

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Monday, May 4, 2009, in the Village Office.

Present: Deputy Mayor Larry Fresinski; Trustees Julie Baker and John O'Neill. Clerk/Treasurer Jodi Dake; Attorney David Dubow; Planning Board Chairman, Ned Hickey

Deputy Mayor Larry Fresinski called the meeting to order at 7:30 P.M. and opened the public comment period. Eric Lane stated that he is the new owner of McNeil Music in the Triphammer Mall. He took over about 2 months ago. Eric stated that Mike Arthur, the Village's electrical inspector, was over doing a fire inspection and stated that Eric would need an operating permit. Eric questioned what this operating permit was and explained that he has researched this online and was unable to find anything. Larry could not give him specifics but recalls talking about this at one of the past Board meetings. Jodi stated that Mike should contact the Village's Code & Zoning Officer, Ben Curtis, for an explanation of what is necessary. Joan Lovejoy was in attendance as an observer for the Community Party. There were no other comments.

Motion-To Close the Public Comment Period

Trustee Baker moved to close the public comment period. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

There were five sets of minutes that needed to be approved, but due to the limited number of Board members in attendance only two were approved.

Motion - To Approve the Minutes from March 26, 2009.

Trustee Baker moved that the draft meeting notes, as reviewed and revised by the Clerk/Treasurer and the Board, are hereby adopted as the official minutes. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Motion - To Approve the Minutes from April 6, 2009.

Trustee Baker moved that the draft meeting notes, as reviewed and revised by the Clerk/Treasurer and the Board, are hereby adopted as the official minutes. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

Jodi presented the Board with a voucher for the purchase of playground equipment. She explained that to get a discounted price the first installment of the cost of the equipment needs to be paid before May 15<sup>th</sup>, and she is therefore seeking approval prior to the regularly scheduled Board meeting on May 14 at which monthly vouchers will be approved. The playground equipment will go in Dankert Park. Julie and John Courtney have been working on this playground project. Jodi explained that the total project cost will be approximately \$30,000 and was included in the 2008-09 budget. This invoice is just for the play structure and doesn't include the installation and ground work needed to meet all safety requirements.

Resolution #5522- To Pay General Fund Voucher #359 to R.E.Woodson, Inc. in the Amount of \$16,951.45 for a Playworld Structure.

Trustee Baker moved that the foregoing voucher be paid and Trustee O'Neill seconded the motion.

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

Next on the agenda was the annual organizational meeting. Larry turned the meeting over to Jodi to present all the resolutions that needed to be discussed.

RESOLUTION #5523-Appointment of Member to Planning Board

Be it RESOLVED, that the Board of Trustees hereby appoints Richard Durst as Planning Board Member for a five-year term that will expire at the end of the Village's official year in 2014.

Trustee O'Neill moved to appoint Richard Durst to the Planning Board. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

Each year the Board appoints an Alternate Member to Planning Board, however, at this time we have no candidates.

RESOLUTION #5524-Appointment of Member to Board of Zoning Appeals

Be it RESOLVED, that the Board of Trustees hereby appoints Donald Eckrich as a member of the Board of Zoning Appeals for a five-year term that will expire at the end of the Village's official year in 2014.

Trustee O'Neil moved to appoint Donald Eckrich to the Board of Zoning Appeals. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5525-Appointment of Dolores Adler as Alternate Member to BZA for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints Dolores Adler as an Alternate member of the Board of Zoning Appeals for a one-year term.

Trustee Baker moved to appoint Dolores Adler as an alternate to the Board of Zoning Appeals. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5526-Appointment of Clerk/Treasurer

Be it RESOLVED, that the Board authorizes the Mayor to appoint Jodi Dake as Clerk/Treasurer of the Village of Lansing for a two year term ending 2011.

Trustee O'Neill moved to authorize the Mayor to appoint Jodi Dake as Clerk/Treasurer of the Village of Lansing and Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5527-Official Newspaper of the Village

Be it RESOLVED, that the Ithaca Journal is hereby established as the official paper for the publication of legal notices for the Village of Lansing.

