has not used it for any purpose in the past, and has no plans for any future use of this disputed piece of land such that it is hereby declared excess property pursuant to, *inter alia*, Town Law § 64(2); and

WHEREAS, in exchange for a quit claim deed to Cochran that solves an ancient title problem and avoids litigation for all involved over a piece of land that the Town does not appear to own, the Town receives-back a permanent easement approximately 8' wide that allows for the future maintenance, work, stream stabilization, and other entry and work upon Salmon Creek; and

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

RESOLVED, that the land held by Roy Howard Cochran, Sr., to the extent the Town may have any interest therein is hereby declared as excess property, and given the tenuous nature of any valid claim thereto the Town Board declares it reasonable to quit claim any such speculative interest in exchange for the right to have access to and from Salmon Creek for any needed projects, including future stream protection or stabilization or ice removal projects, both for the benefit of Salmon Creek and Cayuga Lake generally, as well as to protect Myers Park and Salt Point, immediately downstream; and it is further

RESOLVED, that this order is subject to permissive referendum per Town Law Articles 7 and 12-A, and that the Town Clerk accordingly publish a compliant notice of permissive referendum as soon as possible and within 10 days of the date of this resolution.

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION APPROVING AND SUPPORTING PETITION FOR A REQUEST TO LOWER THE SPEED LIMIT AT ASBURY ROAD AND NORTH TRIPHAMMER ROAD AND/OR A TRAFFIC LIGHT AT THE INTERSECTION**

Supervisor Kathy Miller stated that this request has been submitted before. Councilperson Ruth Hopkins stated that there is a file in the Town Clerk's Office with similar requests throughout the years. Town Clerk Debbie Crandall stated that the requests have been submitted numerous times dating back to 1998. Deputy Supervisor Sharon Bowman stated that former Supervisor Steve Farkas had tried to work through the County to get a traffic light put back up. The current flashing lights that appear on the stop signs on Asbury Road were installed under former Supervisor Scott Pinney. Councilperson Edward LaVigne stated that even though a lot of the signatures (32) are not local the pending future developments (Cayuga Farm Development) could change North Triphammer Road and he could easily see the speed limit being reduced to 40 mph. Supervisor Kathy Miller stated that some of the signees travel through this dangerous intersection.

**RESOLUTION 14-118**

**RESOLUTION APPROVING AND SUPPORTING PETITION FOR A REQUEST TO LOWER THE SPEED LIMIT AT ASBURY ROAD AND NORTH TRIPHAMMER ROAD AND/OR A TRAFFIC LIGHT AT THE INTERSECTION**

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

WHEREAS, the Town Board of the Town of Lansing has received a petition requesting a study to lower the speed limit at Asbury Road and North Triphammer Road and/or a traffic light at that intersection; and

WHEREAS, vehicles are not yielding when traffic is turning either left or right onto Asbury Road. On March 1, 2013 an article written by the Tompkins County Sheriff's Department (included with the petition) reported a serious accident occurred when a vehicle attempted to negotiate a left turn onto Asbury Road while failing to yield the right of way to a vehicle traveling southbound on North Triphammer Road; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Town Board of the Town of Lansing supports the requested reduction in speed limit and/or a traffic light at the intersection of North Triphammer and Asbury Roads and hereby directs that the Town of Lansing requests the New York State Department of Transportation conduct a traffic study along North Triphammer Road Intersection with Asbury Road.

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

Councilperson Robert Cree - Aye

Councilperson Doug Dake - Aye

Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION APPROVING MAP, PLAN AND REPORT AND SCHEDULING  
COMBINED PUBLIC HEARING UPON PIO FOR WARREN RD SEWER  
DISTRICT EXTENSION BOUNDARY CHANGE TO INCORPORATE OUTSIDE  
USERS AND PERMIT HOLDERS AND ENVIRONMENTAL REVIEW OF THE  
POTENTIAL IMPACTS**

**RESOLUTION 14-119**

**RESOLUTION APPROVING MAP, PLAN AND REPORT AND SCHEDULING  
COMBINED PUBLIC HEARING UPON PUBLIC INTEREST ORDER FOR  
WARREN ROAD SEWER DISTRICT EXTENSION BOUNDARY CHANGE TO  
INCORPORATE OUTSIDE USERS AND PERMIT HOLDERS AND  
ENVIRONMENTAL REVIEW OF THE POTENTIAL IMPACTS THEREOF**

