

**REGULAR TOWN BOARD MEETING**  
**March 19, 2025**

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, Director of Public Works/Highway Superintendent, Patrick Tyrrell, Director of Parks & Recreation, Mary Ellen Albrecht, Bookkeeper, Guy Krogh, Town Counsel, Jay Franklin, Tompkins County Director of Assessment, Dennis Griffin and a few other attendees.

**TOMPKINS COUNTY DEPARTMENT OF ASSESSMENT EXEMPTIONS – JAY FRANKLIN, DIRECTOR OF ASSESSMENT**

**New York State Authorization and Local Control**

Jay Franklin clarified that New York State authorizes property tax exemptions, either mandating them or providing the option for local municipalities to adopt them. Lansing cannot create its own exemptions outside of state law. However, the decision of which authorized exemptions to offer and at what level rests with the local taxing jurisdictions, including the Town of Lansing.

**Exemptions Currently Offered by Lansing**

- Alternative Veterans Exemption
- Cold War Veterans Exemption
- Low-income Disabled Individual Exemption
- Volunteer Firefighter Exemption (Note: the fire district itself does not offer this)
- Low-income Senior Exemption
- Living Quarters for Parent or Grandparent Exemption
- Business Improvement Exemption
- Agricultural (Ag) Land Exemption (Note: offered by the fire district)

**Exemptions Not Currently Offered by Lansing (Discussed at the Meeting)**

Several exemptions not currently offered by Lansing were discussed, with potential interest expressed by Town Board Members:

- Capital Improvement to Residential Parcels: Councilperson Joseph Wetmore expressed strong interest in adopting this to encourage home improvements (1 or 2 family home and possibly attached garage).
- Improvements for the Disabled: Provides a 10-year exemption for renovations to remove architectural barriers for people with disabilities. Minimal impact is expected due to infrequent applications.

- Historic Barn Exemption: Councilperson Joseph Wetmore expressed interest in this to preserve historic barns. Further research was requested to avoid duplication with the agricultural building exemption.
- Infrastructure Exemption: Expected to see an application for this in the upcoming year, though not specifically in Lansing at this time (currently offered by the County and used in the Village of Dryden).

Jay will get information to the Town Board regarding the impact additional exemptions will have on the Town of Lansing.

### Timeline for Adopting Exemptions

The timeline for implementing new exemptions depends on the specific exemption:

- **Capital Improvement Exemption:** If passed by a certain date (after March 1st), it would take effect on the assessment roll for the following year (e.g., passed now would be on the 2026 assessment roll for 2027 taxes), applying to construction started after the law's adoption.
- **Veteran, Senior, and Disability Exemptions:** Must be passed by March 1st of a given year to be effective on that year's assessment roll and the following year's taxes. It is currently too late to get these on the 2025 roll for 2026 taxes.

### Potential Changes to Existing Exemption Levels

The Town Board discussed the possibility of increasing the income limits for the low-income senior and low-income disabled individual exemptions to match the recent increases implemented by Tompkins County. This could provide greater financial relief to more residents.

### Solar Energy Systems and Property Value

Jay Franklin addressed concerns about the impact of solar arrays on neighboring property values. He stated that "we haven't seen sales of properties next to solar arrays that have gone down in value". Studies across the country have also not shown a negative impact. He noted that personal solar arrays on properties also have not demonstrably changed property values, acting more as a potential perk or selling point.

### **MOTION TO OPEN THE PUBLIC HEARING FOR PROPOSED LOCAL LAW #1 OF 2025 TO AMEND TOWN CODE CHAPTERS 270 – (ZONING) AND 235 – (SUBDIVISION OF LANDS)**

Councilperson Joseph Wetmore, moved to **OPEN THE PUBLIC HEARING FOR PROPOSED LOCAL LAW # 1 OF 2025 TO AMEND TOWN CODE CHAPTERS 270 – (ZONING) AND 235 – (SUBDIVISION OF LANDS)** at 6:59 pm.

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5                                      Opposed – 0

No one addressed the Town Board.

### **MOTION TO CLOSE THE PUBLIC HEARING**

All persons desiring to be heard, having been heard, Councilperson Joseph Wetmore, moved to **CLOSE THE PUBLIC HEARING FOR PROPOSED LOCAL LAW # 1 OF 2025 TO AMEND TOWN CODE CHAPTERS 270 – (ZONING) AND 235 – (SUBDIVISION OF LANDS)** at 7:00 pm.

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5                                      Opposed – 0

### **RESOLUTION ADOPTING LOCAL LAW #1 OF 2025 TO AMEND AND UPDATE TOWN CODE CHAPTERS 270 (ZONING) AND 235 (SUBDIVISION OF LANDS)**

Guy Krogh, Town Counsel reviewed the Short Environmental Assessment Form Part 2.

**RESOLUTION 25-37**

**RESOLUTION ADOPTING LOCAL LAW #1 OF 2025 TO AMEND AND  
UPDATE TOWN CODE CHAPTERS 270 (ZONING) AND  
235 (SUBDIVISION OF LANDS)**

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

WHEREAS, during 2023 and 2024 the Code Revision Committee, Planning Board, Planning and Code Department, and others have worked to make administrative updates and corrections to town zoning and subdivision codes, such as to add maps and drawings, and add additional definitions, clarify flag lot rules and lot line adjustments, each and all as spelled out in the proposed local law made the subject of a public hearing on the 19<sup>th</sup> day of March, 2025, whereat all persons wishing to be heard and all evidence as submitted were considered; and

WHEREAS, a GML § 239 referral was duly delivered to Tompkins County and its planning department, and the reply made no official or advisory comments or objections; and

WHEREAS, because this local law changes no zone locations and neither allows or removes any uses from its allowed use charts and various Articles, and makes no material changes in either zoning or subdivision codes or requirements, this matter was classified as an Unlisted Action and an uncoordinated review was conducted for these various administrative changes pursuant to SEQRA; and

WHEREAS, the Town Board declared itself lead agency for environmental review and each identified potential environmental impact was analyzed and duly considered by the Lead Agency in relation to the question of whether any potential environmental impacts were so probable of occurring or so significant as to require a positive declaration, and after weighing the above and all other potential impacts arising from or in connection with this Project, and after also considering: (i) the probability of each potential impact occurring; (ii) the duration of each potential impact; (iii) the irreversibility of each potential impact, including any permanently lost resources of value; (iv) whether each potential impact can or will be controlled or mitigated by permitting or other processes; (v) the regional consequence of the potential impacts; (vi) the potential for each impact to be or become inconsistent with the Town's master plan or Comprehensive Plan and local needs and goals; and (vii) whether any known objections to the local law relate to any of the identified potential impacts, the Town Board found that these factors did not cause any potential impact to be or be likely to become a moderate or significant impact such that a negative declaration will be issued; and

WHEREAS, and upon deliberation upon the environmental review, the public hearing, and the terms and requirements of such local law and the zoning updates it implements by amending Town Code Chapters 270 and 235, the Town Board of the Town of Lansing has RESOLVED as follows:

1. After consideration of potential environmental impacts per ECL Article 8 and 6 NYCRR § 617.7(c), the Town Board, as Lead Agency, has found and determined that: (i) this declaration is made in accord with SEQRA, based upon a thorough review of the EAF as completed on the record, its supporting documents and maps, and a thorough review of relevant areas of environmental concern; (ii) this amendatory local law will have no moderate or significant negative environmental consequences or impacts, a negative determination is hereby issued, and an environmental impact statement is therefore not required; and (iii) a responsible officer of the Town is hereby authorized to complete and sign the determination of significance confirming the foregoing Negative Declaration, which fully completed and signed EAF is incorporated herein by reference.
2. Local Law Number 1 of 2025 be and hereby is approved and adopted in the form as presented to this meeting and, in such form, "be it so enacted."

3. In accordance with the Municipal Home Rule Law, the final adopted version of this local law shall be filed with the Town Clerk and the New York Secretary as required by the Municipal Home Rule Law.

4. This local law shall be forwarded to the municipal code service for immediate inclusion in the Town Code.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson Joseph Wetmore, duly seconded by Councilperson Judy Drake, 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 March 19, 2025.

**LOCAL LAW NUMBER #1 OF 2025**

**A LOCAL LAW OF THE TOWN OF LANSING TO AMEND THE CODE OF THE TOWN OF LANSING, CHAPTER 270 - ZONING AND CHAPTER 235 - SUBDIVISION OF LAND**

The Town Board of The Town of Lansing, New York, pursuant to a Resolution dated March 19, 2025, does hereby adopt and pass this Local Law Number #1 of 2025, and therefore, be it so enacted as follows:

**SECTION 1 - AUTHORITY:** This local law is adopted pursuant to the powers granted by the Town Law of the State of New York, Town Law § 130, Town Law Article 16, and Municipal Home Rule Law § 10, which authorize the Town of Lansing to adopt local laws providing for the governance of the town and the use of land review regulations and laws to guide development and land uses in the town.

**SECTION 2 - PURPOSE:** The purpose of this local law is to update specific zoning provisions and subdivision regulations to more fully effect prior amendments, as well as to adopt additional changes to the Town Code, relating to land use regulations and the review of land use and development applications. Included are updates to add charts for buffers and lot diagrams that were inadvertently not adopted or included during prior zoning updates, and to add amended definitions, regulations, rules, and clarifications for corner lots, the keeping of chickens, multifamily dwelling rules, lot line adjustment rules, and new guidance and regulations for reviewing and implementing buffering and flag lot rules, among other changes.