Trustee O'Neill moved to establish the Ithaca Journal as the Village's official newspaper. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

The next resolution was to set the Board of Trustees meeting dates. Jodi informed the Board of the following three holidays would fall on scheduled meeting nights for 2009-2010.

Sept 7 Labor Day  
Jan 18 Martin Luther King Day  
Feb 15 Presidents Day

RESOLUTION #5528-Establishment of Meeting Days

Be it RESOLVED, that the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, at 7:30PM, and the second Thursday, following the first Monday of the month, at 12:00 noon are hereby established as regular meeting days for the Board of Trustees of the Village of Lansing with the exception of Federally Acknowledged Holidays and Major Religious Holidays.

Trustee O'Neill moved to establish the meeting days. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5529-Roberts Rules of Order

Be it RESOLVED, that the Board of Trustees hereby adopts Roberts Rules of Order as a procedural guideline for Village meetings.

David Dubow stated that most municipalities use these rules and suggested that a copy of these rules be available in the office.

Trustee Baker moved to adopt Roberts Rules of Order as the procedural guidelines for Village meetings. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Municipal Law 77-b, authorizes municipal officials and employees to attend schools, conferences, seminars, etc. conducted for the benefit of the local government. However, such attendance is not authorized, nor can reimbursement be applied for, unless prior

approval of the Board of Trustees is obtained. It would be appropriate at the organizational meeting to adopt a resolution authorizing certain individuals, by position, to attend meetings.

Any time staff attends training they must first have approval from the Board. Since Ben will be retiring and we hope to send our new employee to training it was decided to wait until a training schedule was established before authorizing the Code Enforcement Officer to go to training. Dubow stated that the Board may want to consider sending Ben and his replacement together to assist in the transition process. Jodi also stated that Julie may wish to attend the NYCOM conference with her this year if her schedule allows. That does not need approval at this time.

RESOLUTION #5530-Clerk to NYCOM Fall Training School

Be it RESOLVED, that the Board of Trustees hereby grants permission for the Clerk/Treasurer, Jodi Dake, to attend the NYCOM Fall Training School in September, 2009

Trustee O'Neill moved to have the clerk/treasurer attend the NYCOM Conference. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5531-Authorization to Pay Claims prior to Audit

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting of audit,

Be it RESOLVED, that the Village Clerk/Treasurer is hereby authorized to pay claims for utilities, postage, insurance, debt service and Bolton Point's charges for the quarterly water bills prior to audit by the Board of Trustees.

Trustee Baker moved to authorize the Clerk/Treasurer to pay the above stated bills prior to audit by the Board of Trustees. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5532-Salary for Board of Trustees

Be it RESOLVED, that the salaries for the Board of Trustees and the Mayor are hereby set at \$4,250 for each member of the Board of Trustees and \$11,000 for the Mayor for the 2009-2010 fiscal year.

Trustee O'Neill moved to establish the salaries for the board members at \$4,250 and for the Mayor at \$11,000. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5533-Compensation for Planning Board

Be it RESOLVED, that the compensation paid to Planning Board members is hereby set at \$6,000 for the chairman and \$3,000 for each of the four members for the fiscal year 2009-2010.

Trustee Baker moved to set the compensation rate for the Planning Board at \$6,000 for the chairman and \$3,000 for each member. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5534-Compensation for Board of Zoning Appeals

Be it RESOLVED, that the compensation paid to BZA members is hereby set at \$50 per meeting for each of the five members for the fiscal year 2009-2010.

Trustee O'Neill moved to set the compensation rate for the BZA members at \$50 per meeting for each member. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION # 5535-Appointment of Elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

Be it RESOLVED, that Donald Hartill is hereby appointed as an elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee Baker moved to appoint Donald Hartill as the elected S.C.L.I.W.C representative. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

RESOLUTION # 5536-Appointment of Non-elected Member to the  
Southern Cayuga Lake Intermunicipal Water Commission

It was asked if the non-elected member of the Commission must be a Village resident. Jodi explained that to represent the Village you must be a resident. She explained that Michael Newman works at Cornell University and lives on Cayuga Heights Road.