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

WHEREAS, the four parcels proposed to be included in the Warren Road Sewer District Extension (“WRSDE”) are adjoining land owners to the WRSDE and want to join the district or have already connected to the municipal sanitary sewer, and per the Town of Lansing’s Local Law #1 of 2011, § 5(b), in order for customers located outside the WRSD boundary to connect a separate contact shall be executed between both parties, but in lieu of this requirement the Town Board is exercising authority under Town Law Article 12-A to more simply amend the existing WRSDE boundary to include the such lands; and

WHEREAS, the four parcels to be included in the WRSDE are shown on Map 2 of the Map, Plan and Report (“MPR”), and such parcels are described as follows: (i) 44.-1-5.321 (1036 Warren Road, Patel); (ii) 44.-1-5.322 (1028 Warren Road, Chase); (iii) 44.-1-5.323 (1022 Warren Road, Mia) and (iv) 44.-1-5.324 (1018 Warren Road, Franziska Racker Centers Inc.) (hereinafter together and severally “Lot-Owners”), comprising in all 5.27 acres of land; and

WHEREAS, the said Lot-Owners have already submitted applications, paid sewer rates or taxes as outside users, submitted permit applications and paid the permit fees therefor, or have already paid all extension and permits costs for running and installing the applicable or necessary lines and appurtenances, including having pre-paid a fee to pay for the cost of the MPR; and

WHEREAS, the Town Engineer has determined that incorporating such outside users is feasible and to the benefit of the WRSDE, and thus the MPR is accepted and deemed final, complete, and in compliance with Town Law §§ 209-c and 209-d, and the creation of said water district extension by WRSDE boundary amendment is declared and deemed to be in the public interest, and the Town Board desires to now proceed towards completion of the amendment of the WRSDE boundaries pursuant to the authority of Article 12-A of the Town Law to incorporate the subject land into the WRSDE, and finds that all proceedings to date have been in compliance therewith; and

WHEREAS, after an examination of said MPR and related requirements of Town Law Article 12-A, and upon due deliberation upon the foregoing, the public interests to be served, and the properties to be benefitted thereby, the Town Board of the Town of Lansing has hereby

RESOLVED AND DETERMINED, that the said MPR has been reviewed and deemed preliminarily feasible and complies with the requirements of Article 12-A and §§ 209-c and 209-d of the Town Law of the State of New York, and it is further

RESOLVED AND DETERMINED, that the Town desires to proceed towards establishment of the WRSDE boundary extension, and finds that all proceedings to date have been in compliance with said Town Law Article 12-A and §§ 209-c and 209-d, and that this extension is in the public interest; and it is further

RESOLVED, that the Town Board hereby adopts an Order pursuant to Town Law §209-d as follows:

1. The affected added boundaries of the proposed district extensions by boundary change are described as follows: all that land as identified as tax parcel numbers 44.-1-5.321, 44.-1-5.322, 44.-1-5.323, and 44.-1-5.324, comprising in all 5.27 acres of land, all together with the land surveys, metes and bounds, and such other descriptions and maps as are on file in the Tompkins County Clerk's Office for the foregoing tax parcel numbers, all as more particularly described in the MPR, which is incorporated into this Resolution as if set forth here in full;

2. The public improvements for such extension were or will be installed by and at the cost of the Lot-Owners in conjunction with their permit terms and conditions and the MPR; and

3. The maximum amount proposed to be expended by the Town of Lansing or the WRSDE for such extensions is \$0.00;

4. The one time estimated cost of connection, including hook-up fees, to the Town is estimated at \$0.00 as the Lot-Owners have already paid to install all facilities and pay all permit and hook-up costs, including the payment of Village of Lansing and Cayuga Heights permit and connection fees and related hook up expenses, but there may be installation costs for some permit holders awaiting hook-up, and such costs include, for a low pressure main connection where a grinder pump is needed and a connection under Warren Road is needed, the following: (i) 4" PVC sewer lateral from building to grinder pump - 30 feet at \$35/foot – totaling \$1050; (ii) a Grinder Pump and wet well assembly and all necessary electrical connections for pump power and alarm panel - \$7,000; (iii) 2" +/- DR 7 HDPE tubing from grinder pump pit to Right of-Way installed with open trench - 60' +/- feet at \$30/foot - \$1,800; and (iv) 2" +/- DR 7 HDPE tubing from Right-of-way to sewer main installed by directional drilling below Warren Road - 80' +/- feet at \$50/foot - \$4,000; for an estimated total of \$13,850;