**SECTION 3 - ADOPTION OF AMENDMENTS TO TOWN CODE CHAPTER 270:** Town Code Chapter 270 is amended as follows:

A. Definitions at § 270-3 are amended by removing the existing definitions referenced below and substituting the updated definitions as set forth below:

1. The definition of “Lot, Corner” is repealed and replaced with the following:

**“LOT, CORNER**

A lot fronting on two or more streets at their intersection with two or more required front yards and two required side yards. No rear yards required.”

2. The definition of "Keeping of Chickens" is repealed and replaced with the following:

**"KEEPING OF CHICKENS**

Any use involving hatching, feeding, caretaking or otherwise keeping chickens for the exclusive, noncommercial use of the owner or occupant of the premises on which such chickens are located and not kept as part of a farm."

3. The definition of "Dwelling, Multiple Family" is repealed and replaced with the following:

**"DWELLING, MULTIPLE FAMILY**

A dwelling or group of dwellings on one lot, containing separate living units for three or more families, having separate or joint entrances, and including single family dwellings, two family dwellings, townhouses, group homes, apartments, and condominiums; A single building or combination of buildings totaling three or more dwelling units on a single lot. Such are also referred to as "multiple dwellings."

4. The definition of "Lot, Flag" is repealed and replaced with the following:

**"LOT, FLAG**

A parcel of land whose configuration is so designed to make a legally conforming lot that is otherwise landlocked by road-fronting parcels. Access to a road from the interior lot is provided for by a strip of land (called the "pole") that is contiguous with the interior lot (called the "flag"). The buildable, interior portion of the lot (the "flag") must meet the minimum lot area requirements in the zone, exclusive of the acreage of the pole. A "front lot line" is defined as a line within the flag portion of the parcel that is parallel to or approximately parallel to the accessed road and meets the minimum lot width at the front lot line for the zone. This front lot line established in the flag will be used as a baseline for measuring the front yard setback and identifying side and rear lot locations. A lot that meets all of the lot area and yard requirements for the zone, except for the required road frontage, may not be declared a flag lot unless the land adjacent to the pole and in front of the flag is part or all of a separate legal and conforming lot for that zone."

- B. Section 270-28(K), respecting special conditions and standards for keeping chickens by zoning permits is repealed and replaced with the following:

**"K. Specific standards – keeping of chickens.** The keeping of chickens is permitted by zoning permit where the following standards are each and all met:

- (1) No person shall have, own, permit or otherwise possess a rooster;
- (2) Keeping of chickens shall be considered an accessory use and is permitted only as incidental to lots on which the principal use is residential;
- (3) The number of chickens on any lot shall not exceed 6 unless a variance is granted by the Zoning Board of Appeals;
- (4) All chickens shall be provided with a covered, predator-proof coop, pen, cage or other shelter that is thoroughly ventilated, designed to be easily accessed and cleaned, and sufficient size to permit free movement of the chickens, exclusive of areas used for storage of materials or vehicles. Chickens shall not be allowed to roam the premises outside of such shelters;

- (5) Any coop, pen, fence, or other shelter used for keeping of chickens shall be located in such a manner as to observe the applicable required yard setbacks for the zone in which it is located and shall be prohibited in a front yard; and
- (6) The coop, pen, cage, or other shelter must be placed on a location on the lot so as not to harm adjoining properties or environmentally sensitive areas.”

C. A new subdivision C. is added to § 270-40.4 “Buffer Yards” as follows:

“C. Buffer yards should be approved and classified in accordance with basic design parameters shown upon the chart contained at Attachment 8 of this Chapter 270.”

D. Article IV is renamed “General Regulations and Standards” to avoid confusion with Article I “General Provisions,” and a new § 270-25.2 is added to Article IV to provide regulations and standards for flag lots beyond the definitional requirements for the same:

**§ 270-25.2 Standards for flag lots.**

- A. Flag lots, as defined in Chapter 235 Subdivision of Land, § 235-3, shall meet the minimum lot area excluding the pole (or “flagpole”), lot width requirements of the zoning district within which it is located. The pole of the flag lot shall have a minimum width of 60 feet at every point and the pole shall be no less than 100 feet in length.
- B. In areas where agriculture is the predominant land use, in particular the RA, and AG Zones, flag lots should be located on the least productive agricultural lands and be configured so as to minimize interference with the agricultural use of the lands.
- C. Whenever practicable, adjoining flag lots should be platted in a manner that encourages shared driveway access points along public roads and highways.
- D. No parcel may be subdivided into more than two flag lots

E. Attachment 2 is amended as follows:

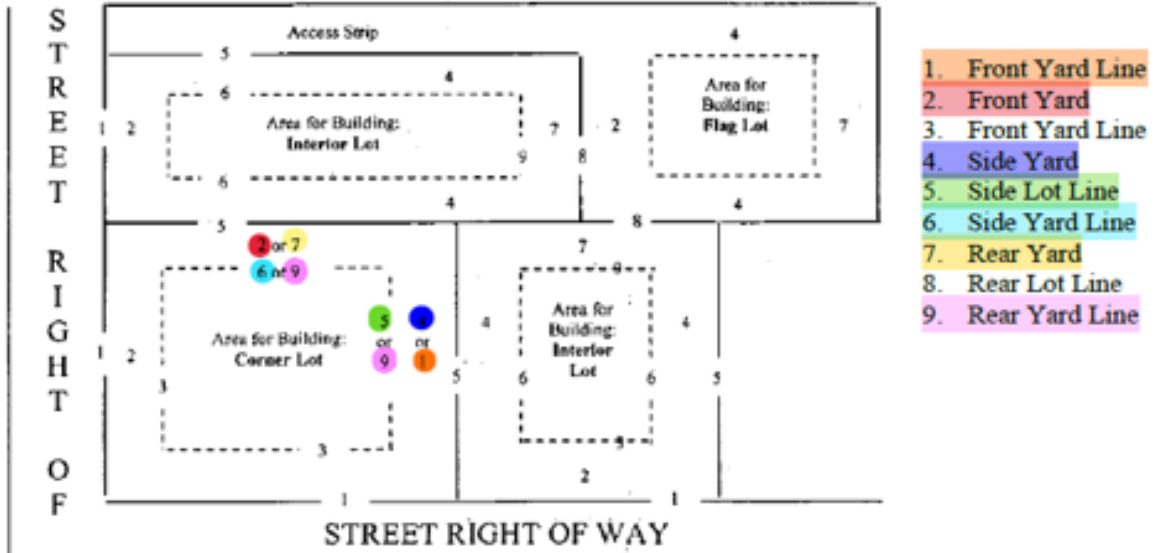
- 1. The existing diagrams at Attachment 2, page 1, is replaced with the following diagram:

270 Attachment 2

Town of Lansing

Schedule II  
Area, Frontage, Yard, Heights and Coverage Requirements

Drawing 1



2. The footnotes are changed as follows:

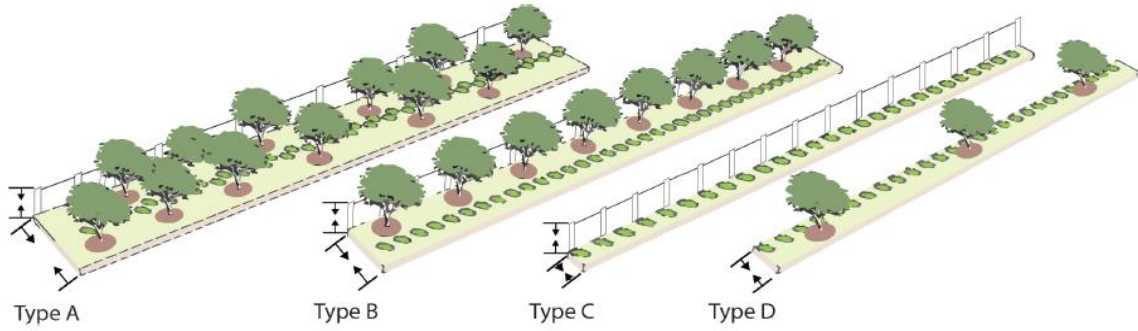
a. Footnote “\*\*\*\*” is repealed and replaced with the following:

“\*\*\*\* When the applicant is faced with limits arising from road configuration or natural features, frontage may be reduced, on a case-by-case basis, with a decision by the appropriate board, but in no case less than the flag lot requirement of 60 feet (i.e., cul-de-sac, corner lot, flag lot).”

b. Footnote 5 is repealed and removed, and the remaining 6 footnotes numbered 6 through 12 are renumbered as footnotes 5 through 11.

