

**REGULAR TOWN BOARD MEETING**  
**December 18, 2024**

A Regular Meeting of the Lansing Town Board was held at the Town Hall Board Room, 29 Auburn Road, Lansing, NY, and streamed live on YouTube on the above date at 6:30 p.m. The meeting was called to order by Ruth Groff, Supervisor, and opened with the Pledge of Allegiance to the flag. Roll call by Deborah K. Munson, Town Clerk, showed the following to be

**PRESENT:**

Judy Drake, Councilperson	Laurie Hemmings, Councilperson
Christine Montague, Councilperson	Joseph Wetmore, Councilperson
Ruth Groff, Supervisor	

**ABSENT:** No one absent

**ALSO PRESENT:** Mike Moseley, Highway Superintendent, Mary Ellen Albrecht, Bookkeeper, Guy Krogh, Town Counsel, Larry Sharpsteen, Lansing Planning Board Member, Mike Sigler, Tompkins County Legislature, Myriah Marnell, Jacob Marnell, Scott Cardamone, Andy Sciarabba Jr, and a few other attendees.

**RESOLUTION HONORING LANSING PLANNING BOARD MEMBER LARRY SHARPSTEEN**

**RESOLUTION 24-165**

**RESOLUTION HONORING TOWN OF LANSING  
PLANNING BOARD MEMBER LARRY SHARPSTEEN**

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

**WHEREAS,** Larry Sharpsteen, a lifelong resident of the Town of Lansing, has served the Lansing community as a Planning Board Member for forty years, and

**WHEREAS,** the Town Board of the Town of Lansing recognizes Larry Sharpsteen for his leadership, exceptional contributions and loyalty to the Planning Board. Larry’s term began on July 18, 1984. He served as Chairperson of the Planning Board from 1993 until 1997 and in other years he served as the Secretary; and

**WHEREAS,** Larry Sharpsteen was the Planning Board representative for the Town’s 2015 Agriculture and Farmland Protection Plan as well as a 2018 Comprehensive Planning Committee Member, was part of the Nominating Committee and Lansing Sewer Committee, he represented Lansing as our Tompkins County Environmental Management Council representative, and

**WHEREAS,** Larry Sharpsteen made a lasting impact on the Town of Lansing, and was instrumental in reviewing the Town Land Use Ordinances and Code and providing updates to each; and

**WHEREAS,** public service was only part of Larry’s community commitment, as he was a member and volunteer for many private civic agencies and organizations as well; and

**WHEREAS,** upon a review and discussion of the matter, the Town Board of the Town of Lansing has hereby

**RESOLVED,** that the Town Board expresses an appreciation and gratitude for the commitment, dedication and service that Larry Sharpsteen made to our community, and wishes to thank him and his family for the countless hours he spent attending to Planning Board matters and serving the Lansing Community, and further

**RESOLVED,** that the name of Larry Sharpsteen will be engraved on the plaque titled “The Viola Miller Citizen Volunteer Award”, located in the Town Hall.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that Larry Sharpsteen take great pride in what he has accomplished representing the citizens of the Town of Lansing.

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

Councilperson Judy Drake – Aye                      Councilperson Laurie Hemmings – Aye  
Councilperson Christine Montague – Aye      Councilperson Joseph Wetmore – Aye  
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 18, 2024.

**MOTION TO OPEN THE PUBLIC HEARING ON PROPOSED CONSOLIDATED WATER DISTRICT IMPROVEMENT PROJECT TO CONNECT WATER MAINS ALONG TEETER ROAD**

Councilperson Laurie Hemmings, moved to **OPEN THE PUBLIC HEARING ON PROPOSED CONSOLIDATED WATER DISTRICT IMPROVEMENT PROJECT TO CONNECT WATER MAINS ALONG TEETER ROAD** at 6:36 pm.

Councilperson Judy Drake, seconded the motion.  
All in Favor – 5                                      Opposed – 0

No one addressed the Town Board.

**MOTION TO CLOSE PUBLIC HEARING**

All persons desiring to be heard, having been heard, Councilperson Christine Montague, moved to **CLOSE THE PUBLIC HEARING ON PROPOSED CONSOLIDATED WATER DISTRICT IMPROVEMENT PROJECT TO CONNECT WATER MAINS ALONG TEETER ROAD** at 6:37 pm.

Councilperson Laurie Hemmings, seconded the motion.  
All in Favor – 5                                      Opposed – 0

**RESOLUTION APPROVING CONSOLIDATED WATER DISTRICT IMPROVEMENT PROJECT AT TEETER ROAD**

**RESOLUTION 24-166**

**RESOLUTION APPROVING CONSOLIDATED WATER DISTRICT IMPROVEMENT PROJECT AT TEETER ROAD**

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

WHEREAS, in 2008 the Town Board has previously approved a CWD project at this same location for this same purpose, being to connect two mains and close a gap along Teeter Road to provide a benefit to the developer’s subdivision by creating direct connections to water mains for the new lots (the “Project”), but the subdivision was never built and the improvements never installed, such that the approval expired and the project, due to price increases and the passage of time, could not be constructed at the estimated cost then approved; and

WHEREAS, the Town Board authorized the Town Engineer to examine a Town Law § 202-b CWD improvement project, to be wholly funded by, paid for, and constructed by and at the cost of the subdivision developer (Cardamone Homes, Inc.), which developer has obtained a preliminary plat approval from the Town Planning Board, one condition of which is this water system improvement being required to provide water to the new lots and homes; and

WHEREAS, this action had already received a negative declaration under SEQRA from the Planning Board in respect of the subdivision preliminary plat, and upon a review thereof by the town has noted that there are no changes in the subdivision or Project location as

would require or recommend any supplemental review under SEQRA such that, upon due deliberation thereupon, the Town Board of the Town of Lansing has duly DETERMINED, RESOLVED, AND DIRECTED as follows:

1. All proceedings regularly occurred and all notices and required filings have been duly and properly made as required by law, the boundaries of said project are along Teeter Road as displayed in the Map-Plan for this Project, and the maximum amount proposed to be expended for construction by the Town or the CWD is \$0.00, such that no plan for public funding or financing is required.
2. It is in the public interest to ensure the construction, completion, and dedication of the improvements described herein, including original furnishings, equipment, machinery, and apparatus incidental thereto, all at a maximum estimated cost of \$142,680. The Town Engineer and DPW Director are directed to review and inspect all project plans and specifications and all completed work to ensure that all construction meets town specifications, and to thereafter make recommendations to the Town respecting the dedication of such improvements when offered.
3. A copy of this Resolution shall be filed in the Tompkins County Clerk’s Office within 10 days, and this Resolution shall take effect immediately.

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

Councilperson Judy Drake – Aye	Councilperson Laurie Hemmings – Aye
Councilperson Christine Montague – Aye	Councilperson Joseph Wetmore – Aye
Supervisor Ruth Groff – Aye	

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 18, 2024.

**PRIVILEGE OF THE FLOOR – COMMENTS**

No one addressed the Town Board.

**HIGHWAY REPORT – MICHAEL MOSELEY**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.



**HIGHWAY REPORT  
December 18, 2024**

**Sign Maintenance:**

- Crews:
  - Worked to replace and repair signs around Town as needed
  - Cut limbs and brush around road signs

**Tree & Brush Maintenance:**

- Continued working:
  - To improve line of sight issues throughout the Town
  - Diligently mow backsides of ditches throughout the Town

**Water/Sewer Maintenance:**

- The crew worked repairing a water service on Teeter Rd.
- Clear debris on pumps at Farrell Rd. and Oakwood pump stations.
- Preventative maintenance on pumps and structures at Farrell Rd. and Oakwood pump stations.

**Winter Maintenance:**

- Snowplow route training.
- Annual review of each route to address any trouble spots and issues that have come up since last winter season.
- Snow and ice maintenance of roads.

**Brushing:**

- Mulching up the brush pile.

**Storm Water:**

- Annual walk through of the storm water ponds with T.G. Miller for the maintenance report.