5. The annual cost to the typical property is estimated to be \$360.15, comprised of: (a) \$105.15 per EDU levied as part of district tax bills to retire capital improvement debt services and charges; plus (b) fees for treatment and transportation calculated pursuant to the following formulae (i) vacant parcels will be charged an operation and maintenance annual flat fee of \$63.75 which will be placed on the Town and County Tax Bill starting with the 2015 tax year; or (ii) dwellings that are not hooked up to sewer with water accounts will be billed Operation and Maintenance annual flat fee on Bolton Point water bills at the rate of \$15.94 per quarter (\$63.75 per year); of (iii) dwellings that are hooked up to sewer but do not have water accounts will be billed an annual flat fee of \$255.00 which will be placed on the Town and County Tax bill starting with the 2015 tax year; or (iv) dwellings that are hooked up to sewer that have water accounts will be billed an annual flat fee of \$255.00 billed by Bolton point at \$63.75 per quarter.

6. No district financing is applicable to this project, all of which costs have been and will be paid solely by the Lot-Owners;

7. The Map, Plan and Report are on file for public review and inspection at the Office of the Town Clerk;

8. The Public Hearing be and hereby is set for 6:09 p.m. upon October 15, 2014, at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, and to thereat hear all persons interested in the subject thereof, being the extensions of the WRSDE as aforesaid, to thereat take all evidence presented, and to thereat take such other or further action as is required or permitted by law;

9. The Map, Plan and Report describes in detail how the financing, hook-up costs, and other costs and expenses, were estimated and computed, and therefore complies with Town Law § 209-d(1) as it constitutes the detailed statement therein required;

and it is further

RESOLVED AND DETERMINED, that this action is classified as an Unlisted Action pursuant to 6 NYCRR Part 617.2(ak) and that the Town Board of the Town of Lansing proposes to be the Lead Agency for an uncoordinated environmental review as no other involved agency exists and no other agency has any approval, funding, or permitting authority for the project; and it is further

RESOLVED, that a Public Hearing will be held at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, being in the Town of Lansing, on the 15th day of October, 2014, at 6:09 o'clock P.M., to consider the above MPR and WRSDE boundary change and the potential environmental impacts thereof, and to thereat hear all persons interested in the subject thereof and to take such action thereon as is required or permitted by law; and it is further

RESOLVED, that the Town Clerk of the Town of Lansing, Tompkins County, New York, is hereby authorized and directed to cause a Notice of Public Hearing to be published in the official newspaper of the Town of Lansing not less than 14 nor more than 20 days before such public hearing, and also to post a copy thereof on the Town signboard maintained by the Town Clerk in accord with law

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

Councilperson Robert Cree - Aye

Councilperson Doug Dake - Aye

Councilperson Ruth Hopkins - Aye

Councilperson Edward LaVigne - Aye

Supervisor Kathy Miller - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION APPROVING MAP, PLAN AND REPORT SCHEDULING  
COMBINED PUBLIC HEARING UPON PIO AND ENVIRONMENTAL REVIEW  
OF POTENTIAL IMPACTS FOR CWD BACK-LOT EXTENSIONS**

**RESOLUTION 14-120**

**RESOLUTION APPROVING MAP, PLAN AND REPORT  
AND SCHEDULING COMBINED PUBLIC HEARING UPON  
PUBLIC INTEREST ORDER FOR CWD BOUNDARY CHANGE TO  
INCORPORATE BACK-LOT EXTENSIONS AND  
ENVIRONMENTAL REVIEW OF THE POTENTIAL IMPACTS THEREOF**

