

Village of Lansing

MINUTES of the Board of Trustees Meeting held on Monday, May 4, 2026, in person at 2405 N. Triphammer Rd. and via Zoom Videoconferencing/Teleconferencing.

PRESENT: Mayor Ronny Hardaway; Trustees, Susan Ainslie, Carolyn Greenwald, Kathleen Yen; Clerk/Treasurer Jodi Dake; Attorney Natalie French; Planning Board member, Soledad Almeida; Public-0

ABSENT: Trustee Patrick Gillespie

ZOOM: none

Hardaway called the Board of Trustees meeting to order at 7:30pm. Hardaway opened the public comment period. There were no comments.

Motion - To Close the Public Comment Period

Mayor Hardaway made a motion to close the public comment period. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Election Results

Hardaway stated that there was low turnout at the Village elections. Yen & Ainslie ran uncontested so will be continuing as Trustees for another two-year term.

Dake further added that the Village elections were held on April 28th. There were 30 absentee ballots mailed and 11 returned. There were 49 people who voted in person. Unofficially, Ainslie and Yen were both reelected as Trustees. Yen had 57 votes and Ainslie had 52 votes. The official results won't be out for another week, but it is pretty safe to say that these two will continue to be Trustees. They have already signed their Oath of Office.

Approve Minutes

The next item on the agenda was to approve the draft minutes from April 16 & 20, 2026.

Motion - To Approve the Minutes of April 16 & 20, 2026

Mayor Hardaway moved that the draft meeting notes, as reviewed and revised by the Board, are hereby adopted as the official minutes. Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Greenwald reported that the Recreation Partnership met. We have more kids in the program. The Recreation Partnership is trying to fill the gap created because Cornell is no longer doing sports camps by adding a few more sports programs. Cornell stopped their kids camps during Covid and just never restarted them. Greenwald is happy to see that the Recreation Partnership is looking around and seeing what the community needs. We will get our budget proposals at the next meeting. We have increased usage and so the cost will increase. Hardaway asked how much our participation went up. Greenwald stated that we were around 2.3% and it has gone up approximately 2.7%.

Public Hearing Proposed Local Law D (2026)

Motion - To Open the Public Hearing for Proposed Local Law D (2026)- Amendment of the Village of Lansing Code/Zoning Law to Rezone an Existing Portion of the High-Density Residential District Located on Warren Road to the Business and Technology District

Mayor Hardaway moved to open the public hearing. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

There were no comments from the public.

Motion - To Close the Public Hearing for Proposed Local Law D (2026)

Mayor Hardaway moved to close the public hearing. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Yen asked if we needed to submit a GML-239. Dake stated that Scott has sent a 239 to Tompkins County but they have not responded yet. We will not be able to approve the law since we have not heard back from Tompkins County yet with their recommendations. French stated that we can go ahead and complete the SEQR and once we hear the county's recommendation, we can put the proposed law to a vote. Scott previously completed and signed the Short EAF Part 1 which the Trustees reviewed. The Trustees then answered the questions in Part 2-Impact Assessment.

Resolution #7264- SEQR of Proposed Local Law D (2026)

WHEREAS:

- A. This matter involves consideration of the following proposed action: The purpose and intent of this Local Code change is to amend the Village of Lansing Zoning Law and Zoning Map to re-zone a portion High-Density Residential District (“HDR”) being Village Tax Map Parcels 46.1-1-4.3 and 46.1-1-4.2 into the Business and Technology District (“BT”). The parcels in question are bordered by Warren Road on the east, Northwood Road on the south, and HDR District on the west and the BT District on the north. The re-zoning of these

parcels is intended to allow for continuation of the contiguous BT District to the north. Further, the current use of the parcels is most compatible with the BT District as opposed to the HDR District. The proposed re-zoning action is consistent with the Village Comprehensive Plan and compatible with the surrounding land uses; and

- B. On May 4, 2026, the Village of Lansing Board of Trustees, in performing the lead agency function for its independent and uncoordinated environmental review in accordance with Article 8 of the New York State Environmental Conservation Law - the State Environmental Quality Review Act (“SEQR”), (i) determined that the proposed action provided for herein is an Unlisted Action in accordance with SEQR; (ii) thoroughly reviewed the Short Environmental Assessment Form (the “Short EAF”), and any and all other documents prepared and submitted with respect to this proposed action and its environmental review; (iii) completed its thorough analysis of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c); and (iv) completed the Short EAF); and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village of Lansing Board of Trustees, based upon (i) its thorough review of the Short EAF, Part 1, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review [including any Visual Environmental Assessment Form deemed required, and comments and recommendations, if any, provided by the Tompkins County Department of Planning in accordance with General Municipal Law Sections 239-1 and 239-m], (ii) its thorough review of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c), and (iii) its completion of the short EAF, Part II, including the findings noted thereon (which findings are incorporated herein as if set forth at length), hereby makes a negative determination of environmental significance (“**NEGATIVE DECLARATION**”) in accordance with SEQR for the above referenced proposed action, and determines that an Environmental Impact Statement will not be required; and
2. The Responsible Officer of the Village of Lansing Board of Trustees is hereby authorized and directed to complete and sign as required the Short EAF, Part III confirming the foregoing **NEGATIVE DECLARATION**, which fully completed and signed Short EAF shall be attached to and made a part of this Resolution.