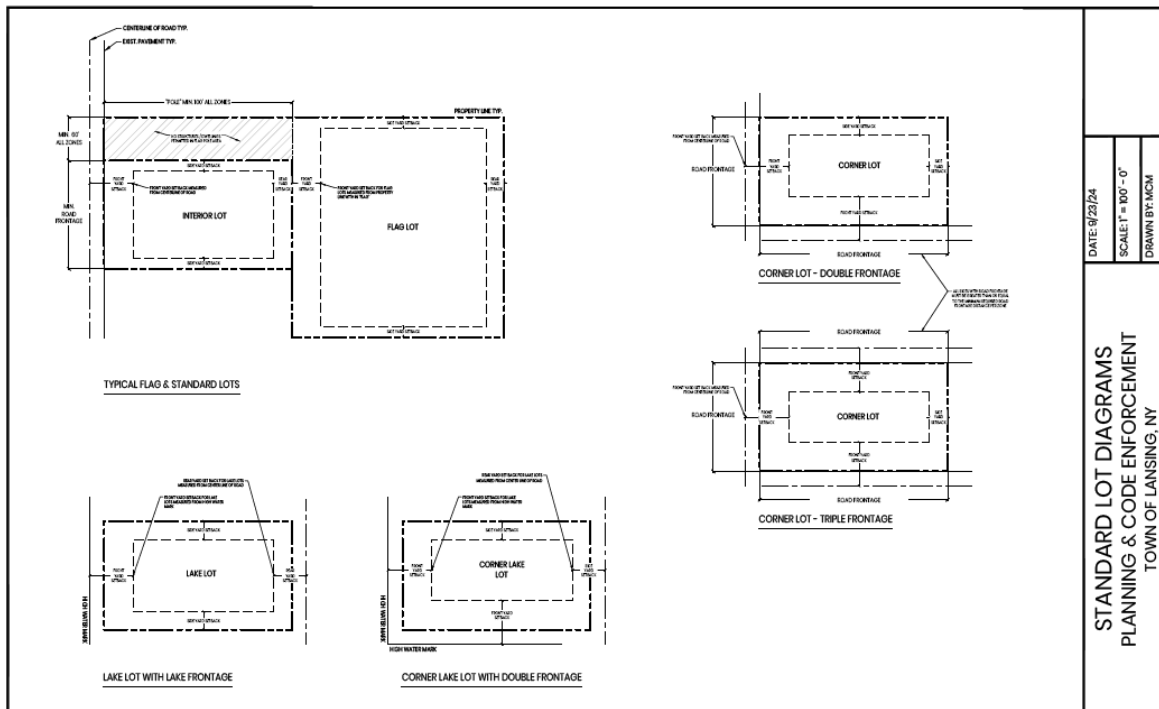
F. The following diagrams and charts are added to Chapter 270:

1. The following chart is added to Chapter 270 as Attachment 8, and entitled “Town of Lansing Buffer Chart”:



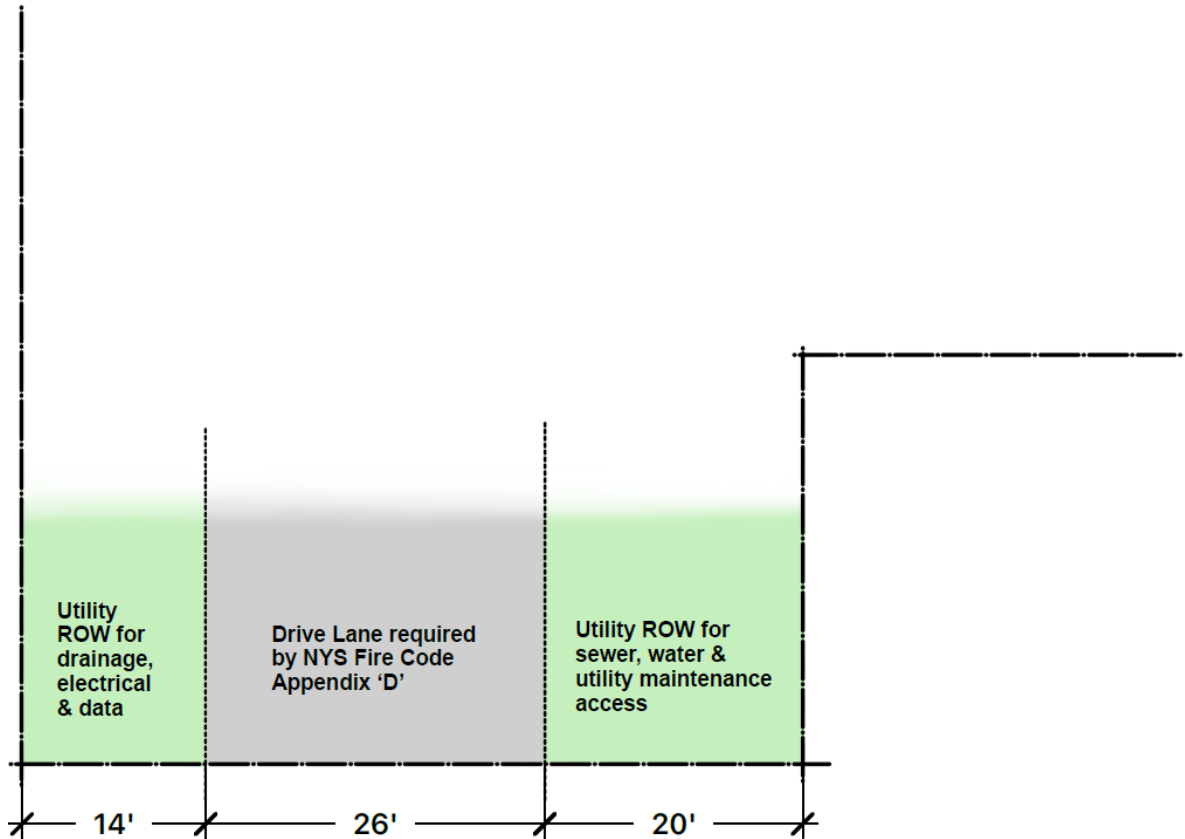
	TYPE A	TYPE B	TYPE C	TYPE D
Buffer yard depth (min)	25'	15'	5'	7' or required corner side or front yard depth for the zone, whichever is greater
Fence/wall type	Solid	Solid	Solid	N/A
Fence/wall height (min/max)	4'/6'	4'/6'	4'/6'	N/A
Shade trees (min per 100')	8	6	N/A	3
Ornamental trees (min per 100')	In lieu of planting a required shade tree, 3 ornamental trees may be planted	In lieu of planting a required shade tree, 3 ornamental trees may be planted	N/A	In lieu of planting a required shade tree, 3 ornamental trees may be planted
Shrubs (min per 100')	50	40	33	33

2. The following chart is added to Chapter 270 as Attachment 9, and entitled “Town of Lansing Standard Lot Diagrams”:



3. The following chart is added to Chapter 270 as Attachment 10, and entitled “Town of Lansing Flag Lot Diagram”:





G. The following updates to certain sections of Chapter 270 of the Town Code are made to reference the new Attachments, as follows:

1. A new subdivision C. is added to § 270-40.4 as follows:

“C. References to help implement the goals of buffering and these regulations and standards are hereby made to (1) Attachment 8 respecting minimum standards and general layout rules for buffering and buffering design, and (2) Attachment 10 respecting driveways, flag lots, and the use of the flagpole areas for access and utilities.”

2. A new § 270-40.9 is added as follows:

“§ 270-40.9 **Lot and Building/Improvement Layouts.**

All developments and all lots and parcels undergoing any land use review process for subdivision review or development or improvement shall include basic lot layout diagrams and building siting envelopes, such layouts and design to generally implement and follow the standards and parameters outlined in Attachment 9 of this chapter.”

**SECTION 4 - ADOPTION OF AMENDMENTS TO TOWN CODE CHAPTER**

**235:** Town Code Chapter 235 is amended as follows:

A. Definitions at § 235-3 are amended by removing the existing definitions referenced below and substituting the updated definitions as set forth below:

1. The definition “Lot Line Adjustment” is repealed and replaced with the following:

“**LOT LINE ADJUSTMENT**

The adjustment of one or more lot lines between two or more existing and adjoining lots that does not result in the creation of new lots or the creation of any nonconforming lot, and which transferred parcels are merged into their new parent parcel. While not a subdivision, lot line adjustments are land divisions and shall be approved in the same

manner as exempt subdivisions under this chapter. If a lot line change does not meet this definition of being a lot line adjustment, or at the discretion of the Department of Planning & Code Enforcement, then it shall be referred to the Planning Board for review and approval.”

2. The definition of “Lot, Flag” is repealed and replaced with the following:

**“LOT, FLAG**

A parcel of land whose configuration is so designed to make a legally conforming lot that is otherwise landlocked by road-fronting parcels. Access to a road from the interior lot is provided for by a strip of land (called the "pole") that is contiguous with the interior lot (called the "flag"). The buildable, interior portion of the lot (the "flag") must meet the minimum lot area requirements in the zone, exclusive of the acreage of the pole. A "front lot line" is defined as a line within the flag portion of the parcel that is parallel to or approximately parallel to the accessed road and meets the minimum lot width at the front lot line for the zone. This front lot line established in the flag will be used as a baseline for measuring the front yard setback and identifying side and rear lot locations. A lot that meets all of the lot area and yard requirements for the zone, except for the required road frontage, may not be declared a flag lot unless the land adjacent to the pole and in front of the flag is part or all of a separate legal and conforming lot for that zone.”

- B.** Town Code § 235-10(B) shall be amended by adding the following clause to the end thereof:

“Flag lots shall conform to the standards set forth for zoning in Chapter 270 of this Town Code, including but not limited to § 270-25.2 and Attachment 10, therein.

**SECTION 5 - SAVINGS AND SEVERANCE:** The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional must not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which must remain in full force and effect.

**SECTION 6 - CODIFICATION:** This local law and its amendments to Chapters 235 and 270 of the Town Code shall be incorporated into the Town Code, and the incorporator may designate such new section and numerical headings, or other indexed references, as make for a coherent Town Code, sequentially numbered or marked. Nothing in this local law is intended to disrupt or affect the existing Town Code, except to the extent any existing code provision is herein expressly superseded or repealed. All other provisions of the Town Code are hereby reaffirmed and continued in force and effect, and the codification of these amendments shall follow the procedure for amending the code as set forth in the code or in the Town’s local laws, including but not limited to Local Law #2 of 2020.

**SECTION 7 - EFFECTIVE DATE:** This local law shall take effect immediately.

**PRIVILEGE OF THE FLOOR – COMMENTS**

No one addressed the Town Board.