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

WHEREAS, in keeping with the Town of Lansing's Local Law #2 of 2012 several properties outside of the Town's Consolidated Water District (CWD) were allowed to make back-lot extensions and connect to the Town's water supply and these properties have been provided service from the CWD as outside users and are now proposing to become incorporated within the CWD; and

WHEREAS, the four parcels to be included in the CWD are shown in Maps 2-4 in the Town Engineer's Map, Plan and Report ("MPR"), and include tax parcel numbers: (i) 42.-1-2.3 (25 Sun Path Road, Banfield); (ii) 42.-1-2.5 (35 Sun Path Road, Yuen & Hui); (iii) 44.-1-42 (187 Bush Lane, Ledet); (iv) 25.-1-9.1 (82 Sperry Lane, Straub Living Trust); and (v) 25.-1-9.2 (5 Marion Lane, Sweazey) (hereinafter together and severally "Lot-Owners"); and

WHEREAS, the said Lot-Owners have already signed contracts to obtain services as outside users, paid higher water rates as outside users, and have already paid all extension and permit costs for running and installing the applicable or necessary water lines and appurtenances, including having pre-paid a fee to pay for the cost of the MPR; and

WHEREAS, the Town Engineer has determined that incorporating such outside users is feasible and to the benefit of the CWD, and thus the MPR is accepted and deemed final, complete, and in compliance with Town Law §§ 209-c and 209-d, and the creation of said water district extension by CWD boundary amendment is declared and deemed to be in the public interest, and the Town Board desires to now proceed towards completion of the amendment of the CWD boundaries pursuant to the authority of Article 12-A of the Town Law to incorporate the subject land into the CWD, and finds that all proceedings to date have been in compliance therewith; and

WHEREAS, after an examination of said MPR and related requirements of Town Law Article 12-A, and upon due deliberation upon the foregoing, the public interests to be served, and the properties to be benefitted thereby, the Town Board of the Town of Lansing has hereby

RESOLVED AND DETERMINED, that the said MPR has been reviewed and deemed preliminarily feasible and complies with the requirements of Article 12-A and §§ 209-c and 209-d of the Town Law of the State of New York, and it is further

RESOLVED AND DETERMINED, that the Town desires to proceed towards establishment of the CWD boundary extension, and finds that all proceedings to date have been in compliance with said Town Law Article 12-A and §§ 209-c and 209-d, and that this extension is in the public interest; and it is further

RESOLVED, that the Town Board hereby adopts an Order pursuant to Town Law §209-d as follows:

1. The affected added boundaries of the proposed district extensions by boundary change are described as follows: all that land as identified as tax parcel numbers 12.-1-17.4 (4.08 acres), 12.-1-17.3 (7.59 acres) and 12.-1-17.2 (51.43 acres 42.-1-2.3 (25 Sun Path Road, Banfield); (ii) 42.-1-2.5 (35 Sun Path Road, Yuen & Hui); (iii) 44.-1-42 (187 Bush Lane, Ledet); (iv) 25.-1-9.1 (82 Sperry Lane, Straub Living Trust); and (v) 25.-1-9.2 (5 Marion Lane, Sweazey), being in all approximately 18.65 acres of land, all together with the land surveys, metes and bounds, and such other descriptions and maps as are on file in the Tompkins County Clerk's Office for the foregoing tax parcel numbers, all as more particularly described in the MPR, which is incorporated into this Resolution as if set forth here in full;
2. The public improvements for such extension were installed by and at the cost of the Lot-Owners and included only the service extensions and meter pits, as required by SCLIWC, and such improvements as are necessary already exist, have already been installed, and have already been approved and inspected;
3. The maximum amount proposed to be expended by the Town of Lansing or the CWD for such extensions is \$0.00;
4. The one time estimated cost of connection, including hook-up fees, to the Town is estimated at \$0.00 as the Lot-Owners have already paid to install all facilities and pay all permit and hook-up costs, including the payment of SCLIWC connection fees and related hook up expenses, and including, but not limited to, an approximate permit connection fee of \$250.00, ¾" meters estimated at \$265.00 per meter, estimated 1"-2" service line extension at approximately \$35.00 per linear foot;
5. The annual cost to the typical property is estimated to be \$348.00. The typical property is a single family dwelling as measured by EDUs, and such cost was thus calculated as follows: (i) \$155.00 per EDU for the CWD Operation and Maintenance;

plus (ii) annual water consumption fees of \$198.00 per EDU (computed as 40,000 gallons at \$4.95 per 1,000 gallons);