Mayor Hardaway moved to approve SEQR. Trustee Yen seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Part 3-Determination of Significance was completed and signed by Mayor Hardaway. The proposed law will be voted on after we get a response from Tompkins County on their 239 Review. French will do a revised resolution.

2026 Organizational Meeting

RESOLUTION #7265-Appointment of Soledad Almeida to Replace Lisa Schleelein on the Planning Board Until May 2030

Be it RESOLVED, that the Board of Trustees hereby appoints Soledad Almeida as Planning Board Member with a term that will expire at the end of the Village's official year in 2030.

Trustee Hardaway moved to appoint Soledad Almeida as the Planning Board Member. Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

There have been no recommendations for a Planning Board Alternate yet. This appointment will be done at a later date.

RESOLUTION #7266-Appointment of Lynn Leopold as the Board of Zoning Appeals Chair for a Term ending May 2031

Be it RESOLVED, that the Board of Trustees hereby appoints Lynn Leopold as the Board of Zoning Appeals Chair for a five-year term that will expire at the end of the Village's official year in 2031.

Trustee Hardaway moved to appoint Leopold as chair of the Board of Zoning Appeals. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7267-Appointment of Devin Walker as the Board of Zoning Appeals Member Replacing Andrea Minca for a Term Ending May 2029

Be it RESOLVED, that the Board of Trustees hereby appoints Devin Walker as the Board of Zoning Appeals Member with a Term that will expire at the end of the Village's official year in 2029.

Trustee Hardaway moved to appoint Devin Walker as a Board of Zoning Appeals member. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7268-Appointment of Carolyn Greenwald as Village of Lansing Deputy Mayor

Be it RESOLVED, that the Board of Trustees authorizes the Mayor to appoint Carolyn Greenwald as the Deputy Mayor for a one-year term.

Trustee Hardaway moved to appoint Carolyn Greenwald as the Deputy Mayor. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Yen stated that she is already an at-large voting community member on the TCEMC which is a two-year term. She was appointed by the legislature. Hardaway stated that this just reconfirms.

RESOLUTION #7269- Appointment of Kathleen Yen to the Tompkins County Environmental Management Council (TCEMC) for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints Kathleen Yen to the TCEMC for a one-year term.

Trustee Hardaway moved to appoint Kathleen Yen to the TCEMC. Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7270-Appointment of Mike Scott to the Stormwater Coalition of Tompkins County for a Period of One Year

Be it RESOLVED, that the Board of Trustees hereby appoints Mike Scott to the Stormwater Coalition of Tompkins County (SCTC) for a one-year term.

Trustee Hardaway moved to appoint Mike Scott to the SCTC. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The NYCOM Handbook states the following:

The designation of an official newspaper is generally effective for one year and is usually accomplished at the organizational meeting. The official newspaper must be one which has general circulation within the village. It need not be published in the village, but the Board of Trustees must determine that there is broad distribution of the newspaper within the village [Village Law 21-2100(1)]. A “penny saver” or other publication which is distributed or made available primarily for advertising purposes to the public generally free of charge, is NOT a newspaper for purposes of the requirement [General Construction Law 60]. If the village does not designate an official newspaper, then each time a notice must be published the resolution authorizing that publication must specify the particular newspaper in which it is to be published.

Given this legal requirement, the Village’s only option is the Ithaca Journal.

RESOLUTION #7271-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 Hardaway moved to establish the Ithaca Journal as the Village’s official newspaper. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The following are the federally acknowledged holidays that the Village will be observing:

Official Holidays for 2026-27

- May 25-Memorial Day
- June 19th-Juneteenth
- July 4- July 4th Holiday
- Sept. 7- Labor Day (No Trustee Meeting)
- Oct. 12- Columbus Day (Planning Board no meeting)
- Nov. 11-Veterans Day
- Nov. 26 & 27-Thanksgiving (2)
- December 24 & 25-Christmas (2)
- December 31 & January 1-New Years Day (2)
- Jan. 18- Martin Luther King Day (No Trustee Meeting)
- Feb.15 - President’s Day (No Trustee Meeting)

RESOLUTION #7272-Establishment of Meeting Days

Be it RESOLVED, that the 1st and 3rd 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.