**Office:**

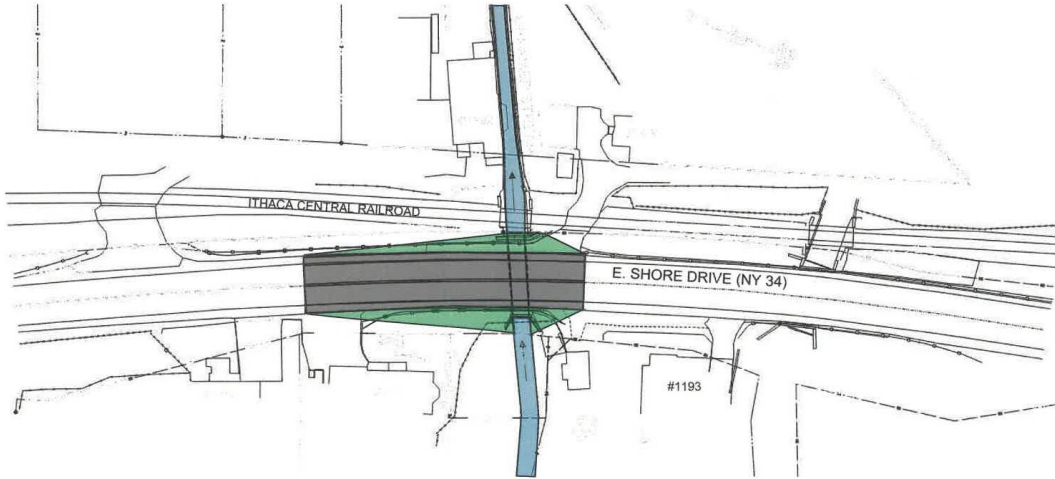
- Mike attended the following meetings:
  - Bolton Point Commissions
  - Highway Barn
  - Bolton Point Engineering & Operations
  - Project Review Committee
  - Highway Superintendents Association Meeting
- Working with Dave and T.G. Miller on various projects.

**New Highway Barn:**

- Continue working with LeChase and Bergman:
  - To determine project costs
  - On schematic design, design and development
- Renovating old Vestal building to prepare temporary office space for the construction manager and project overseer to use during construction of the new Highway Barn.

Mike also stated there will be a culvert replacement on Route 34 (East Shore Drive) at the bottom of the hill (near the Merrill Family Sailing Center) which may take two (2) years to complete. This is scheduled for 2027-2028. See slides below.

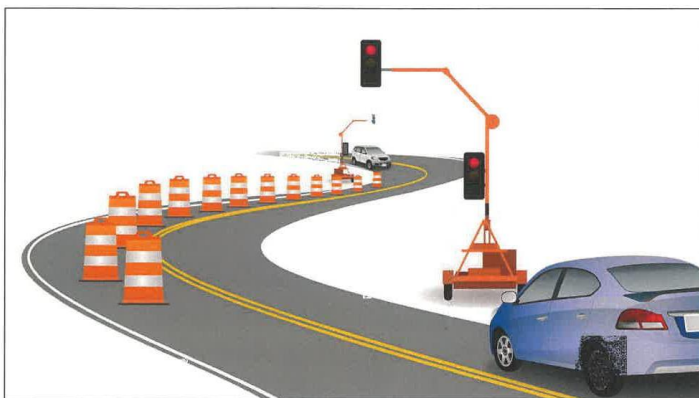
**LOCATION 20 – Town of Lansing, Tompkins County**



**LOCATION 20 – Town of Lansing, Tompkins County**



**LOCATION 20 – Town of Lansing, Tompkins County**



• [Traffic Control Diagram](#)

• [Traffic Control Diagram](#)

• [Traffic Control Diagram](#)

• [Traffic Control Diagram](#)



**PARKS AND RECREATION REPORT – PATRICK TYRRELL**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.



**December  
Town Board Report**

**Recreation:**

- Our annual Christmas tree lighting was held on December 7<sup>th</sup>. Thank you to all the supporters and sponsors. Special thanks to John Hatfield for the use of his equipment to decorate the tree and Moore’s Tree Farm for the tree.
- Current programming includes cardio step, yoga, strength & stretch, basketball cheer, boys & girls travel basketball, indoor soccer, swimming (Watercats) and skating. The middle school skating program was full in less than 2 hours of being posted.
- Tompkins County Park & Trails grant money was received for our new soccer goals.
- We have purchased five new AEDs for the town, one in the Town Hall, Community Center, Highway department and two portables.

**Parks:**

- 22 new trees have been planted at Myers Park, Salt Point and Lansing Center Trail.
- We have had some beaver damage at Myers Park, we have installed fencing around some trees that are more susceptible.
- Continuing with shop cleaning up and consolidation in preparation for the New Highway Facility.
- If the weather cooperates, we will continue dock work at Myers. We also have a roof to replace on our day camp shed and roof repairs to be done on the restroom facility.
- Mowing has been done at Salt Point in preparation for the creek and swim area dredging project, that we hope will occur in February.
- The new boat cleaning station has been winterized and covered.
- Our sailing club boats, and rack have been shrink wrapped for the winter. Thank you to the Highway Department for your assistance.

**Town Hall:**

- We received a \$90,000 grant from NYSERDA for the HVAC system and controls. Hopefully, the RFP will go out soon.
- The community center furnaces have been a constant issue; they may need replacement at some point soon.

Supervisor Ruth Groff stated we have not received the grant money yet for the HVAC system and \$90,000 is not guaranteed.

**DIRECTOR OF PLANNING REPORT – JOHN ZEPKO**

No report.

**TOWN CLERK REPORT – DEBBIE MUNSON**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**TOWN CLERK  
DECEMBER 2024**

**2025 Town & County Taxes**

Tax bills will be mailed no later than December 31, 2024. If a property owner does not receive a bill by January 6<sup>th</sup>, they should contact our office so we can assist in getting out another copy.

Payments are due by January 31<sup>st</sup> without penalty. The first installment option is only available until January 31<sup>st</sup>; after that only full payments will be accepted.

Forms of payment accepted are cash, check (payable to Lansing Receiver of Taxes), debit/credit card or E-check (additional fees apply if paying by debit/credit card or E-check).

Office hours are Monday – Thursday 7:30am – 4pm, Friday 7:30am – 12pm (additional hours on Friday, Jan. 24<sup>th</sup> and 31<sup>st</sup> until 4pm and Saturday, Jan. 25<sup>th</sup> from 8am-12pm). A 24-hour drop box is also available in the foyer of the Town Hall (on the left when you enter the first set of doors).

For additional information regarding taxes, please visit <https://www.lansingtown.com/clerk/page/taxes>.

### **Tax Exemptions**

Applications for veteran, disability, senior citizen or Enhanced STAR are due to Tompkins County Assessment by **March 1**. For further information, please contact Tompkins County Assessment Department at 607-274-5517.

### **Training**

Jessie attended a NYS Archives webinar on November 21, 2024. Great topic, Avoiding the Paper Avalanche, the Quest for the Paperless Office.

Debbie and Jessie attended New York State Town Clerk Association training on December 9, 2024. The topic was Legislative Highlights. Lori Mithen-DeMasi, Chief Counsel, Association of Towns of NYS provided wonderful information and discussions.

### **Tompkins County Health Department Rabies Clinics**

The Health Department has scheduled one clinic at Tompkins County SPCA on January 15<sup>th</sup>, 2025 from 6 PM to 8 PM. Preregistration is recommended. Visit this link to sign up for a time slot - <https://tompkinscountyny.gov/health/rabies#clinics>

### **LANSING COMMUNITY LIBRARY REPORT – ANNIE JOHNSON**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

#### **TOWN BOARD UPDATES FROM THE LANSING COMMUNITY LIBRARY December 2024**

1. We are looking for new Board members for the Friends of the Library and the Board of Trustees. Please contact the Library Director for more information.
2. Don't forget that if the Library is closed, you still have access to Libby, Hoopla, and Kanopy!
3. The library continues to provide free delivery to Woodsedge. The library also has a mobile wireless hotspot available for check out. The Wi-Fi is not password protected. The community is welcome to park in the lot to access the Internet.
4. Learn to play American Mah Jongg every Wednesday (new day!) at 10:00 am.
5. The library has an Empire Pass and passes to the Museum of the Earth and the Cayuga Nature Center available for check out. Board games, puzzles, story time kits, and STEAM kits are also available.
6. The Library now offers free period products using an Aunt Flow dispenser. Unfortunately, we are no longer able to supply free COVID tests. We can help residents contact the USPS to get free tests in the mail.