6. No district financing is applicable to this project, all of which costs have been and will be paid solely by the Lot-Owners;

7. The Map, Plan and Report are on file for public review and inspection at the Office of the Town Clerk;

8. The Public Hearing be and hereby is set for 6:11 p.m. upon October 15, 2014, at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, and to thereat hear all persons interested in the subject thereof, being the extensions of the CWD as aforesaid, to thereat take all evidence presented, and to thereat take such other or further action as is required or permitted by law;

9. The Map, Plan and Report describes in detail how the financing, hook-up costs, and other costs and expenses, were estimated and computed, and therefore complies with Town Law § 209-d(1) as it constitutes the detailed statement therein required;

and it is further

RESOLVED AND DETERMINED, that this action is classified as an Unlisted Action pursuant to 6 NYCRR Part 617.2(ak) and that the Town Board of the Town of Lansing proposes to be the Lead Agency for an uncoordinated environmental review as no other involved agency exists and no other agency has any approval, funding, or permitting authority for the project; and it is further

RESOLVED, that a Public Hearing will be held at the Lansing Town Hall, 29 Auburn Road, Lansing, New York, being in the Town of Lansing, on the 15th day of October, 2014, at 6:11 o'clock P.M., to consider the above MPR and CWD boundary change and the potential environmental impacts thereof, and to thereat hear all persons interested in the subject thereof and to take such action thereon as is required or permitted by law; and it is further

RESOLVED, that the Town Clerk of the Town of Lansing, Tompkins County, New York, is hereby authorized and directed to cause a Notice of Public Hearing to be published in the official newspaper of the Town of Lansing not less than 14 nor more than 20 days before such public hearing, and also to post a copy thereof on the Town signboard maintained by the Town Clerk in accord with law

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

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**RESOLUTION FOR THE PERMANENT APPOINTMENT OF PENNY A. CROZIER AS THE SECRETARY TO THE HIGHWAY SUPERINTENDENT**

Councilperson Edward LaVigne asked if there were any other Town Employees that needed permanent appointment status. Supervisor Kathy Miller and Deputy Supervisor/ Personnel Officer Sharon Bowman stated not that they were aware of. Supervisor Kathy Miller stated that Lynn Day received his permanent status last month. Councilperson Edward LaVigne inquired about Sue Munson.

**RESOLUTION 14-121**

**RESOLUTION *re* PERMANENT APPOINTMENT  
OF PENNY A. CROZIER  
AS THE SECRETARY TO THE HIGHWAY SUPERINTENDENT**

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

WHEREAS, on February 20, 2013 the Town Board of the Town of Lansing established the position of Secretary to the Town Highway Superintendent to be in compliance with Tompkins County Personnel; and

WHEREAS, on February 20, 2013 Penny A. Crozier was provisionally appointed to the position of Secretary to the Town Highway Superintendent; and

WHEREAS, the Town of Lansing was notified by the Tompkins County Personnel Department that the New York State Civil Service Commission has approved the position of Secretary to the Highway Superintendent along with moving the position to the exempt class; and

WHEREAS, the provisional appointment has ended and the Town of Lansing desires to continue the employment of Penny A. Crozier as a permanent employee in such capacity; and

WHEREAS, upon consideration and deliberation upon the same, the Town Board of the Town of Lansing has hereby

RESOLVED, that Penny A. Crozier be and hereby is approved to be permanently employed as a Town of Lansing Grade 4 Exempt Civil Service Employee, as the Secretary to the Highway Superintendent, upon the terms and conditions, and at the rate of pay, previously approved by the Town Board at \$19.22 per hour.

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

Councilperson Robert Cree - Aye                      Councilperson Doug Dake - Aye  
Councilperson Ruth Hopkins - Aye                  Councilperson Edward LaVigne - Aye  
Supervisor Kathy Miller - Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on September 17, 2014.