**DEPARTMENT OF PUBLIC WORKS 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.

# TOWN OF LANSING

## DEPARTMENT OF PUBLIC WORKS REPORT

March 2025

### NEW DEPARTMENT OF PUBLIC WORKS BUILDING:

- The Bid for the new facility has been advertised in the Town's official paper.
- The New DPW Facility Bids are due by April 9<sup>th</sup>. We are hoping for a great turnout!

### WEATHER:

- Lansing experienced a severe windstorm on 03/16 that produced multiple power outages, down trees and down power lines. Lansing's DPW worked with the Lansing Fire Department, Tompkins County Highway Department, the NYS DOT and NYSEG on 03/16 and 03/17 to resolve the issues presented.

### SNOW + ICE WINTER MAINTENANCE:

- Though spring is around the corner, the DPW has continued winter maintenance of the roads. Ensuring they are safe for all citizens.
- The DPW continues to replace plow parts/blades as needed.

### TREE + BRUSH MAINTENANCE:

- Brush pickup for the Town of Lansing and Village of Lansing will start April 28<sup>th</sup>. Please have all your brush and limbs out near the road by 6:00am to assist the crews.
- Crews worked cutting back brush and tree limbs from intersections and within the Road-Right-of-Way.

### WATER/SEWER MAINTENANCE:

- Due to heavy rains, Lansing had flooding issues on 03/06 in the south end of town. Crew members worked to resolve the issue in a timely manner.

### GARAGE WORK:

- The DPW continues to perform maintenance on winter equipment as well as servicing equipment that will be used in the spring.

### OFFICE:

- Mike Moseley, the Director of the DPW/Highway Superintendent, and Kevin May, Working Supervisor, attended the 2025 Advocacy Day in Albany. In Albany, they discussed increasing the CHIPS Road Budget by 250 million dollars annually which all municipalities in New York State use to maintain and improve roads. Along with the increase in the CHIPS Road Budget, they also discussed maintaining current funding for EWR, PAVE-NY, POP, and Bridge-NY. Local governments use this money along with their own sales tax to improve upon roads.
- Meetings attended by the Director of the DPW/Highway Superintendent:
  - Engineer & Operations meeting at Bolton Point
  - Commissioners meeting at Bolton Point
  - Highway Barn Committee

- Intermunicipal meeting between Village of Lansing and Village of Cayuga Heights
- Water, Sewer, Stormwater Committee
- OpenGov CRM introduction meeting – This meeting was attended by the DPW Director/Highway Superintendent and Secretary to the DPW Director/Highway Superintendent, Emmy Stehnach

**COMMUNITY:**

- The DPW continually meets with taxpayers to discuss driveway culvert replacement and new driveway culverts.

**CROSS-DEPARTMENTAL COLLABORATIONS:**

- The DPW worked alongside T.G. Miller Engineering, NYS DEC and the Army Corps of Engineers for the Dredging Project at Myers Park Swimming area, the gravel bars within Salmon Creek near Salt Point and the camping area in Myers Park.
- Thank you, Tyler Todd, from the Parks Department, for helping during the snow.

Mike also reported:

**Communication Issues During Storm:** Major concern raised about the lack of internet and unreliable cell phone service at the highway department during the storm, hindering coordination with other emergency responders. Steps are being taken to address this.

**Tree Debris Cleanup:** Considering options for assisting residents with the significant amount of tree debris, particularly if moved to the Town's right-of-way. Expectations for homeowner preparation (cutting to manageable size) were discussed. Mike will work out the details and put the information on Town of Lansing website.

**Emergency Preparedness:** Need to update the Town's Emergency Preparedness Plan, potentially in coordination with the Tompkins County Health Department's ongoing efforts. Request made to ensure the highway department is considered an essential emergency service in such planning. Ruth stated she and Christine went to the Health Department last week - they are working on an Emergency Response Plan.

**Water and Sewer:** Power outages at lift stations caused temporary issues, requiring generator use. Planning for a generator for the Warren Road lift station is underway. Concerns raised about the limited time the water towers can adequately serve residents without power.

**Budget Modification Request:** Money that is transferred from fund balance, but is not used by year end, will be transferred back to fund balance.

Councilperson Judy Drake and Councilperson Joseph Wetmore thanked Mike and his staff for all their extra work and dedication this winter.

**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.



March  
Town Board Report

## **RECREATION:**

- Current programming includes cardio step, yoga, strength & stretch, baseball, softball, swimming (Watercats), skating, Zumba, adult swim, horse riding, club volleyball, GirlsStrong (new program), Hitcats winter baseball, softball pitching clinic, and adult volleyball.
- The Sobus Field turf project will impact some of our summer programming and most of our Fall programming. This has taken away one of our largest camps for the summer, which will be a \$24,000 hit for our department. Field space is going to be a challenge due to us taking on several school sports teams.
- Our Summer Program Booklet is nearly finished; release still looks to be at the end of the month.
- We are collaborating with members of the community to add electric to our dugouts.
- We are currently installing a ceiling in the ball field pavilion to make it brighter as well as keep out birds. We are also adding new lighting.
- The LED sign on the ballfields needed some work done, because one of the grids went out and a sensor went bad.

## **PARKS:**

- The dredging project in the Myers Park swim area and Salmon Creek are complete. We are exploring options for what we can do with Salmon Creek because Myers Park is losing land quickly due to erosion. Clean up of rutted areas will occur over the next couple of weeks.
- Dredged material will be hauled out once it is dewatered.
- Continuing site clearing and consolidation in preparation for the New Highway Facility and access to our back building for office space.
- Continuing dock work at Myers Park.
- With the warm temperatures and rain, we have had some areas of Lansing Center Trail wash out.
- We will be replacing Day Camp shed roof.
- High winds have brought down several trees at Myers Park.
- High winds have also disrupted some of our cameras, those will be worked on this week.
- Equipment delays and inflation are causing us to get creative with equipment purchasing. We have decided to trade versus sell outright to fit within the constraints of our budget.

## **TRAILS:**

- Invitations for proposals have gone out for the Trails Comprehensive Plan, Myers Road Greenway feasibility study, and the Town Center Greenway Phase 1 feasibility study.
- Steve Lauzun has resigned as chairperson of the Parks, Recreation and Trail Group. He and his family are moving out of the country. We wish him the best and appreciate all his efforts.
- Steve gave a small presentation on behalf of the group to the Planning Board.

## **TOWN HALL/COMMUNITY CENTER:**

- The Community Center is back to fully functioning. With so many activities, there is little time open.
- The sliding doors on the Town Hall are functioning properly, key fob access has not been completed. The end doors are now functioning properly.

- Space heaters are still running daily at the Town Hall; we have found out that there is no fix other than to replace existing manifolds because the zone valves that are connected to them are obsolete and there are no retrofits available.
- Our department has reached out to local artists to display artwork in the courtroom and other areas of the Town Hall.
- The Historical building will have Wi-Fi access installed this week.
- Our department installed new wire mold in the courtroom to cover up exposed wires and make it safer to walk around. We also installed a new outlet to have more access to power up front for meetings.
- We have reached out to Dave Herrick to write the RFPs for the roof replacement projects on both the Community Center and the Historical Schoolhouse.

This is only a very brief overview of what the Parks & Recreation department does, if you have questions or would like more information please reach out.

Pat asked Supervisor Ruth Groff to reach out to the State regarding some property in relation to the field space shortage caused by the school construction project.

Trails - Myers Road Greenway feasibility study has been sent to Town Engineer Dave Herrick. Per Guy Krogh, Town Counsel, make sure expenses are separate for the grant.

**DIRECTOR OF PLANNING REPORT – JOHN ZEPKO**

Submitted the following report to the Town Board.

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**Planning & Code Enforcement**

John Zepko, Director, CPESC, CFM

Reporting Period: February 2025

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**CURRENT PROJECTS**

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**UPDATED FLOOD MAPS & LOCAL LAWS**

FEMA has recently completed an updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) establishing base flood elevations (BFEs) for the Town of Lansing. To maintain eligibility in the NFIP, the Town will need to adopt these new regulatory products into the community's floodplain management regulations to meet the standards of Section 60.3(d) of the NFIP regulations (44 CFR) by **May 19, 2025**.

A draft of the local law has been submitted to Guy Krogh for review, and was submitted to the NY DEC prior to the 20 March 2025 deadline.

**MS4 PROGRAM**

- MS4 Annual Report – The Town’s first annual report to the NY DEC under the latest MS4 permit (GP-0-24-001) is due **1 April 2025**. A draft of the Annual Report is currently posted on the PCE web page. Contact information is also present for those wishing to comment on the Annual Report or the Stormwater Management Plan (SWMP).
- Compliance Audit – The NY DEC has notified the Town of Lansing that it will conduct a compliance audit, previously scheduled for **17 March 2025**, has been delayed. We expect it to be rescheduled in June of this year.

**ZONING UPDATE**

- The Town of Lansing will be a recipient of \$100,000 of funding through Environmental Protection Fund Smart Growth Community Planning (CFA #140499). The award is contingent upon approval by the Office of the State

Comptroller. In the coming weeks we expect to be in contact with the NYS DOS Office of Planning, Development, and Community Infrastructure regarding next steps, which will likely include a work plan, MWBE utilization goals, and other contract conditions.

## **INTERACTIVE ZONING MAP – MAPLINK**

MapLink is an interactive zoning map integrated with eCode360 (via General Code) which provides businesses, property owners, constituents, and staff more comprehensive access to the Town’s Zoning Ordinance. With MapLink a user can do more than simply identify the zoning of a piece of property but can also query where certain uses may be allowed. The interactive zoning map includes clickable links to the Town’s full zoning code as it is published in eCode 360. MapLink is a tool that will save time answering zoning questions.