7. Chair Yoga is offered every Monday at 9:30 am.
8. “Making Heroes” is a new program for tweens and teens combining writing, art, and the martial arts taught by Guro Annie, held Nov 12, 19 and 26.
9. The library will be closed the 23rd-26th, and on the 1st of January. The hours are 10-2 on the 27th, 28th, and 31st. 10-5 on the 30th.
10. The Lansing Artisan Fair was held 12/6 and 12/7 to benefit the Friends.
11. Learn T'ai Chi on Fridays at 10:30 am.
12. Starting 12/13, you can pick up a craft kit (for adults) to make a Holiday Sleigh Centerpiece.
13. The art exhibition is “A Moment in Time” by Lee O’Connell, through December. Lee will be giving an artist talk on 12/14.
14. December story times on Thursdays 12/12 and 12/19 at 10:30 - topics include Dream Snow and Holiday Magic.

### **LANSING YOUTH SERVICES REPORT – RICK ALVORD**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

#### **Lansing Youth Services Town Board Report December 2024**

**Science Explorers:** Science Explorers began with exploring duct tape, surface area, and the physics of how to support the body weight of participants. The group worked in teams and strategized on how they would support one team members weight against a wall. One group had their teammate stay suspended for just under 30 seconds, and immediately wanted to try again as they saw where the weakest points were. Participants then made popsicle stick bridges, and tested to see how much weight they could hold, with the most weight being 52 pounds! It could have held more but ran out of weights! The final day will be using programmable robotic spheres called Spheros. These have many ways to use them and the group is excited to explore. 7 youth served.

**Outdoor Adventure:** Participants in Outdoor Adventure have transitioned to the Nature Center behind the high school as the cooler weather arrives. This group has been particularly excited about woodland games. Playing the game camouflage and with the foliage now gone, they have honed their skills of blending into the environment and remaining still, which is very helpful when observing wildlife. Discussions have revolved around animal behavior, observation, and a renewed respect for natural world. With this practice and new understanding, it has made it possible to encounter the “resident doe” that has been seen on several occasions, specifically by practicing their “fox walking”, and being mindful of how their presence effects wildlife behavior. Participants have also taught each other their own games based around hiding and working together through tag games. 10 youth served.

**The Art Factory:** Students have been working hard and are feeling ready for the Annual Lansing Artisan Fair. The waterless snow globes, pinch pots for miniature succulents, and leather change pouches are looking great and ready for the event. Evident every year, some students are a little apprehensive about the event, talking to members of the public, wanting to make sure they can manage the inventory and transactions for their work. This is typically alleviated quickly once they serve a few customers and turns to excitement and pride of their work. The proceeds will fund a celebration for all participants who have been a part of the program since the beginning of the school year. This group will also be doing the shopping for the family sponsored by the Salvation Army on 12/11, a day that past participants are very excited about and have told the “first timers” how cool it is to do the shopping and think about how they are helping a family in need. 8 youth served.



**Delicious Desserts:** This popular program returned with all new faces in the program. This group made thumbprint cookies, and due to a large donation of apples, a version of campfire apple crisp, complete with vanilla ice cream. The apple crisp preparation required a lot more dicing of the apples, so knife safety took precedent. There was much less experience around this skill, so the teen employee worked very hard to tackle instructing this skill, doing a phenomenal job! Previous participants had spread the word about the delicious “McFlurries”, and was requested to repeat, but this time with more chocolate options (Oreos and M&M’s). One difference this round was that youth made presentation touches like garnishing with crushed or whole Oreos. To wrap up the program, the group will make lots of chocolate chip cookies to bring home to their families. 10 youth served.

**Youth Employment:** The youth employees have continued to assist in all Lansing Youth Services afterschool programs, allowing lots of practice managing a group of students, helping prepare and distribute materials, and teaching participants kitchen safety and transferrable skills. I have seen continued growth in their supervision skills, group management, and recognizing situations when a group game is appropriate, which has become a comfortable time for the teen assistant to take initiative and lead the group. We still have our Lansing Public Library team going strong, with one new employee starting as her middle school musical obligations have been fulfilled. The assistant at the high school library is continuing his hard work to help with backlogged tasks. He loves the job and it seems to have provided positive and productive as he works almost daily after school. 10 youth served.

### **TOMPKINS COUNTY LEGISLATOR REPORT – MIKE SIGLER**

Reviewed the following report.

**Tompkins County Legislator  
Michael Sigler  
December 2024**

Good evening and thanks for having me in. I’m sorry to report I can no longer rely on Dominick Reccio’s reports as he’s left the County for the City of Ithaca.

At last night’s meeting I moved a resolution on the fly to provide shower access to those staying at our code blue shelter. The Code Blue shelter does not have showers. To our administrator Lisa Holmes and DSS head Kit Kephart’s credit, it was a herculean task just to get the shelter open. We didn’t want this to go another month without folks being able to get a hot shower. We allocated money to provide bus passes and day passes to the YMCA or any other venue with showers these folks can use while we find a more permanent and closer to the shelter solution.

At a press conference on November 26, we announced our intention to buy property at 227 Cherry St. in the City of Ithaca for the purpose of developing a long-term emergency shelter facility and we voted to go ahead with the purchase at the December 3 meeting.

More than a dozen sites were examined by the County before the decision was made to move forward with the 227 Cherry St. property. The one-acre property located in the City of Ithaca’s West End is nearby several existing homeless encampment areas and service providers. There are two structures on the property.

MM Development Advisors (MMDA), an affordable housing development partner with experience developing shelter facilities, will be contracted by Tompkins County for the shelter development project. Tompkins County will work with MMDA and others to create a vision for the property and manage procedural activities related to land use. It is estimated that a facility with the capacity to shelter up to 100 individuals can be developed at this property.

County officials also announced that an increased number of beds will soon be available through contracted motel partners for the Temporary Housing Assistance (THA) program. Capacity to serve up to 90 people will be available for THA clients, an increase from the 26 beds at the former THA shelter operated by St. John’s Community Services.

Temporary Housing Assistance is a New York State program administered by local Departments of Social Services to provide cash assistance and access to services for families and individuals in need, including those experiencing or at risk of homelessness.

This facility was rapidly repurposed for the 2024/2025 Code Blue season after Tompkins County received no viable proposals for Code Blue shelter administration in response to an RFP in August 2024. Upwards of 50 individuals needing a warm place to sleep during cold weather can utilize the facility on any given night. Shelter operations staff have been hired. A security firm has been contracted to provide services on site.

The 2025 Tompkins County Budget and 2025-2029 Tompkins County Capital Program were adopted by a vote of 9-5 (Legislators Greg Mezey (D-Dryden), Lee Shurtleff (R-Groton), Mike Sigler (R-Lansing), Travis Brooks (D-Ithaca), and Randy Brown (R-Newfield), opposed). The vote follows a recent public hearing, the budget is adopted as a local law.

The 2025 budget will result in a tax-levy increase of 2.72%, which is equal to the Tompkins County adjusted tax cap (calculated according to New York State’s formula). This equals an increase of approximately \$115.79 on a median priced home assessed in 2024 at \$300,000, or a Tompkins County tax payment of approximately \$1,438. The tax rate of \$4.79 per \$1,000 of assessed value amounts to a rate decrease of approximately 9.79%, and a net increase of 7% in local spending.

Several amendments were made before the final adoption. \$94,371 was earmarked in the 2025 contingency fund to fund a GIS analyst position in the Information Technology Services Department by a vote of 10-4 (Legislators Mike Lane (D-Dryden), Greg Mezey (D-Dryden), Lee Shurtleff (R-Groton), and Mike Sigler (R-Lansing) opposed).

The resolution adopting the budget was amended following a report of staff miscalculations on County’s tax cap. The previously accepted number of a 4.45% tax levy increase as the tax cap was amended to 2.72% following new calculations.