**APPROVE AUDIT and BUDGET MODIFICATIONS**

**RESOLUTION 14-122**

Councilperson Robert Cree moved that the Bookkeeper is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 008**

	DATED	<u>8/20/14</u>
AUDITED VOUCHER #'s		<u>0889- 1003</u>
PREPAY VOUCHER #'s		<u>0889 - 0893</u>
AUDITED T & A VOUCHER #'s		<u>083 - 090</u>
PREPAY T & A VOUCHER #'s		<u>083 - 085</u>

<u>FUND</u>	<u>TOTAL APPROPRIATIONS</u>
GENERAL FUND (A&B)	\$ <u>86,216.85</u>
HIGHWAY FUND (DA&DB)	\$ <u>162,621.43</u>
LANSING LIGHTING (SL1, 2 &3)	\$ <u>1,349.73</u>
LANSING WATER DISTRICTS (SW)	\$ <u>112,442.85</u>
TRUST & AGENCY (TA)	\$ <u>37,087.83</u>
LANSING SEWER DISTRICTS (SS1, SS3)	\$ <u>8,043.85</u>
DEBT SERVICE (V)	\$ <u>0.00</u>

**BUDGET MODIFICATIONS  
GENERAL FUND A  
09/17/2014 BOARD MEETING**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A1440.403	A1440.400	FR MISC SEWER P&M TO ENGINEER- CONTRACTUAL UNANTICIPATED ENGINEERING SERVICES	1,836.99
A1620.400	A1620.403	FROM BUILDINGS CONTRA TO BUILDINGS - ELECTRIC UNANTICIPATED ELECTRIC EXPENSES	1,414.57
A7110.110	A7110.403	FROM PERS SVC TO PARKS - ELECTRIC UNANTICIPATED ELECTRIC EXPENSES	931.83
A7110.110	A7110.404	FROM PERSONAL SERVICES TO PARKS - TELEPHONE UNANTICIPATED TELEPHONE EXPENSES	58.43

**BUDGET MODIFICATIONS  
GENERAL FUND B  
09/17/2014 BOARD MEETING**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
B8020.100	B8010.402	FROM PLANNER PERS TO ZONING-LEGAL SVCS LEGAL SERVICES COVERING PLANNER FUNCTIONS	1,715.00
B8020.100	B8020.402	FROM PLANNER PERS TO PLANNING BD - LEGAL SVCS LEGAL SERVICES COVERING PLANNER FUNCTIONS	1,592.50

**BUDGET MODIFICATIONS  
HIGHWAY FUND DA  
09/17/2014 BOARD MEETING**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA599	DA5130.200	FROM FUND BALANCE TO MACHINERY-EQUIPMENT EQUIPMENT PURCHASE EXCEEDED APPROPRIATION	1,797.00

**BUDGET MODIFICATIONS  
WATER FUND SW  
09/17/2014 BOARD MEETING**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SW599	SW1950.400	FROM FUND BALANCE TO TAXES& ASSESS MUNI PROPERTY PROPERTY TAX ON BONE PLAIN ROAD	258.71
SW599	SW8310.401	FROM FUND BALANCE TO WTR ADMIN - ENGINEERING UNANTICIPATED ENGINEERING	9,222.23
SW1990.400	SW8340.400	FROM CONTINGENCY TO TRANS & DISTRIBUTION UNANTICIPATED EXPENSES	20,536.67
SW599	SW8340.401	FROM FUND BALANCE TO CONTRACTUAL - CWD REPAIRS ADDED EXPENSES FROM BONE PLAIN ROAD	41,280.00

Councilperson Ruth Hopkins seconded the motion and it was carried by the following roll call vote:

Councilperson Robert Cree - Aye  
Councilperson Ruth Hopkins - Aye  
Supervisor Kathy Miller - Aye

Councilperson Doug Dake - Aye  
Councilperson Edward LaVigne - Aye

Accordingly, the foregoing Resolution was approved, carried and duly adopted on September 17, 2014.

### **BOARD MEMBER REPORTS**

**Doug Dake** – No Report

**Edward LaVigne**

#### Flags

Ed inquired about the flags being placed on the poles throughout the Town. Jack stated that the Highway Department received numerous calls about the flags not being lighted at night. Supervisor Kathy Miller stated that is not a law and she asked if lights could be placed on the NYSEG poles. Jack stated there are lights at the intersections and lighting districts throughout the Town. Ruth asked if solar lighting could be a possibility. Debbie stated that for the banners that are in front of the Town Hall she had to get permission from NYSEG and renews a yearly permit. The Town will look into these options.