Please see the attached quote for more information.

## **PLANNING BOARD**

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*The following were heard at the 27 Jan 2025 Planning Board meeting*

1. **Project:** Subdivision Extension Request – Minor Subdivision of land located at 2661 N. Triphammer Road  
**Applicant:** Jack Litzenberger, owner  
**Location:** 2661 N. Triphammer Road Tax Parcel # 44.-1-25  
**Project Description:** Request for extension on subdivision approval for Minor Subdivision of lands located at 2661 N. Triphammer. The locations zoning district (R2) has not changed since the time of the original subdivision approval, nor has any environmental, stormwater or any other relevant project review requirements  
**SEQR:** N/A  
**Anticipated Action:** Extension request approved
2. **Project:** Site Plan Review - Cellular Communications Tower located at 1767 E. Shore Drive  
**Applicant:** Jared Lusk, representing Verizon Wireless  
**Location:** 1767 E. Shore Drive Tax Parcel # 37.1-6-9  
**Project Description:** Site Plan Review of a proposed 149’ monopole cellular communication tower and associated facility located at 1767 E. Shore Drive. This project is located in the R2 zoning district, which does not permit the siting of a cellular communications tower, and will require the issuance of a Use Variance through the TOL ZBA  
**SEQR:** Unlisted action under SEQR 617.4  
**Anticipated Action:** Final Site Plan approval granted

## **ZONING BOARD OF APPEALS**

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*The following were reviewed at the 12 Feb 2025 ZBA Meeting*

1. **Project:** Requesting a Use Variance for a cellular communication tower not permitted in R2 Residential Moderate Density zoning  
**Applicant:** Jared Lusk, on behalf of Verizon Wireless  
**Location:** 1767 East Shore Drive, TPN 37.1-6-9  
**Project Description:** The applicant applied for a Use Variance to locate a cellular communication tower in the R2 zoning district, which does not permit the siting of cellular communication towers  
**SEQR:** This proposed action was classified as an Unlisted action  
**Action:** SEQRA review completed, Use Variance approved

**CODE ENFORCEMENT PERMIT DATA**

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**FEBRUARY 2025**

Fees Collected	\$5,560.00
Estimated Project Cost	\$761,788.00
Certificate of Occupancy/Compliance	5
Building Permits	11
One & Two Family Residences	0
New Businesses	1
Multi-Family Residences (3 or more units)	0
<b>TOTAL 2025 Misc. Fee Collected to date</b>	<b>3,625.00</b>
	January 1, 2025 to February 28, 2025
Fees Collected	\$6,760.00
Estimated Project Cost	\$1,004,167.00
Certificate of Occupancy/Compliance	32
Building Permits	20
One & Two Family Residences	0
New Businesses	1
Multi-Family Residences (3 or more units)	0

**INTERACTIVE ZONING MAP – MAPLINK**

Supervisor Ruth Groff stated the initial setup cost is \$7,245 with an annual maintenance fee of \$2,495 was approved in the 2025Town Budget. Ruth will scan information and send it to Town Board Members.

**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  
MARCH 2025**

**2025 Town and County Taxes**

As of March 13, 2025, our office has collected about \$15.7 million in tax payments.

On March 4<sup>th</sup>, we mailed 208 reminder letters to parcels that taxes have not yet been paid. This process also requires that the Town mail a notice to the parcel address if it is different from the mailing address on the tax bill.

***The last day to pay Town and County taxes in our office is Monday, March 31, 2025.***

After that, unpaid taxes will be turned over to Tompkins County and residents will need to contact them for the amount due and to make payment.



A note to taxpayers, if your phone number is not on your check, please consider enclosing it with your tax payment so we may reach you should there be an issue.

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

### **Training**

Debbie and Jessie attended an Association of Towns (AOT) tax webinar on February 27, 2025. The following items were discussed:

- Official United States Post Mark
- Any person collecting money for the town must file a report to the Supervisor by the 15<sup>th</sup> of the following month. This is for any town money, not only for tax monies.
- Housing Notice Requirement – We were able to get this new notification on the 2<sup>nd</sup> notice of unpaid taxes when they were mailed on March 4, 2025.

### **Sewer Calculations Verified for Village of Lansing Bill**

Jessie worked together with Village Clerk Jodi Dake on verifying sewer connections and consumption numbers used to calculate their annual bill to the Town for municipal sewer.

### **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 March 2025**

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. Book Club will be held Tuesday, March 18<sup>th</sup> at 7:00 pm. We are reading "In Pieces" by Sally Field this month.
9. Learn T'ai Chi on Fridays at 10:30 am.
10. There is a year-round book sale at the Library.
11. March storytimes on Thursdays 3/6 (PBS Kids), 3/13 (Birds), 3/20 (Spring has Sprung), 3/27 (Sports) at 10:30.

12. On Tuesdays at 10:30, there will be Sing Song music classes for children and caregivers with Amy Puryear.
13. The elevator is currently being replaced, which is a huge relief. Thanks to grants from the Lynette Molesky Scofield Fund and the Maralyn W. Fleming Fund (Community Foundation of Tompkins County), as well as from the Friends of the Library, we will have a functional elevator again for our patrons.
14. On March 12 at 7 pm, Derrick Pratt will give a talk on The Pathway of Resistance, which covers the Erie Canal and the Underground Railroad.
15. The art exhibition is featuring Danielle Clare, entitled Barnyards and Birds.
16. Lee O'Connell will be teaching a watercolor class on spring flowers on Saturday, March 29th. No experience or supplies needed!
17. The annual meeting of the Board of Trustees will be held April 21st, with the Annual Budget Vote and Trustee elections held April 22nd.
18. Submission forms for the Summer reading Logo Contest will be available March 10. The theme is Color Our World.
19. The Library will be a donation location for the food drive organized by the Greater Tompkins County Municipal Health Insurance Consortium. We are requesting sanitary products and laundry supplies.

#### **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 March 2025**

**Robust Robots:** This new program is designed around programmable robots. Two different robots are being used to discover and have fun with the world of programming and planning. The Sphero robots are great practice for drag and drop programming, where the youth input planned movements to follow through challenge courses, land on certain destinations, race each other, and even have “battles”. The new robots are called Ozobots, which will follow paths and commands drawn on paper using different colors. Some students like the aspect of drawing pictures or writing out words for the robots to navigate through. “Robot Painting” is up next! 9 youth served.

**Outdoor Adventure:** Outdoor Adventure has made its way back to Salmon Creek as the weather shifts. The winter atmosphere is very different along the Creekside and the group loved to play with the ice and access areas that are usually out of reach. The first day consisted of lots of fossil hunting and excavation, panning for precious stones, and working on their rock skipping skills. Some participants can't wait to get started on their shelters again while some new students are excited to learn and start theirs. There has been a lot of teamwork while moving large chunks of ice and helping each other find good layers of shale to find fossils. One participant is able to identify most fossils and has become an honorary apprentice of Outdoor Adventure! 12 youth served.

**Gaming Creation:** This new program is based on the popular Game On program. Participants have extensive experience playing board and tabletop games that were designed by other people, now it's their turn to be the creators! Participants will be designing and playing their own board or tabletop games to play with their peers. They will be making their own game boards, game pieces and rules. Participants can use a range of crafts to create their games, including clay, paint, yarn, cardboard, and even a 3-D printer! 10 youth served.

**Iron Chef-Outdoor Edition:** Iron Chef is always popular and usually in the classroom kitchen. This version takes it outside to learn to cook over a campfire, grill, skillet, and solar ovens. Participants will be partaking in cooking competitions that will be judged by

a third party each week. In addition, the group will be making their own solar ovens to make desserts and eventually take their ovens to use at home! Although the competitive element is present, the focus will be on mastering a method that they will be comfortable using to share with their families. 10 youth served.

**Youth Employment:** Youth employees have been busy so far this year. Our assistance with the Ice-Skating Program is coming to a close, with some returning to assist with the Lansing Youth Services after school programming. We have two new applicants that are perfect candidates and will learn a lot while working with LYS programs. Our Library team at the Lansing Public Library and the High School Library is still doing well. As the older teens are getting ready to graduate, recruiting for their replacements is ongoing. Youth Employment meetings will be focused around their professional development, starting on communication skills with their supervisors and coworkers and etiquette surrounding a workplace environment.

**TOMPKINS COUNTY LEGISLATOR REPORT – MIKE SIGLER**

No report.

**CONSENT AGENDA**

- a. **MOTION FOR TOWN OF LANSING TO ACCEPT REMOTE LEARNING CENTER GRANT FROM PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION (“PERMA”)**

**MOTION 25-08**

**MOTION FOR TOWN OF LANSING TO ACCEPT REMOTE LEARNING CENTER GRANT FROM PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION (“PERMA”)**

Motion to accept the Remote Learning Center Grant from PERMA, which consists of one laptop and one 55-inch flatscreen television to be utilized primarily for safety training and annual compliance training in accordance with PESH (Public Employee Safety & Health) and PERMA standards. The value of the equipment is \$950.

- b. **MOTION FOR TOWN OF LANSING TO ACCEPT GRANT FROM ITHACA TOMPKINS COUNTY TRANSPORTATION COUNCIL (“ITCTC”) FOR FEASIBILITY STUDY**

**MOTION 25-09**

**MOTION FOR TOWN OF LANSING TO ACCEPT GRANT FROM ITHACA TOMPKINS COUNTY TRANSPORTATION COUNCIL (“ITCTC”) FOR FEASIBILITY STUDY**

Motion to accept the grant from ITCTC in the amount of \$9,500 for program expenses for feasibility study for an initial phase of the Lansing Greenway. The Town Center Greenway will connect two parks, a library, community center and town hall to nature trails, housing developments, restaurants, and shops. The primary purpose of this study is to develop a detailed cost estimate. The land required for this trail is either Town owned or on existing easements. This study will prepare the project for construction funding applications.