An amendment proposed by Rich John and approved unanimously (14-0) resulted in \$150,000 from the County’s fund balance being used to move the County under the newly agreed-upon tax cap of a 2.72% levy increase. Legislator Lee Shurtleff (R-Groton) further proposed that the levy increase be lowered to 2%, that amendment failed 7-7 (Legislators Rich John (D-Ithaca), Anne Koreman (D-Ulysses), Mike Lane (D-Dryden), Shawna Black (D-Ithaca), Amanda Champion (D-Ithaca), Susan Currie (D-Ithaca), and Deborah Dawson (D-Lansing) opposed).

Last but not least, our head of Public and Mental Health Frank Kruppa is leaving his position for a job at Cayuga Health. Frank oversaw the merger of the public and mental health departments and has run one of the County’s larger departments. He will be difficult to replace. Thank you, Frank, for your years of service.

**CONSENT AGENDA**

- a. **MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN AGREEMENT BETWEEN THE TOWN OF LANSING AND FOODNET MEALS ON WHEELS**

**MOTION M24-28**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN AGREEMENT BETWEEN THE TOWN OF LANSING AND FOODNET MEALS ON WHEELS**

Motion to authorize Town of Lansing Supervisor to sign an agreement between the Town of Lansing (Town) and Foodnet Meals on Wheels (Contractor), agreement is for January 1, 2025 to December 31, 2025, Town will pay Contractor \$4,750 for 2025 services

**b. MOTION APPROVING SUSAN BROCK, ESQ., AS SPECIAL COUNSEL FOR THE TOWN OF LANSING FOR LEGAL SERVICES FOR 2025**

**MOTION M24-29**

**MOTION APPROVING SUSAN BROCK, ESQ., AS SPECIAL COUNSEL FOR THE TOWN OF LANSING FOR LEGAL SERVICES FOR 2025**

Motion to approve Susan Brock, Esq., as special counsel for the Town of Lansing for 2025 for legal services for the Town when Attorney Guy Krogh has a conflict of interest or otherwise requires backup.

**c. MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN 2025 CORNELL COOPERATIVE EXTENSION OF TOMPKINS COUNTY AGREEMENT**

**MOTION M24-30**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN 2025 CORNELL COOPERATIVE EXTENSION OF TOMPKINS COUNTY AGREEMENT**

Motion authorizing Town of Lansing Supervisor to sign 2025 agreement between Cornell Cooperative Extension of Tompkins County and Town of Lansing, Term of Agreement January 1 through December 31, 2025.

**d. MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN CONTRACT BETWEEN THE TOWN OF LANSING (TOWN) AND CONSTELLATION**

**MOTION M24-31**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN CONTRACT BETWEEN THE TOWN OF LANSING (TOWN) AND CONSTELLATION**

Motion to authorize the Town of Lansing Supervisor to sign contract between the Town of Lansing (Town) and Constellation. Contract is for January 1, 2026 to December 31, 2028 for electricity services.

**e. MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN CONTRACT BETWEEN THE TOWN OF LANSING (TOWN) AND MARATHON ENERGY**

**MOTION M24-32**

**MOTION AUTHORIZING TOWN OF LANSING SUPERVISOR TO SIGN CONTRACT BETWEEN THE TOWN OF LANSING (TOWN) AND MARATHON ENERGY**

Motion to authorize the Town of Lansing Supervisor to sign contract between the Town of Lansing (Town) and Marathon Energy. Contract is for January 1, 2026 to December 31, 2028 for gas services.

**f. RESOLUTION APPROVING DOG CONTROL & SHELTER AGREEMENT WITH COUNTRY ACRES PET SERVICES**

**RESOLUTION 24-167**

**RESOLUTION APPROVING DOG CONTROL & SHELTER AGREEMENT WITH COUNTRY ACRES PET SERVICES**

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

RESOLVED, as follows:

1. Country Acres Pet Services is the Dog Control Officer for the Town of Lansing; and
2. The shelter maintained by Country Acres Pet Services is the Town of Lansing Dog Shelter; and
3. The 2025 Dog Control and Shelter Agreement between the Town of Lansing and Country Acres Pet Services is for a term commencing January 1, 2025 and ending December 31, 2025; and
4. The Town Supervisor of the Town of Lansing is hereby authorized to sign said agreement.

**g. RESOLUTION APPROVING AND AUTHORIZING TOWN SUPERVISOR TO EXECUTE 2025 COUNSEL ENGAGEMENT LETTER WITH GUY K. KROGH, AND HIS FIRM, THALER AND THALER, P.C.**

**RESOLUTION 24-168**

**RESOLUTION APPROVING AND AUTHORIZING TOWN SUPERVISOR TO EXECUTE 2025 COUNSEL ENGAGEMENT LETTER WITH GUY K. KROGH, AND HIS FIRM, THALER AND THALER, P.C.**

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

RESOLVED, that the Attorney for the Town is Guy K. Krogh, and that he, and his firm, Thaler and Thaler, P.C. be consulted on an as needed basis and that the Town Supervisor be authorized to execute the 2025 counsel engagement letter.

**h. RESOLUTION REAPPOINTING MEMBER TO THE LANSING HOUSING AUTHORITY**

**RESOLUTION 24-169**

**RESOLUTION REAPPOINTING MEMBER TO THE LANSING HOUSING AUTHORITY**

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

WHEREAS, the Lansing Housing Authority (LHA) has one member’s term that will be expiring on December 31, 2024; and

WHEREAS, after a search for eligible and qualified candidates, George Gesslein, a current member of the LHA Board, is deemed duly qualified and has agreed to the reappointment; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. George Gesslein is hereby reappointed to the Lansing Housing Authority for a 5-year term, with such term effective January 1, 2025 through December 31, 2029; and
2. The Town Clerk shall administer the oath of office for such reappointment.

**i. RESOLUTION APPOINTING MEMBERS TO THE TOWN OF LANSING PARKS, RECREATION AND TRAILS WORKING GROUP AND DIRECTING THE COMMITTEE TO MAKE RECOMMENDATIONS**

**RESOLUTION 24-170**

**RESOLUTION APPOINTING MEMBERS TO THE TOWN OF LANSING  
PARKS, RECREATION AND TRAILS WORKING GROUP AND DIRECTING  
THE COMMITTEE TO MAKE RECOMMENDATIONS**

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

WHEREAS, on July 19, 2017, and as is set forth in the updated 2018 Comprehensive Plan, the Town Board approved and authorized Resolution 17-99 for the Creation and Initial Funding of a Capital Reserve Fund for Parklands and Trailways Planning and Development, Related Land and Use Rights Acquisitions, and Related General Equipment, Materials and Construction Funding; and

WHEREAS, on January 17, 2024, the Town Board of the Town of Lansing adopted Local Law 1 of 2024 amending the Code of the Town of Lansing, Chapter 7: Boards, Commissions and Committees and Section § 7-13 outlines making appointments to such working group; and

WHEREAS, the Town Board directs the committee to make recommendations through a proposed form of charging resolution what its policies and procedures are, who it recommends its chair and vice chair be, what its specific charges are, whether it wants to request a liaison or the formation of subcommittees, and any budgetary requests it may have; and

WHEREAS, the Parks, Recreation and Trails Working Group is needed to perform certain functions for the Town and to act in an advisory capacity in helping to enhance active and passive recreational opportunities for residents and visitors; and

WHEREAS, the following applicants, in the judgment of the Town Board, are qualified to serve again on the Parks, Recreation and Trails Working Group and are appointed to terms of membership, subject to reappointment, and the Town Board of the Town of Lansing has hereby:

RESOLVED, that the following people be reappointed to the Parks, Recreation and Trails Working Group with terms to expire December 31, 2025: Bruce Barber, Chris Pettograsso, and Steve Lauzun; and

RESOLVED, that the following people be appointed to the Parks, Recreation and Trails Working Group with a term to expire on December 31, 2025: Johnathan Licitra (Planning Board) and Sharon Anderson (Resident).