**Ruth Hopkins**

#### Design Connect

Ruth informed the Town Board that Design Connect group has selected the Town of Lansing for their project. It is still undefined at this time. The Planning Board will take the lead and she will facilitate. The group consists of professional second year grade student.

#### Shared Municipal Services

The group will start holding sessions addressing different areas and working on problem solving issues. To date they do not have all the parameters. Guy stated that one time projects like paving the school do not count unless there is a signed Municipal Agreement. Under the agreement shared projects are identified and show an average amount of benefit shared on an annual basis then it does count. There are enough services shared between the Town and the School that this agreement could be written.

#### Rescind Local Law #2 of 2014

Guy informed the Town Board that they need to rescind Local Law #2 of 2014 to Override the Tax Levy Limit established in General Municipal Law §3-C by a Local Law before the Town Budget is passed. This would allow for qualified homeowners to receive their tax rebate.

**Robert Cree** – No Report.

## **Kathy Miller**

### **Girls School Property**

Kathy, Ruth, Ed and Mike Sigler looked at the Girls School on Monday. The whole property will be sold as one parcel.

### **Bone Plain Road Residents**

Kathy and Dave Herrick have been visiting residents and getting easements. They should be completed next week.

### **Lansing School Board Budget Process**

Lansing School Board Member, Karen McGreevey is on the Budget Committee and is requesting that a Town Board member serve on this committee. Kathy will get the schedule of the meetings and pass it on to the board.

## **Monthly Report**

The Supervisor submitted her monthly report for the month of August, 2014 to all Board Members and to the Town Clerk.

## **Sharon Bowman**

### **Health Insurance Consortium Retreat**

Sharon and Kathy attended the meeting on Monday evening in the Legislators' quarters. She reported the Consortium is financially on solid ground. The Retreat spoke of the future of Health Insurance, Statewide and Nationwide. The Towns within the Consortium, and partly why the Consortium has taken on an additional Platinum Plan along with looking at other types of plans, because by 2018 employers who continue to offer a Cadillac Health Insurance Plan will be faced with a 40% tax charge. She stated she is not sure if what the Town of Lansing offers its employees is in that category but it is pretty high up there. The Town will be forced to look at what we do with our Health Insurance Plan for our active employees and our pre Medicare group.

Ruth stated that she hopes to invite someone to come and explain and give a brief summary to the staff here. Sharon stated she will work to get Don Barber, Executive Director of the Consortium and possibly others to come and give a presentation to our staff and pre Medicare Retirees on the heads up on the future of Health Insurance.

Sharon will be meeting with a representative from BlueCross and BlueShield tomorrow to look at the coverage of our Medicare Retirees. The current plan they are on will no longer be offered to the Town as a group plan. A meeting will be scheduled in October for a presentation for the Medicare Retirees.

Sharon stated that this is all due to the Affordable Care Act.

Kathy stated that the Health Insurance Consortium premiums have remained low as only 7% goes towards Administrative Costs and the remainder 93% is paid out in claims. It is absolutely not for profit. What money they receive over and above goes into a fund balance with the idea of not having to buy as much Stock Loss Insurance.

## **TOWN COUNSEL REPORT**

**Guy Krogh** – No Report

**MOTION TO ENTER EXECUTIVE SESSION**

Supervisor Kathy Miller moved to **ENTER EXECUTIVE SESSION TO DISCUSS A CONTRACT AT 7:08 PM.** Councilperson Robert Cree seconded the motion.

All in Favor – 5                      Opposed - 0

**MOTION TO EXIT EXECUTIVE SESSION**

Councilperson Doug Dake moved to **EXIT EXECUTIVE SESSION AT 8:10 PM.** Councilperson Robert Cree seconded the motion.

All in Favor – 5                      Opposed - 0

Meeting adjourned at the call of the Supervisor at 8:14 p.m.

Minutes taken and executed by the Town Clerk.

Respectfully submitted,

Debbie S. Crandall