- c. **RESOLUTION TO AMEND RESOLUTION 24-97 TO UPDATE WHICH POSITIONS ARE REQUIRED TO FILE ANNUAL ETHICS DISCLOSURE STATEMENTS**

**RESOLUTION 25-38**

**RESOLUTION TO AMEND RESOLUTION 24-97 TO UPDATE WHICH POSITIONS ARE REQUIRED TO FILE ANNUAL ETHICS DISCLOSURE STATEMENTS**

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

WHEREAS, Resolution 24-97 adopted Local Law Number 2 of 2024 to Amend and Update Town Code Chapter 18: Ethics, which stipulates in §18-3 (B) that “All Town officers and employees are required to file annual disclosure statements on forms as are approved by the Town Board from time to time by resolution. The Town Board shall determine annually at its operational meeting which “employees” or positions are required to file annual disclosure statements, and such list(s) may be amended by resolution of the Town Board at any time,” and

WHEREAS, the Board of Ethics was consulted as to that Board’s preference of employees or positions that should be included in the list, their determination was that the list should be updated to include anyone responsible for receiving or dispersing funds who is not already on the list, and upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED that in accordance with Local Law Number 2 of 2024 §18-3 (B) the following officers and employees are required to file an annual disclosure statement:

- a. All elected officials
- b. All staff in Supervisor’s office
- c. All staff in Town Clerk’s office
- d. All department heads
- e. Court Clerk
- f. Deputy Highway Superintendent
- g. Secretary to the Director of Public Works/Highway Superintendent
- h. All Code Enforcement Officers
- i. All Town Planners
- j. Information Aide in the Planning and Code Enforcement office
- k. Information Aide in the Parks and Recreation office
- l. All members of statutory and governmental bodies (Planning Board, Zoning Board of Appeals, Conservation Advisory Council, and Board of Ethics)
- m. Chairpersons of all standing and general committees
- n. Any counsel, attorney, engineer, or architect employed by the Town on a regular or special basis

**d. RESOLUTION ACCEPTING RESIGNATION OF LANSING TOWN HISTORIAN FANNIE WELCH PER TOMPKINS COUNTY CIVIL SERVICE RULES AND UNDER TOWN LAW, AND FURTHER AUTHORIZING FILING OF FORM MSD 428**

**RESOLUTION 25-39**

**RESOLUTION ACCEPTING RESIGNATION OF LANSING TOWN HISTORIAN FANNIE WELCH 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 Town Historian Fannie Welch submitted her written letter of resignation on February 8, 2025, stating that she will be resigning from the Town of Lansing and from her position effective April 1, 2025; 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 Fannie Welch, Town Historian, is hereby accepted effective April 1, 2025; and

- 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, and
- 3. As the State of New York requires that each Town have a Historian, there will be a posting for the position as soon as is feasible within the month of April.

**e. RESOLUTION AMENDING 2025 ORGANIZATIONAL RESOLUTION 25-06 – 2025 LIAISONS AND APPOINTMENTS**

**RESOLUTION 25-40**

**RESOLUTION AMENDING 2025 ORGANIZATIONAL RESOLUTION 25-06 – 2025 LIAISONS AND APPOINTMENTS**

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

WHEREAS, on January 15, 2025, the Town Board passed Organizational Resolution 25-06 – 2025 Liaisons and Appointments which appointed chairs and vice-chairs of various committees for 2025; and

WHEREAS, on March 5, 2025, Steven Lauzun submitted his resignation as a member of the Parks, Recreation & Trails Working Group creating a vacancy for the chairperson; and

WHEREAS, Town Code § 7-13 (A) states “The Town Board shall also at such time appoint chairperson(s) and vice chairperson(s) for such group, if any, but if a particular project or working group is assigned to work closely with any particular town department, then the department head shall be appointed as chairperson.”; and

WHEREAS, this working group works closely with the Parks & Recreation Department, therefore, the department head, Patrick Tyrrell, shall be appointed as the chairperson, and

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

RESOLVED that Patrick Tyrrell, Director of Parks & Recreation, be appointed as the chairperson of the Parks, Recreation and Trails Working Group; and

BE IT FURTHER RESOLVED that Organizational Resolution 25-06 is amended with the new appointment.

**f. RESOLUTION APPROVING HIRING OF LANSING DEPARTMENT OF PUBLIC WORKS (DPW) SEASONAL EMPLOYEES AS NEEDED**

**RESOLUTION 25-41**

**RESOLUTION APPROVING HIRING OF LANSING DEPARTMENT OF PUBLIC WORKS (DPW) SEASONAL EMPLOYEES AS NEEDED**

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

WHEREAS, the Town Director of Public Works/Highway Superintendent had included the hiring of seasonal employees to assist with the increased workload of the DPW in the summer in his annual budget funding, and such funds were approved as part of the 2025 budget; and

WHEREAS, the Director of Public Works/Highway Superintendent has been principally placed in charge of making recommendations to the Town Board and final decisions relating to the filing of such positions, including the selection of candidates and the setting of appropriate pay rates and terms of employment; and

WHEREAS, and after due deliberation upon this matter, be it now hereby RESOLVED as follows:

1. That two seasonal laborer positions be and hereby are approved to be filled by the selection of the Director of Public Works/Highway Superintendent of and for the DPW, effective March 20<sup>th</sup>, 2025 at a rate of pay not to exceed \$24.62 per hour per position, and upon such reasonable terms as the Director of Public Works/Highway Superintendent shall so select.
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Town’s employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.

**g. RESOLUTION APPROVING AUDIT AND BUDGET MODIFICATIONS AND SUPERVISOR’S REPORT**

**RESOLUTION 25-42**

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

The Supervisor submitted her monthly report for the month of January 2025, to all Board Members and to the Town Clerk. The Supervisor’s Report was reviewed by Councilperson Judy Drake. The bills were reviewed by Councilperson Judy Drake and Councilperson Joseph Wetmore. The Supervisor’s Report be approved as submitted and the Bookkeeper or the Accountant is hereby authorized to pay the following bills and to make the following budget modifications.

**CONSOLIDATED ABSTRACT # 003**

TOWN OF LANSING				
Abstract # 003				03/19/2025
Summary by Fund				14:42:02
Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND TOWNWIDE	11,231.15	117,315.07	128,546.22
B	GENERAL FUND OUTSIDE VILLAGE	495.33	5,547.90	6,043.23
DA	HIGHWAY FUND TOWNWIDE	142.40	66,206.13	66,348.53
DB	HIGHWAY FUND OUTSIDE VILLAGE	210.00	1,580.72	1,790.72
HG	DPW FACILITY PROJECT	518.42	104,629.63	105,148.05
SDD2	DRAINAGE DISTRICT #2 WHISPERIN		192.50	192.50
SL1-	LUDLOWVILLE LIGHTING DISTRICT	99.62		99.62
SL2-	WARREN ROAD LIGHTING DISTRICT	701.52		701.52
SL3-	LAKEWATCH LIGHTING DISTRICT	1,011.43		1,011.43
SS1-	WARREN RD SEWER	317.86	1,534.70	1,852.56
SS3-	CHERRY ROAD SEWER DISTRICT	23.86	842.50	866.36
SW	LANSING WATER DISTRICTS	1,867.68	3,791.06	5,658.74
TA	TRUST & AGENCY	1,428,207.91	94,200.99	1,522,408.90
<b>Total:</b>		<b>1,444,827.18</b>	<b>395,841.20</b>	<b>1,840,668.38</b>

**Budget Modifications  
for March 19, 2025  
Town Board Meeting**

**GENERAL FUND TOWNWIDE - A**

**MARCH 19TH, 2025**

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
A1440.409 (Ludlowville Rd. Engineering)	A1440.403 (Transportation Engineering)	Myers Road Sidewalk Improvement	\$ 8,000.00

**HIGHWAY TOWNWIDE FUND DA**  
MARCH 19TH, 2025

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
DA599 (Appropriated Fund Balance)	DA5142.100 (Snow Removal Town - PS)	Additional payroll hours needed for remainder of year	\$ 40,000.00
DA599 (Appropriated Fund Balance)	DA5148.100 (Snow Removal Other - PS)	Additional payroll hours needed for remainder of year	\$ 40,000.00

**WARREN RD SEWER DISTRICT**  
MARCH 19TH, 2025

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SS1-599 (Appropriated Fund Balance)	SS1-1440.400 (Engineering)	Intermunicipal Agreement	\$ 3,000.00

**CHERRY RD SEWER DISTRICT**  
MARCH 19TH, 2025

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SS3-599 (Appropriated Fund Balance)	SS3-1440.400 (Engineering)	Intermunicipal Agreement	\$ 3,000.00

**DRAINAGE DISTRICT 11**  
MARCH 19TH, 2025

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SD11-8540.400 (Maintenance - Contractual)	SD11-1440.400 (Engineering)	To Cover TG Miller bill for Inspection	\$ 300.00

**DRAINAGE DISTRICT 12**  
MARCH 19TH, 2025

<u>FROM</u>	<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>
SD12-8540.400 (Maintenance - Contractual)	SD12-1440.400 (Engineering)	To Cover TG Miller bill for Inspection	\$ 300.00

**CONSENT AGENDA MOTIONS M25-08 – M25-09 AND RESOLUTIONS  
25-38 – 25-42**

**RESOLUTION 25-43**

**CONSENT AGENDA MOTIONS M25-08 – M25-09  
AND RESOLUTIONS 25-38 – 25-42**

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

RESOLVED, that the Consent Agenda Motions **M25-08 – M25-09** and Resolutions **25-38 – 25-42**, 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 March 19, 2025.