**j. RESOLUTION APPOINTING TOWN OF LANSING ZONING BOARD OF APPEALS MEMBERS**

**RESOLUTION 24-171**

**RESOLUTION APPOINTING TOWN OF LANSING  
ZONING BOARD OF APPEALS MEMBERS**

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

WHEREAS, the Zoning Board of Appeals has two members terms expiring on December 31, 2024, one member and one alternate member; and

WHEREAS, the Town has received completed applications from Mary Stoe and Jamie Jones, and

WHEREAS, both applicants are qualified to be on the Town of Lansing Board of Appeals, and

WHEREAS, Mary Stoe is seeking reappointment as a full member for a five-year term and Jamie Jones is seeking appointment as an alternate member for a one-year term, and



WHEREAS, the Town of Lansing Zoning Board of Appeals has recommended that Mary Stoe be reappointed as a Member to the Lansing Zoning Board of Appeals, and

WHEREAS, on December 4, 2024, the Interview Committee interviewed Zoning Board of Appeals applicant Jamie Jones and recommended that she be appointed to the Zoning Board of Appeals; and

WHEREAS, the appointment requires Mary Stoe and Jamie Jones complete the mandatory New York State and Town of Lansing training requirements; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Mary Stoe is hereby reappointed as a Member to the Town of Lansing Zoning Board of Appeals effective January 1, 2025 through December 31, 2029, to serve at the pleasure of this Board, and
2. Jamie Jones is hereby appointed as an alternate member to the Town of Lansing Zoning Board of Appeals effective January 1, 2025 through December 31, 2025, to serve at the pleasure of this Board, and
3. The Town Clerk shall administer the oath of office for such new appointments.

**k. RESOLUTION APPOINTING DANIELLE HAUTANIEMI AS A PLANNING BOARD MEMBER AND APPOINTING JOHN DUTHIE AND FREDRIC VILLANO AS ALTERNATE MEMBERS TO THE PLANNING BOARD**

**RESOLUTION 24-172**

**RESOLUTION APPOINTING DANIELLE HAUTANIEMI AS A PLANNING BOARD MEMBER AND APPOINTING JOHN DUTHIE AND FREDRIC VILLANO AS ALTERNATE MEMBERS TO THE PLANNING BOARD**

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

WHEREAS, the Planning Board has three members terms whose terms will be expiring on December 31, 2024; and

WHEREAS, Danielle Hautaniemi, John Duthie and Fredric Villano are qualified to be on the Town of Lansing Planning Board; and

WHEREAS, in December 2024, the Interview Committee interviewed new Planning Board applicants and recommended Danielle Hautaniemi, John Duthie and Fredric Villano to the Planning Board; and

WHEREAS, the appointments require Danielle Hautaniemi, John Duthie and Fredric Villano to complete the mandatory New York State and Town of Lansing training requirements; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Danielle Hautaniemi is hereby appointed as a Member to the Town of Lansing Planning Board effective January 1, 2025 through December 31, 2031, to serve at the pleasure of this Board, and
2. John Duthie is hereby appointed as an Alternate Member to the Town of Lansing Planning Board effective January 1, 2025 through December 31, 2025, to serve at the pleasure of this Board, and
3. Fredric Villano is hereby appointed as an Alternate Member to the Town of Lansing Planning Board effective January 1, 2025 through December 31, 2025, to serve at the pleasure of this Board, and

4. The Town Clerk shall administer the oath of office for such appointments.

**I. RESOLUTION APPOINTING MEMBERS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL**

**RESOLUTION 24-173**

**RESOLUTION APPOINTING MEMBERS TO THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL**

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

WHEREAS, in November of 2017, and as is set forth in the updated 2018 Comprehensive Plan, the Town approved creating a Conservation Advisory Council to perform certain functions for the Town and to act in an advisory capacity under General Municipal Law § 239-x; and

WHEREAS, on January 16, 2019, the Town Board of the Town of Lansing adopted Resolution 19-49 creating the Conservation Advisory Council (hereinafter termed “Council” or “CAC”) under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, on December 15, 2021, the Town Board of the Town of Lansing adopted Resolution 21-157 expanding the CAC membership to a maximum of nine (9) members under authority granted to the Town by General Municipal Law Section 239-x; and

WHEREAS, on December 10, 2024, the Interview Committee interviewed new CAC applicants and unanimously passed a motion recommending that Travis Kitch and John Hatfield be appointed to the CAC; and

WHEREAS, Robyn Bailey’s current term of appointment will be ending on December 31, 2024 and she is seeking a reappointment to serve on the CAC; and

WHEREAS, upon due consideration and deliberation by the Town of Lansing Town Board, the following candidates, in the judgment of the Town Board, are qualified to serve on the CAC and now therefore be it

RESOLVED as follows:

1. Travis Kitch is hereby appointed as a Member to the Town of Lansing Conservation Advisory Council effective January 1, 2025 through December 31, 2026.
2. John Hatfield is hereby appointed as a Member to the Town of Lansing Conservation Advisory Council effective January 1, 2025 through December 31, 2026.
3. Robyn Bailey is hereby reappointed as a Member to the Town of Lansing Conservation Advisory Council effective January 1, 2025 through December 31, 2026.

**m. RESOLUTION REAPPOINTING GREGG TRAVIS TO THE BOARD OF ETHICS**

**RESOLUTION 24-174**

**RESOLUTION REAPPOINTING GREGG TRAVIS TO THE BOARD OF ETHICS**

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

WHEREAS, Local Law #1 of 2021, Town of Lansing Ethics Law, was adopted March 17, 2021; and

WHEREAS, per § 18-6 Board of Ethics. There is hereby established a Board of Ethics consisting of five members, to be appointed by the Town Board, all of whom shall reside

in the Town, and all of whom shall serve without compensation and at the pleasure of the Town Board. No member of the Board of Ethics shall be a Town Employee or a Relative of any Town Employee. Ethics Board members will have staggered 5-year terms, and appointments will be initially made for terms of members running for 1 to 5 years, so that one appointment arises for consideration or renewal annually. Ethics Board members may be reappointed at the expiration of their term. The Attorney for the Town shall be an *ex officio* member of said Board without voting privileges, for the purposes of providing legal guidance and advice to allow the Board of Ethics to efficiently perform its functions; and

WHEREAS, the Board of Ethics has recommended that Gregg Travis be reappointed to a 5-year term on the Board of Ethics; and

WHEREAS, upon and after due deliberation upon this matter, The Town Board of the Town of Lansing has hereby

RESOLVED, that Gregg Travis is hereby reappointed to a 5-year term on the Board of Ethics, effective January 1, 2025 and expiring December 31, 2029.

**n. RESOLUTION DECLARING TWO 2023 TORO ZERO TURN MOWERS AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

**RESOLUTION 24-175**

**RESOLUTION DECLARING TWO 2023 TORO ZERO TURN MOWERS AS EXCESS PROPERTY AND AUTHORIZING DISPOSAL OR SALE**

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

WHEREAS, The Town Parks and Recreation has excess property of two 2023 Toro Zero Turn Mowers Model 72946, that are old and for which no use exists; and

WHEREAS, the equipment named above are thus declared excess property and directed to be sold in a manner as produces fair value, whether at auction or private sale; and

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

RESOLVED, that the 2023 Toro Zero Turn Mowers Model 72946, serial numbers 412413857 and 412413855 be and hereby are declared as excess property of the Town for which no current or future use is anticipated and that the Parks and Recreation Supervisor, or his designee, sell the same “as is,” document the sale thereof to verify fair value, and deliver the proceeds of the sale thereof to the Town Budget Officer. The Parks and Recreation Supervisor, or his designee, be and each is hereby authorized to sign such bills of sale or other documents as are or may be necessary to give effect to this Resolution by and for the Town of Lansing.

**o. RESOLUTION APPROVING TOWN CONTRACT WITH THE COMPUTER ROOM FOR PROFESSIONAL DESIGN AND IT INSTALLATION SERVICES FOR THE DPW FACILITY**  
**RESOLUTION 24-176**

**RESOLUTION APPROVING TOWN CONTRACT WITH THE COMPUTER ROOM FOR PROFESSIONAL DESIGN AND IT INSTALLATION SERVICES FOR THE DPW FACILITY**

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

WHEREAS, the Town is required to provide to Colliers Engineering its specifications, materials lists, and layout for internal wiring and related IT system designs in order to finalize building specifications and proceed to public bidding, and this is a specialized expert and professional design and material selection service that meets the exemptions from public bidding and procurement rules under General Municipal Law § 103 and the

Town of Lansing Procurement Policy at § V, such that public bidding and seeking comparative quotes is not required for this contract or these services; and

WHEREAS, The Computer Room, Ithaca, NY has submitted preliminary budgets for materials and consulting and design services, including recommendations respecting the materials, brands, and interconnection technologies needed for the DPW facility, and the same have been vetted, reviewed, and approved by the DPW Director; and

WHEREAS, the Town wants to move forward with this particular vendor due to its expertise and experience designing and managing IT facilities and networks, and recognizes that as final project designs for the DPW facility change these costs may increase due to additional design and consulting time incurred; and

WHEREAS, such materials and services agreements have been reviewed by and are generally acceptable to the Town Board, and upon consideration and deliberation upon the foregoing, the Town Board of the Town of Lansing has hereby

RESOLVED, that The Computer Room agreements for services be and are approved in an amount not to exceed \$25,000 without further Town Board review and approval, and the Town Supervisor may sign and execute the same by, for, on behalf of, and in the name of the Town of Lansing, as well as any future amendments for the same, up to a maximum amounts set forth above.