Be it RESOLVED, that Michael Newman is hereby appointed as the non-elected Village representative to the Southern Cayuga Lake Intermunicipal Water Commission.

Trustee O'Neill moved to appoint Michael Newman as the non-elected S.C.L.I.W.C representative. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

RESOLUTION #5537-Mileage Reimbursement Rate

Be it RESOLVED, that the mileage reimbursement rate to Village employees using personal cars for Village business shall be the federally approved mileage reimbursement rate.

Trustee O'Neill moved to set the mileage reimbursement rate at the federally approved mileage reimbursement rate. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

The current rate is \$.55 per mile.

RESOLUTION #5538-Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, the Villages procurement policy which was approved on January 7, 1992 states that there will be an annual review of the policy, therefore

Be it RESOLVED, that the Board of Trustees have reviewed the current procurement policy and do hereby adopt the procurement policy.

Trustee Baker moved to adopt the Procurement Policy. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

RESOLUTION #5539-Investment Policy

Be it RESOLVED, that the Board of Trustees have reviewed the current investment policy and do hereby adopt the investment policy

Trustee O'Neill moved to adopt the Investment Policy. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye                      Trustee John O'Neill-Aye  
Trustee Julie Baker-Aye

Jodi stated that currently we don't use Chase Bank because their interest rate is lower, but she has left them in so that if changes happen in the future we have the option of switching to them.

RESOLUTION #5540-Designation of Depositories

WHEREAS the Board of Trustees has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village treasurer, clerk, and receiver of taxes.

Tompkins Trust Company  
Chase Manhattan Bank  
First Niagara

Section 2. That this resolution shall take effect immediately.

Trustee Baker moved to adopt this resolution. Trustee O'Neill seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

#### RESOLUTION #5541-Capital Assets Policy

Be it RESOLVED, that the Board of Trustees hereby adopt the Capital Assets Policy.

Trustee O'Neill moved to adopt the Capital Assets Policy. Trustee Baker seconded the motion. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

That concluded the organizational meeting.

During the general comment period Ned reported that the Planning Board had TOPS Market come in to their last meeting for a special permit to build a gas station at their store at the corner of N. Triphammer and Route 13. Ned indicated that the Board performed a full and comprehensive review of the special permit application and proposed project and he anticipated that TOPS would very likely be granted final approval by the Planning Board on May 11<sup>th</sup> after the Board reviewed additional materials that were requested by the Board. It appears that TOPS will be ready to go once they get final approval and the construction schedule is approximately 6-8 weeks. Ned and the Planning Board were very impressed with the six gentlemen that came in to make the presentation. They will be installing three pumps and a small kiosk, no convenient store. When the Planning Board questioned safety they were told of the many checks and balances they have with the pumps and hoses. TOPS will also be required to meet all DEC requirements.

Ned also brought up the possible need to change the Zoning Law for the Human Health Services District and possibly other Districts to set aside a land bank for additional parking if the need arises. He explained that application has been made to add parking to the Parkview Health Care Campus area. There are regulations that the Planning Board follows that tell them the number of parking spaces they need, but they are unsure how the medical profession will be changing. With more people working in an office there are more cars in the parking lot not only for the additional employees, but also for the patients they are seeing. Larry stated that they could also have many people who ride public transportation to these offices so the Village should be cautious as to providing too many parking spaces.

Dan Veanor, Lansing Star Editor, asked again about the business operating permit. Larry explained that it is another unfunded mandate from the State. Currently, there is no charge for an operating permit. Dan was advised to see Ben Curtis, Village Code & Zoning Officer, to get clarification and to discuss this issue further.

Motion- To Adjourn

Trustee O'Neill moved for adjournment. Trustee Baker seconded the motion to adjourn. A vote was taken:

Trustee Larry Fresinski -Aye  
Trustee Julie Baker-Aye

Trustee John O'Neill-Aye

The meeting adjourned at 8:08pm.

Jodi Dake  
Clerk/Treasure