**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  
March 2025**

**Lansing Fire Commissioners - March 4, 2025**

Calls in February: Fire: 20    EMS: 50    Total calls: 84    Total for year: 202  
Discussed facility repairs at the different stations. Discussed issues at Central Station that have not been resolved after the addition was built. Voted to award commercial insurance RFP.

Discussed the fund structure recommended by the NYS Comptroller – sent Commissioners and Treasurer the Fire Districts Accounting and Reporting Manual. Follow up discussion with Treasurer concluded that account numbers are in line with the requirements. Lansing Fire has also recently been audited by Comptroller’s Office and there were no comments on the account structure.

**Personnel Management Committee – March 5, 2025**

- Reviewed Cell Phone Policy edits and request form. Management was supportive of moving to a set dollar amount {\$75} reimbursed through payroll instead of reimbursement based on actual monthly bills. Also discussed a secondary level for other staff not currently receiving a reimbursement but using their phones for multifactor authentications and on-call requirements.
- Discussed vacation time carry over policy. Management was supportive of paying out any time that is above the 40-hour maximum carry over as of 12/31.
- Discussed continuing chapter by chapter review of Personnel Manual
- Discussed scheduling meeting dates on a different date and time but could not find an amenable date and time.

**Lansing Zoning Board of Appeals - no meeting in March**

**Laurie Hemmings**

No report.



**Christine Montague**

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.

**Christine Montague  
Town Board Member Report  
March 2025**

**NY Association of Towns Annual Meeting, Feb 17-19**

- I attended the following sessions:
  - Control your community's economic destiny: a guide to economic investment and job creation (presented by Delaware Engineering and Mathes Public Affairs). How to attract investment through reviewing zoning, existing infrastructure, approval process and regional cooperation.
  - Avoiding insurance pitfalls (by NYAOT and NYMIR). Using Prior Written Notice laws, managing risk.
  - Building a safer town: five cybersecurity tips for meeting compliance requirements (by CST Group). Increasing security through software, a firewall, updating, backing up, enforcing passwords and multi-factor authentication, and owning our own domain.
  - Using infrastructure to lay the foundation for community revitalization (by C.T. Male Group). Grants, infrastructure and tools to induce development include water and sewer, traffic improvements, housing investment, property acquisition, PILOTS, grants to developers, zoning and incentives.
  - Local leaders' toolkit for attracting housing investment (by MRB Group). How to understand the market, developer incentives, regulations, and public interest. Accessing data on housing availability, population and land resources to increase affordable housing.
  - Turning plans into action: strategies for effective implementation (by LaBella PC). Make planning and implementation a continuous process, get input from the public, ensure partnerships and accountability.
  - Municipal infrastructure funding parts 1 & 2 (by NYS DOS, HCR, DEC & EFC, and USDA). Granting sources available for projects including engineering planning, government efficiency, water infrastructure, green resiliency.
  - Emergency incident command: flexible response to dynamic situations (by Town of Amherst). The supervisor from the Town of Amherst, NY gave examples of emergency orders he made after disasters in his town.

**Tompkins Co. Youth Services Advisory Board, Feb 24**

- The director reviewed the agencies funded by the Youth Services Dept and the areas they serve: community, economic security, education, engagement, family, or physical and mental health. These agencies include Family & Childrens Services, Ithaca Youth Bureau, Cornell Cooperative Extension, and Learning Web.
- We also discussed the facilities available for runaway and homeless youth or young adults.

**Lansing Housing Authority, Feb 24**

- The settlement from a class action lawsuit (the Franconia claim award) is on its way to LHA. The board discussed the priorities for using this money. They will start with the deferred maintenance of windows, roof and siding.
- The residents asked for action on a tenant that continues to smoke even though Woodsedge is a non-smoking facility. Many have had medical emergencies because of the smoke. The management said that complaints are forwarded to the lawyers, who say that tenant rights in NY are very strong and it's difficult to remove people without years of complaints.

### **Conservation Advisory Council, March 5**

- John Negley from the Tompkins County Soil and Water Conservation District presented the programs they help municipalities with, such as agricultural environmental management, municipal conservation assistance (with local highway departments), municipal stormwater assistance, landowner conservation, invasive species control, and public outreach (like septic system maintenance).
- CAC determined they will not need to develop guidance for plantings for buffers at developments.
- They do need guidance on whether they should designate Critical Environmental Areas (CEAs). They could use maps from DEC or the Army Corps to start with wetlands, since both regulate wetlands.

### **Visit with Tompkins County Health Department, March 10**

- Ruth and I met with Samantha Hillson at the building on Brown Rd. She discussed the work done by the health department, including the community health assessment, environmental health, communicable disease services, maternal/child health, lead and rabies teams, special needs children services, healthy neighborhood programs for areas with low income and older housing stock, mental health, immunizations, and emergency preparedness training.

### **Joseph Wetmore**

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.

**Joseph Wetmore  
Town Board Member Report  
March 2025**

### **New York Association of Town's 2025 Annual Conference (NYAOT) Monday, February 17, 2025**

#### **Opening General Session for all Conference Attendees**

Keynote Speakers Senate Minority Leader Charles Schumer; New York State Attorney General Letitia James; and New York State Comptroller Thomas P. DiNapoli  
Welcoming Remarks: Christopher A. Koetzle, Executive Director, NYAOT

#### **Valuing Renewable Energy Projects and Negotiating PILOTs**

Daniel Spitzer, Amy D'Ambrogio, Henry Zomerfeld, Hodgson Russ LLP  
The continued growth of renewable project development across the state creates opportunities for communities who are eligible under RPTL 487 to enter into PILOT agreements. This session will discuss the state assessment model under RPTL 575-b for renewable projects, the RPTL 487 exemption, and PILOT agreements for renewable projects.

#### **Fiscal Oversight Responsibilities of Town Officers and Employees Part 1**

Dan Acquilano, Division of Local Government and School Accountability, OSC and Katie Hodgdon, Association Counsel, NYAOT  
Both the newly minted and veteran town officer know that there are many moving parts that work together to ensure that the town's financial responsibilities are completed efficiently and in compliance with the law. Like a well-oiled machine, town officers have individual statutory and delegated financial responsibilities and must perform their fiscal duties individually as one part of the machine and in a way that, taken with the other components (town officials), makes the machine, ahem, town government, work as efficiently and smoothly as possible. Each component - that is, each officer's responsibilities - is essential to the smooth running of town government. This course will provide an overview of the fiscal responsibilities associated with town government and then provide an in-depth analysis of the roles of the town board, the town supervisor, the town comptroller and the town budget officer.

#### **Fiscal Oversight Responsibilities of Town Officers and Employees Part 2**

Dan Acquilano, Division of Local Government and School Accountability, OSC; and Katie Hodgdon, Association Counsel, NYAOT  
This course is a continuation of the discussion of the fiscal roles and responsibilities of town officers, with a specific focus on the roles of the town clerk, collecting officer, highway superintendent and assessor. Questions are encouraged!

**Improving the Effectiveness of the Governing Boards' Audit of Claims**

William Naylor, Division of Local Government and School Accountability, OSC

This session will assist members of the governing board in establishing an effective and efficient claims processing system. A well-designed system ensures proper use of municipal resources, provides local officials with useful information, and complies with all applicable laws and regulations.

**Ask the OSC Auditors**

William Naylor & Joseph Testa, Division of Local Government and School Accountability, OSC

Have an accounting question? Want to hear some audit stories? Or maybe you have a follow-up question for OSC from another session? This session will allow town officials to ask the OSC staff questions in an open forum.

**NYAOT 2025 Annual Conference**

**Tuesday, February 18, 2025**

**Annual Business Meeting**

Keynote Speaker: Governor Kathy Hochul



Please note this major scheduling change from past annual meetings and join us for a Tuesday morning Annual Business Meeting to conduct association business, such as electing officers, adopting our 2025 legislative platform, hear from the NYAOT Executive Director Christopher A. Koetzle on the goals and forecast for the Association in its advocacy and member services.

**Skills That Make Great Board Members**

*Paula Gilbert, Local Government Specialist, Division of Local Government Services, NYSDOS*

What makes a great land use board member? This course examines some of the necessary skills needed for new members and should serve as a refresher for more seasoned members alike.

Topics include board procedures and applicable laws to more practical matters, including conducting site visits, working with consultants, avoiding ex parte communications, and working with the public. How to build your technical knowledge and find assistance when needed, as well as using the comprehensive plan for your decisions, will also be discussed.

**Renewable Energy Development and the Role of Local Governments**

*Moderator: Sarah Brancatella, Deputy Director, NYAOT*

*Panelists: Sarah Crowell, Program Manager at ORES; Deb Peck Kelleher, Deputy Director, ACENY; Matt Nelligan, New Yorkers for Affordable Energy; Chris Koetzle, Executive Director, New York*

*Association of Towns; Steve Broderick, Supervisor, Town of Lewiston; and Mark Richardson, US Light Energy*

Love it or hate it, renewable energy development is a hot topic in New York. With so many different stakeholders and viewpoints, open conversation between interested parties is more important than ever as the state continues to implement and develop policies. This panel

discussion brings individuals representing diverse interests together to talk about the role local governments have under existing rules and what the future could hold.