**p. RESOLUTION ACCEPTING JENNA HOELLERER’S RESIGNATION PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

**RESOLUTION 24-177**

**RESOLUTION ACCEPTING JENNA HOELLERER’S RESIGNATION PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

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

WHEREAS, the Confidential Secretary to the Highway Superintendent submitted her written letter of resignation on December 6, 2024 stating that she will be resigning from the Town of Lansing and from her position effective December 20, 2024, with her last working day being December 20, 2024; and

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

RESOLVED, as follows:

1. The resignation of Jenna Hoellerer, Confidential Secretary to the Highway Superintendent, is hereby accepted effective December 20, 2024;
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Towns’ employment and civil service rosters and file required Civil Service forms to effect such changes and these Resolutions, including by the filing of form MSD 428, if required.

**q. RESOLUTION APPROVING INDEPENDENT CONTRACTOR AGREEMENT WITH JENNA HOELLERER FOR DPW ADMINISTRATIVE SERVICES AND AUTHORIZING EXECUTION THEREOF**

**RESOLUTION 24-178**

**RESOLUTION APPROVING INDEPENDENT CONTRACTOR AGREEMENT WITH JENNA HOELLERER FOR DPW ADMINISTRATIVE SERVICES AND AUTHORIZING EXECUTION THEREOF**

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

WHEREAS, Jenna Hoellerer serves as confidential secretary to the Town Highway Superintendent and is leaving such position effective on or about December 20, 2024, and the Town has a need to hire her as a consultant and trainer for a period of time expected not to exceed 5 months, to assist in the transition and train whoever is hired to fill that soon to be vacant position; and

WHEREAS, Jenna Hoellerer is a single-source provider with detailed knowledge of the administrative duties of the position and the DPW department, including the work necessary to transition to winter work and winter schedules and, accordingly, the rate established for such agreement is \$41.00 per hour, with an expected work week not to exceed 20 hours, such number to thereafter steadily diminish; and

WHEREAS, such agreement has been reviewed by and is generally acceptable to the Town Board, and upon consideration and deliberation upon the foregoing, the Town Board of the Town of Lansing has hereby

RESOLVED, that the Independent Contractor Agreement be and hereby is approved, and that the Town Supervisor may sign and execute the same by, for, on behalf of, and in the name of the Town of Lansing.

r. **RESOLUTION AUTHORIZING PITNEY BOWES POSTAGE METER LEASE**

**RESOLUTION 24-179**

**RESOLUTION AUTHORIZING PITNEY BOWES POSTAGE METER LEASE**

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

WHEREAS, the United States Postal Services (USPS) is updating postage meter regulations and all outdated Information Based Indicia (IBI) postage meters must be phased out of use by December 31, 2024 and at this time they will be marked as inactive by the USPS; and

WHEREAS, the Town's existing postage meter is an IBI type machine and is not capable of updating to the new Intelligent Mail Indicia (IMI) standards required by USPS and therefore is required to be replaced with a compliant machine; and

WHEREAS, the Town has an existing postage meter lease with Pitney Bowes and the meter is digital and communicates with other Town software and systems, such that switching to a different postage metering company would involve expenses above and beyond merely leasing or purchasing a new meter; and

WHEREAS, alternatives were considered and the best option remains Pitney Bowes, including because they offer a true lease, and not a lease finance option, such that the Town can cease leasing at any time and is not obligated to purchase the machine during or after the lease term expires; and

WHEREAS, a true lease is not subject to public bidding or procurement rules, but none-the-less Town staff examined options and prices and recommended simply replacing the Pitney Bowes meter with a newer Pitney Bowes meter, and upon due deliberation upon the foregoing, the Town Board of the Town of Lansing has duly

RESOLVED, that the Town Supervisor be and hereby is authorized to execute the new postage meter lease and software license agreements by, for, on behalf of, and in the name of the Town of Lansing, and to execute such other documents as are necessary to replace the old postage meter with a USPS compliant fully integrated digital meter for ensuring and enhancing continued mailings and accounting for the costs of the same.

s. **RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR'S REPORTS**



**RESOLUTION 24-180**

**RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS  
AND SUPERVISOR’S REPORTS**

The Supervisor submitted her monthly report for the months of October and November 2024, to all Board Members and to the Town Clerk. The Supervisor’s Reports were reviewed by Councilperson Judy Drake and Councilperson Joseph Wetmore. The bills were reviewed by Councilperson Judy Drake and Councilperson Joseph Wetmore. The Supervisor’s Reports be approved as submitted and the Bookkeeper is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 012**

TOWN OF LANSING				
Abstract # 012				12/16/2024
Summary by Fund				14:46:58
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND TOWNWIDE	3,943.45	320,113.99	324,057.44
B	GENERAL FUND OUTSIDE VILLAGE	123.44	17,240.34	17,363.78
DA	HIGHWAY FUND TOWNWIDE	142.53	225,487.39	225,629.92
DB	HIGHWAY FUND OUTSIDE VILLAGE	40.00	11,020.07	11,060.07
SL1-	LUDLOWVILLE LIGHTING DISTRICT	97.41	15.02	112.43
SL2-	WARREN ROAD LIGHTING DISTRICT	699.20	16.10	715.30
SL3-	LAKEWATCH LIGHTING DISTRICT	999.91	80.00	1,079.91
SS1-	WARREN RD SEWER	129.26	41,293.03	41,422.29
SS3-	CHERRY ROAD SEWER DISTRICT	23.77	7,175.76	7,199.53
SW	LANSING WATER DISTRICTS	1,480.33	14,242.99	15,723.32
TA	TRUST & AGENCY	1,114.38	79,051.08	80,165.46
<b>Total:</b>		<b>8,793.68</b>	<b>715,735.77</b>	<b>724,529.45</b>

**BUDGET MODIFICATIONS**

**GENERAL FUND TOWNWIDE A FUND**

December 18th, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A599 (Appropriated Fund Balance)	A1110.120 - (Court Clerk - Personal Services)	TO COVER PAYROLL EXPENSES THROUGH YEAR END	\$ 14,000.00
A599 (Appropriated Fund Balance)	A1220.400 - (Supervisor - Contractual)	TO COVER EXPENSES THROUGH YEAR END	\$ 1,000.00
A599 (Appropriated Fund Balance)	A1380.400 (Fiscal Agent Fees- Bond Counsel)	TO COVER ADDITIONAL EXPENSE	\$ 235.00
<b>Total Fund Balance to Be Used</b>			<b>\$ 15,235.00</b>
A7310.100 (Youth Program - Personal Services)	A7140.100 - (Playground/Rec Fields - Personal Services)	TO COVER ADDITIONAL PAYROLL EXPENSES	\$ 2,838.06
A5132.405 (Garage - Building Repair)	A1640.401 - (Town Barn Rd. Storage - Vestal Office)	FOR ADDITIONAL SUPPLIES	\$ 1,500.00
A3310.100 (Traffic Control - Personal Services)	A3310.400 (Traffic Control - Contractual)	TO PURCHASE ADDTL SIGNS	\$ 1,900.00

**GENERAL FUND OUTSIDE VILLAGE B FUND**

December 18th, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
B599 (Appropriated Fund Balance)	B8020.403 - (Legal/Engineer - Silver Line Solar)	New code created mid-year to separate expenses	\$ 185.00
B599 (Appropriated Fund Balance)	B8020.402 - (Planning Board - Legal Services)	Additional funds needed	\$ 3,000.00
B599 (Appropriated Fund Balance)	B9030.800 - (Social Security)	Additional funds needed	\$ 2,355.00
B599 (Appropriated Fund Balance)	B9089.800 - (Medicare)	Additional funds needed	\$ 475.00
<b>Total Fund Balance to be Used</b>			<b>\$ 6,015.00</b>

**HIGHWAY TOWNWIDE - DA FUND**

December 18th, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA5140.100 - (Brush & Weeds - Personal Services)	DA5140.400 - (Brush & Weeds - Contractual)	1 Extra Day of mulching	\$ 6,000.00
DA599 (Appropriated Fund Balance)	DA9060.800 - (Hospital & Medical Insurance)	To Cover additional costs	\$ 17,500.00
<b>Total Fund Balance to be Used</b>			<b>\$ 17,500.00</b>

**HIGHWAY OUTSIDE VILLAGE - DB FUND**

December 18th, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DB599 (Appropriated Fund Balance)	DB9060.800 - (Hospital & Medical Insurance)	To cover additional costs	\$ 19,900.00
<b>Total Fund Balance to be Used</b>			<b>\$ 19,900.00</b>

**WATER DISTRICTS SW FUND**

December 18th, 2024

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SW599 - (Appropriated Fund Balance)	SW9060.800 - (Health Insurance)	To cover additional expense	\$ 5,000.00
<b>Total Fund Balance to be Used</b>			<b>\$ 5,000.00</b>

**CONSENT AGENDA MOTIONS M24-28 – M24-32 AND RESOLUTIONS 24-167 – 24-180**

**RESOLUTION 24-181**

**CONSENT AGENDA MOTIONS M24-28 – M24-32 AND RESOLUTIONS 24-167 – 24-180**

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

RESOLVED, that the Consent Agenda Motions **M24-28 – M24-32** and Resolutions **24-167 – 24-180**, are hereby approved as presented and amended, and

The question of the adoption of such proposed Consent Agenda Motions and Resolutions were duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Laurie Hemmings, and put to a roll call vote with the following results:

Councilperson Judy Drake – Aye                      Councilperson Laurie Hemmings – Aye  
Councilperson Christine Montague – Aye      Councilperson Joseph Wetmore – Aye  
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on December 18, 2024.

**RESOLUTION APPROVING THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL 2024 ANNUAL REPORT**

**RESOLUTION 24-182**

**RESOLUTION APPROVING THE TOWN OF LANSING CONSERVATION ADVISORY COUNCIL 2024 ANNUAL REPORT**

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

WHEREAS, per Town Board Resolution 19-49 the Conservation Advisory Council was authorized to perform certain functions for the Town and to act in an advisory capacity under General Municipal Law § 239-x; and

WHEREAS, the aforementioned Resolution and General Municipal Law 239-x(f) require the Conservation Advisory Council to file required annual reports with the Town Board on or before the thirty-first day of December of each and every year, and once approved by the Town Board, to send a copy thereof to the New York State Commissioner of Environmental Conservation; and

**Town of Lansing  
Conservation Advisory Council  
2024 Annual Report**

**Membership**

Members of the Conservation Advisory Council (hereafter “CAC”) are appointed by the Lansing Town Board each January via resolution. The following members served in 2024:

- Robyn Bailey
- Adam Buck (part year)
- Gabrielle Desnoes
- Edward Dubovi (chair)
- John Fleming
- Todd Walter
- Brian Boerman
- Lisa Scanlon

At the beginning of 2024, the CAC lost 3 of its members including a co-chair of the committee. Ed Dubovi assumed the chair of the committee. Two new members were recruited. One member resigned in mid-year and our student member was missing for the year. Goal for 2025 is to have 2-3 new members appointed.

**Environmental Management Council**

With the resignation of David Wolfe from the CAC, the Town of Lansing slot on the Tompkins County Environmental Management Council became vacant. With no new volunteers for the position, the Town Board in July recommended that Ed Dubovi be appointed to this position for the remainder of 2024. A re-application for 2025 is still pending.

**Open Space Conservation Plan**

Throughout 2023, the CAC met monthly with our consultants from Colliers Engineering (formerly Bergmann Associates) to create Lansing’s Open Space Conservation Plan (OSCP), formerly known as the Open Space Index. By January 2024, a draft document was available for comment by the CAC. John Steinmetz from Colliers Engineering presented the draft OSCP to the Town Board at its February meeting. A public meeting was held at the Town Board meeting on March 20, followed by a resolution accepting the OSCP pending required procedural matters. The Town Board formally adopted the OSCP at its May 15 meeting. The acceptance of the plan was the culmination of a two-year effort by Collier Engineering with the oversight of the project by the CAC. The CAC wishes to thank all the Lansing residents that assisted in the project along with the Park Foundation that provided a grant for this project to move forward.

The website for the adopted plan is:

[https://www.lansingtown.com/sites/default/files/fileattachments/conservation\\_advisory\\_council/page/2495/lansing\\_oscp\\_adopted.pdf](https://www.lansingtown.com/sites/default/files/fileattachments/conservation_advisory_council/page/2495/lansing_oscp_adopted.pdf)

The objective for creating the OSCP was to identify properties that had high conservation value. In examining the ranking of the 119 properties, one property stood out – the Norfolk Southern rail line extending north from Myers Park. With the closure of the coal fired power station, the rail line has limited usefulness. The CAC encouraged the Town Board to pass a resolution expressing interest in this property should the rail line become non-functional.

**Future CAC efforts**

With the completion of the OSCP, the CAC began to evaluate other areas where the CAC could be of help. Under Resolution 19-163, the CAC was appointed as the Task Force for the Town in implementation of the Climate Smart Communities (CSC) program. The CSC challenges communities to adopt management procedures that help reduce energy consumption and greenhouse emissions. While the Town was registered with the program, no actions were submitted for approval. In gathering “points”, the Town becomes eligible for certain grant programs. The CAC did have several presentations by Cornell Cooperative Extension on the Clean Energy Communities Program, Climate Smart Communities and the Non-pipes Alternative program. No plans are yet in place to move forward with the CSC as this could involve town staff time which may be limiting.

A major task set forth in the resolution creating the CAC was to deal with all aspects of easements. To get a better idea as to the issues one may encounter with “easements”, we invited the Finger Lakes Land Trust to give us a presentation on the issues. The major issue is that the owner of the easement has it “forever”. That means a yearly inspection to ascertain that the terms of the easement are being adhered to. Failure to do so by the landowner could result in a legal proceeding that could be costly to the Town. A change of ownership of the land could also result in non-compliance issues. While there are grants to support some targeted easements, the process is lengthy and requires significant staff time. The CAC would recommend not moving forward with any conservation easements until such time as there is a source of revenue to support the program.

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

RESOLVED, the Town Board of the Town of Lansing has received and accepted the Town of Lansing Conservation Advisory Council 2024 Annual Report.

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

- |  |                                     |
|--|-------------------------------------|
| Councilperson Judy Drake – Aye         | Councilperson Laurie Hemmings – Aye |
| Councilperson Christine Montague – Aye | Councilperson Joseph Wetmore – Aye  |
| Supervisor Ruth Groff – Aye            |                                     |

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 18, 2024.

**RESOLUTION ESTABLISHING TWO CAPITAL PROJECT FUNDS WITHIN THE TOWN OF LANSING FOR SPECIFIC CAPITAL PROJECTS**

**RESOLUTION 24-183**

**RESOLUTION ESTABLISHING TWO CAPITAL PROJECT FUNDS WITHIN THE TOWN OF LANSING FOR SPECIFIC CAPITAL PROJECTS**

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

WHEREAS, the Town is undertaking a capital project for the Department of Public Works (DPW) new facility, which requires an internal mechanism for segregating such Funds so as to account for funds received, as well as expenditures for said project, and

WHEREAS, the Town on occasion orders vehicles and equipment with manufacturing lead times greater than one fiscal year in the future, requiring a method for segregating and accounting for such encumbered funds, and

WHEREAS, the establishment of such Funds has been reviewed by and is generally acceptable to the Town Board, and upon consideration and deliberation upon the foregoing, the Town Board of the Town of Lansing has hereby

RESOLVED, to establish a Capital Project Fund, identified as “HG,” to allow for segregated accounting for the Town of Lansing’s DPW facility, and

RESOLVED, to establish a Capital Project Fund, identified as “HH,” to allow for segregated accounting for capital equipment with manufacturing lead times greater than one fiscal year in the future.