### **Subverting the Dominant Paradigm: Vision-led Planning that Prioritizes People not Cars and Transferable Approaches from European Cities**

*Paul Curtis, Director of Transport and Mobility Research and Development, SLR Consulting and Ian Todreas, Head of Sustainability Solutions, SLR Consulting*

For the past several decades, planners and policymakers have dutifully built cities and towns by predicting transportation capacity and then providing the infrastructure to accommodate it. The result? Sprawling landscapes dominated by motor vehicles that deliver traffic congestion, unhealthy air quality, inequitable access to jobs and amenities, increasing greenhouse gas emissions, and dwindling biodiversity. Are we doomed to repeat these mistakes? Perhaps not. Over the past several years, an emergent movement is gaining traction in Europe and other places that turns the “predict- and-provide” mindset on its head. Sometimes referred to as “vision and validate,” forward-thinking planners and policymakers are placemaking by starting with a goal-focused vision of results and lifestyle and building to that, accordingly. The result is more equitable, climate-resilient, mobility-focused communities and even regional and national policies codifying the process. Can this work in the U.S. as well? Join us as we present the origin story of “vision and validate,” its contrasts to “predict-and-provide,” its successes and lessons learned in Europe and developing countries, and its potential applications in the U.S.

### **Can I Delete That? Social Media, Public Officials and the First Amendment**

*Sarah Brancatella, Deputy Director, NYAOT*

Social media can be a great resource to stay in touch with people and share information, but it can also be a space where harassing and vitriolic speech thrives. It’s well-established that deleting comments from a municipal page can be a constitutional mess, but what about a town officer blocking someone or deleting comments on a social media page they consider private? In March 2024, the United States Supreme Court issued an opinion in *Lindke v. Freed* with a new test to determine when a public official’s private social media page becomes a government problem. This class goes over the decision, reviews how the *Lindke* standard has been applied since March and offers some practical tips for consideration.

### **Q&A with the New York Association of Towns’ Staff**

*Christopher A. Koetzle, Executive Director; Sarah Brancatella, Deputy Director; Lori Mithen-Demasi, Chief Counsel; Katie Hodgdon, Association Counsel; Dana Campbell, Counsel, NYAOT*  
This session offers an opportunity to ask the staff from the New York Association of Towns your questions.

Follow-up items:

#### **Policies required by NY State (we have all of these)**

- Code of Ethics – General Municipal Law §806
- Deposits and Investments – General Municipal Law §39
- Procurement – General Municipal Law §104(b)
- Workplace Violence Prevention – Labor Law, Article 2 §27-b
- Sexual Harassment Prevention – Executive Law, Article 15
- Breach Notification – State Technology Law §208
- COVID 19

Recommended policies:

- Travel
- Cash Receipts/Petty Cash
- Vehicle Use
- Cell Phone/ Electronic Devices
- Computer and Internet Use
- Private, Personal and Sensitive Information
- Credit Card Use
- Capital (Fixed) Assets
- Gasoline and Fuel Usage
- How verbal quotes are documented

Check with the school district to see what is in their policy book. The State has recently reviewed the policy books for all the schools.

We should establish a section of the town website for Town policies. This would make them easily accessible to everyone on staff.

**Social media concerns:**

This is an area that is changing quickly. Recommendations are that elected officials make a clear distinction between personal/campaign pages and official pages. It is easy to blend these two together. Problems arise if you try to delete comments on a page that is being used as part of your official duties. You should post on your page “All posting on this page are my personal opinions” and that you set up a separate page if you want a page that you use to make announcements as part of your official duties.

**Reserve Funds:**

We have reserve funds that have been sitting idle for many years. We have reserve funds that are not in our policy dated May 18, 2016 (Highway DB and Parks and Trails). None of the funds are at their optimal level, as defined in the policy. This policy should be reviewed, and funds should be reworked so they are reflecting the needs of the town.

**Educating the Public:**

We spend a lot of time educating the Planning Board on how to review a proposed project, but very little on educating the public. If we had a place on our website that explained the basics: here is the Town Code, the project has to follow this or get a variance; the Planning Board needs to hear how this will affect you and your property; what do you know about the property that may not be obvious this time of year?; etc. In other words, if we help the public understand how to express their concerns, they will help the Planning Board better understand how to shape the proposed project. It’s a win-win for everyone. The Planning Board gets better information, the public feels heard, and the project is better in the end.

**Smart Growth:**

The issue with the smart growth movement is that it focuses on urban areas, and expects rural areas to mirror these ideas on a smaller scale. This does not work. Nodes do not replicate urban areas, and will never have the population to even remotely do so. Nodes spread throughout the countryside create the urban issues of individual cars. We will not solve the urban transportation issues until we find a way to develop the rural areas that do not result in lots of individual cars driving into the city.

**Yellow Barn Solar (CS Energy) Public hearing  
Thursday, February 20-6:00 – 8:00pm**



Attended the second half of this public hearing.

**Planning Board  
Monday, February 24-6:30 – 8:30pm**

- \*Presentation from the Parks, Recreation, and Trails Working Group on what they are working on and how to work more closely with the Planning Board
- \*2661 N. Triphammer Road Tax Parcel # 44.-1-25 Request for extension on subdivision approval for Minor Subdivision of lands. Approved
- \*Site Plan Review of a proposed 149’ monopole cellular communication tower and associated facility located at 1767 E. Shore Drive. Approved

**Parks, Recreation, and Trails Working Group (WG)  
Wednesday, March 5-9:30 – 10:30am**

- \*Myers Road Greenway: WG decided to only invite the Town Engineer, Dave Herrick from TG Miller, to write proposal for the Myers Road Greenway feasibility study.
- \*Steve will check with TC Transportation Council regarding the status of funding for the feasibility study for the Town Center which could possibly be added onto the Myers Rd scope of work in the future.

- \*Comprehensive Trails Plan Invitation to Submit – A list of five consulting firms has been developed.
- \*Rural Beautification Grant – A proposal for a second round of banners on Route 34B was submitted. Pat expects we will hear in June.
- \*Steve presented to the PB on February 24th and the WG’s plans seemed well received. The PB has already demonstrated their interest in engaging the WG when there might be implications for the trail.
- \*Easements – the process of requesting, negotiating, and finalizing trail easements has begun. This will be a vital and ongoing focus for the WG. The Town Board would need to formally accept any easement. In order to have a successful funding proposal, the Town must know it has access to the land (ownership or right of way) and have a cost estimate for the work. Information on existing easements is in the Google folder. The Town Clerk has been helpful in providing supporting documents.
- \*Steve will formally submit his resignation from the WG due to moving out of the town. He expects to continue to participate as a guest after a 3-week transition. Sharon will update the WG Contact Info
- \*Pat will check if rules allow staff to be chair and if there is a limit to the number of committee members (Town policy says Pat should be Chair).
- \*Members are looking for new members to expand the group.

**Owasco Lake Watershed Management Council, Inc.  
Tuesday, March 18-10:00 – 11:30am**

- \*Director’s Summary – Adam Effler
- \*Treasurer’s Audit and Finance Report
- \*Lake Level Report
- \*Venice Preserve, Opportunity for OLWMC Ownership and Stewardship
- \*Watershed Inspection Monthly Report
- \*Approval of Resolution 01-25, RESOLUTION TO APPROVE THE TRANSFER OF THE MANDAN (VENICE) PROPERTY FROM THE NATURE CONSERVANCY AND ALLOW THE EXECUTIVE DIRECTOR TO ACT AS SIGNATORY FOR ALL REQUIRED CLOSING DOCUMENTS
- \*Owasco Flats Retention Basins Project Update
- \*NYSDEC FL Hub Update
- \*Owasco Watershed Lake Association Update
- \*Cornell Cooperative Extension Update

Joe discussed the Fire Department Budget that is within the Town of Lansing Budget. There is an informational page missing and Bookkeeper Mary Ellen Albrecht will check to see if anything needs to be re-done.

**Ruth Groff**  
No report.

**WORK SESSION MEETING ITEMS OF DISCUSSION**

**Vacation Carry-Over**

Supervisor Ruth Groff stated the Personnel Management Committee recommends paying employees for any excess vacation time over 40 hours, at year end. The Town Board expressed support with this recommendation.

**Transitioning Website to a .gov Domain**

New York State is requiring the Town to have a .gov domain website by end of 2025. After discussion on what the name should be, Director of Parks and Recreation Patrick Tyrrell was asked to register “Lansingny.gov”.

Councilperson Judy Drake suggested the current email addresses are kept for transitioning, for a while.

**Yankee Stadium Trip**

Town Board discussed and agreed with the following:

- Town will purchase block of tickets and secure bus

- Chaperone of the trip could get a free ticket, if the Town Board approves
  - No other free tickets
- Town will have insurance coverage
- Town is not supposed to make or lose money
- Director of Parks and Recreation Patrick Tyrrell will check to see if there is a contract

**MOTION TO ENTER EXECUTIVE SESSION**

Supervisor Ruth Groff moved to **ENTER EXECUTIVE SESSION TO DISCUSS PROPOSED, PENDING OR CURRENT LITIGATION AT 8:15 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 8:40 PM.**

Councilperson Laurie Hemmings seconded the motion.

All in Favor – 5                      Opposed – 0

Short discussion about potential use of private sports / soccer fields to address matters brought up and discussed during presentation by Director of Parks and Recreation.

**MOTION TO ADJOURN MEETING**

Councilperson Judy Drake moved to **ADJOURN THE MEETING AT 8:43 PM.**

Councilperson Joseph Wetmore 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