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

Councilperson Judy Drake – Aye                      Councilperson Laurie Hemmings – Aye  
Councilperson Christine Montague – Aye      Councilperson Joseph Wetmore – Aye  
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 18, 2024.

**RESOLUTION REQUESTING REDUCTION OF SCHOOL SPEED LIMIT FOR WILDMAN ROAD**

**RESOLUTION 24-184**

**RESOLUTION REQUESTING REDUCTION OF SCHOOL SPEED LIMIT FOR WILDMAN ROAD**

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

WHEREAS, the Town Board of the Town of Lansing has received a request from the Town of Lansing Highway Superintendent about the volume of traffic and the safety of students, faculty, drivers, and pedestrians on Wildman Road, a Town public highway that runs parallel to State Route 34 and services the elementary, middle, and high schools of the Lansing Central School District, which roadway is primarily used by students who walk upon and use such roadway in relation to attending school and school events; and

WHEREAS, Wildman Road is a Town Highway and the Town of Lansing Highway Superintendent requests a reduction in the school zone speed limit to 15 MPH Monday through Friday between the hours of 7:00 am through 6:00 pm (at all other times, the posted school zone limit of 25 MPH would thus remain in effect); 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 the school zone speed limit and directs that the Town request the New York State Department of Transportation to conduct a traffic study along Wildman Road in the Town of Lansing for the purpose of considering a reduced speed to enhance safety.

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

Councilperson Judy Drake – Aye                      Councilperson Laurie Hemmings – Aye  
Councilperson Christine Montague – Aye      Councilperson Joseph Wetmore – Aye  
Supervisor Ruth Groff – Aye

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on December 18, 2024.

**BOARD MEMBER REPORTS**

**Judy Drake**

Submitted the following report to the Town Board and it was included in the meeting packet which was available on Town of Lansing website and as a handout.

**Judy Drake  
Town Board Member Report  
December 2024**

Tompkins County Youth Services Board - December 9, 2024 – not able to attend

Lansing Fire Commissioners - December 3, 2024 -  
Calls in August: Fire: 46 EMS: 54 Total calls: 100 Total for year: 1129  
Discussed large incidents, trainings, and purchases, and equipment purchases.  
December 10<sup>th</sup> had Board of Commissioner election.

Personnel Management Committee – December 4, 2024 -  
Reviewed status on Cell Phone reimbursement, uniforms and set meeting schedule for 2025.

Lansing Zoning Board of Appeals - December 10, 2024 -  
Agenda: 0 N. Triphammer Road - Use variance – solar facility - reviewed and approved the SEQR and approved the variance request.

**Laurie Hemmings**

No written report.

Laurie stated she interviewed applicants for Conservation Advisory Council (CAC) and Planning Board.

**Christine Montague**

No report.

**Joseph Wetmore**

Submitted the following report to the Town Board and it was available as a handout.

**Joseph Wetmore  
Town Board Member Report  
December 2024**

**Parks, Recreation, and Trails Working Group  
Wednesday, December 4:9:30 – 10:30am**

*Request for Proposals – Myers Road Feasibility Study*

- The group reviewed the first draft of this RFP. Steve will revise and email to all members for another round of comments at our next meeting.

*Request for Proposals – Comp Trails Plan*

- We received comments on the draft RFP from the planning department shortly after our meeting. These have been incorporated into the draft that will be sent to Town.

**CAC meeting**

**Wednesday, December 4·6:30 – 8:30pm**

- Discussion of the request by the Town Board to examine the DEC ruling on a proposal by Cargill for storage of water in their mining operation
- Discussion on creating Critical Environmental Areas

**Interview Candidates for Planning Board**

**Monday, December 9·6:30 – 7:30pm**

- Interviewed Candidates

**Yellow Barn meeting**

**Wednesday, December 11·10:00 – 11:00am**

- Update on where the Yellow Barn project is in the application process.
- Discussion of Host Community Agreement.

**Intro to Cayuga Site Projects**

**Thursday, December 12·9:00 – 10:00am**

- Met with representatives of Beowulf Electricity & Data Inc. (along with Ruth Groff, Mason Molesso and John Zepko) to hear about their plans to redevelop the old Cayuga Power Plant site into a combination of solar energy generation, battery storage and a large data center.



**Bolton Point Water System Drinking Water Source Protection Program (DWSP2)  
Plan Stakeholder Meeting  
Thursday, December 12·10:00 – 11:00am**

- Briefly discussed the current draft.

**Planning Board  
Monday, December 16·6:30 – 8:30pm**

- Project: Preliminary Plat Review - Minor Subdivision of land at 555 Ridge Road  
Anticipated Action: Preliminary Plat review, schedule public hearing for January's meeting (SEQR pt. 2 during January meeting)
- Site Plan Review – Fittnell BBQ new restaurant building located at 42 Seacord Lane  
Project Description: Site Plan Review of new restaurant building and accompanying site improvements. Applicant proposes to convert the existing steel structure into a restaurant space. Site improvements are to include the widening of existing driveway, addition of a 35-space gravel parking area and site lighting located around parking and building areas. This project is located in the B1 zoning district.  
Anticipated Action: Sketch Plan Review and preliminary comments.
- Site Plan Review - Cellular Communications Tower located at 1767 E. Shore Drive.  
Anticipated Action: Review updated drawings, determine if application is complete

**Owasco Lake Watershed Management Council, Inc.  
Tuesday, December 17·10:00 – 11:30am**

- Director's Summary
- Treasurer's Audit and Finance Report
- November 2024 Financials Approval
- Lake Level Report
- 2024 Owasco Lake and Tributary Data Analysis
- NYSDEC FL Hub Update
- Owasco Watershed Lake Association Update
- Cornell Cooperative Extension Update
- Watershed Inspection Monthly Report

**Parks, Recreation, and Trails Working Group  
Wednesday, December 18·9:30 – 10:30am**

- Request for Proposals – Myers Road Feasibility Study
- Request for Proposals – Comp Trails Plan

Joe also reported that the Parks, Recreation, and Trails Working Group has located another grant to apply for through ITCTC which totals about \$9,000. They have a feasibility study grant now to go between Town Center and Myers. Joe will send a draft RFP to Guy Krogh, Town Counsel to review.

**Ruth Groff**

No report.

**WORK SESSION**

**Sewer Inter Municipal Agreement Renewal**

Brief discussion regarding December 12<sup>th</sup> sewer meeting. Town Board agreed to refer this to Water Sewer Storm Water Committee (WSSC) to review and update the agreement.

**Edmunds – new accounting system**

Ruth thanked Mary Ellen and Jenn for all their hard and additional work with transitioning to the new accounting system. For December and January, both systems (Williams and Edmunds) will be used to be sure the “kinks” are fixed.

Organizational Resolutions

Joe thanked Guy and Jessie for their work on the organizational resolutions and changes they are making.

**MOTION TO ENTER EXECUTIVE SESSION**

Supervisor Ruth Groff moved to **ENTER EXECUTIVE SESSION TO DISCUSS PAY PERFORMANCE AND DISCIPLINE OF INDIVIDUAL EMPLOYEE AT 7:25 PM.**

Councilperson Joseph Wetmore seconded the motion.

All in Favor – 5                      Opposed – 0

**MOTION TO EXIT EXECUTIVE SESSION**

Councilperson Joseph Wetmore moved to **EXIT EXECUTIVE SESSION AT 8:14 PM.**

Councilperson Judy Drake seconded the motion.

All in Favor – 5                      Opposed – 0

**MOTION TO ADJOURN MEETING**

Councilperson Joseph Wetmore moved to **ADJOURN THE MEETING AT 8:15 PM.**

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5                      Opposed – 0

Minutes taken and executed by the Town Clerk. Minutes beginning with Executive Session were taken by Guy Krogh, Town Counsel and executed by the Town Clerk.

Respectfully submitted,

Deborah K. Munson, RMC  
Town Clerk