Also Be it Resolved, that a Joint Meeting with the Planning Board will take place at the first January meeting of the Planning Board at 7pm and the Planning Board will attend the first June meeting of the Board of Trustees at 7:30. (Later changed to 6/15/26)

Trustee Hardaway moved to establish the meeting days. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye

Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye

Trustee Carolyn Greenwald-Aye

The next resolution was to establish the Rules of Procedure.

RESOLUTION #7273- Adopting Rules of Procedure for the Board of Trustees of the Village of Lansing

Whereas, Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure;

Now, Therefore Be It Resolved, the following rules of procedure are adopted annually pursuant to Village Law § 4-412:

Rules of Procedure for the Board of Trustees of the Village of Lansing

REGULAR MEETINGS: The Board of Trustees' Regular Meetings are held on the 1st and 3rd Monday of each month, commencing at 7:30pm in the Village Conference Room and the 2nd Thursday after the first Monday meeting at 12:00pm (Noon) to meet with staff with the exception of Federally Acknowledged Holidays and Major Religious Holidays.

SPECIAL MEETINGS: Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least law says 72 not 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hour notice.

QUORUM: A quorum of the Board must be physically present to conduct business. A quorum of the five-member Board of Trustee is three, regardless of vacancies.

EXECUTIVE SESSIONS: Executive Sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

AGENDAS: The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting starts. The

agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

VOTING: Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and nays, and the names of the members present, and their votes must be entered in the minutes.

GENERAL RULES OF PROCEDURE:

- a) The Mayor presides over the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. If neither the Mayor nor Deputy Mayor is present at a meeting, the Board members vote on the appointment of an acting Mayor. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- b) Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- c) Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

GUIDELINES FOR PUBLIC COMMENT:

- The public may speak only during the Public Comment period of the meeting or at such other times as a majority of the Board allows.
- Speakers must give their name, address and organization, if any.
- Speakers must limit their remarks to three minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to any member thereof.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communication.

MINUTES:

- a) The Clerk is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally

voted upon and the vote thereon. Minutes are not taken in executive session. However, once the Board comes out of Executive session, minutes must be taken of any action decided in executive session that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).

- b) Minutes must also include the following:
- Name of the Board
 - Date, place and time of meeting;
 - Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;
 - Name and title of other village officials and employees present and the approximate number of attendees;
 - Record of communications presented to the Board;
 - Record of reports made by Board or other village personnel; and
 - Time of Adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c) Minutes should contain a summary of the discussion leading to action taken and will not include verbatim comments unless a majority of the Board resolves to have the Clerk do so.
- d) The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at a subsequent board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustee by a majority vote.

ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a) Call to order;
- b) Roll call;
- c) Public Comment period;
- d) Approval of minutes of previous meetings
- e) Public Hearings
- f) Old business;
- g) New Business;
- h) Report of officers and committees (list);
- i) Appropriations;
- j) Auditing; and
- k) Adjournment.

GUIDELINES FOR USE OF RECORDING EQUIPMENT:

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. Recording should be done in a

manner which does not interfere with the meeting. The Mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the Mayor may direct that the recording be stopped or undertaken in a different manner or location.

ADJOURNMENT:

Meetings must be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority vote of the Board.

Be it **RESOLVED**, that the Board of Trustees hereby adopts Village of Lansing Rules of Procedure as the procedural guideline for Village meetings.

Mayor Hardaway moved to adopt Village of Lansing Rules of Procedure as the procedural guidelines for Village meetings. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-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 is appropriate at the organizational meeting to adopt a resolution authorizing certain individuals, by position, to attend meetings. The Board discussed who would go to training. There is no requirement for Trustees to go to training. Planning Boards and BZA are required to have 4 hours of training each year. There are many free trainings available for this.

RESOLUTION #7274-Authorization for Clerk/Treasurer Jodi Dake, and two Trustees to Attend NYCOM Fall Training School

Be it **RESOLVED**, that the Board of Trustees hereby grants permission for Clerk/Treasurer Jodi Dake and two Trustees to attend the NYCOM Fall Training School in September 2026

Mayor Hardaway moved to have three village representatives attend the NYCOM Conference. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION#7275-Code & Zoning Officer to Training

Be it **RESOLVED**, that the Board of Trustees hereby grants permission for Code & Zoning Officer Mike Scott to attend the Planning Federation and Southern Tier Building Officials Association (STBOA) Conferences and Code Classes

Mayor Hardaway moved to authorize the Code & Zoning Officer to attend the listed Conferences. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The Code & Zoning Officer is required to have 24 hours of training each year.

RESOLUTION #7276-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, credit cards, debt service and other bills to avoid finance charges

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 other bills to avoid finance charges prior to audit by the Board of Trustees.

Mayor Hardaway moved to authorize the Clerk/Treasurer to pay the above stated bills prior to audit by the Board of Trustees. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7277-Salary for Board of Trustees

Be it RESOLVED, that the salaries for the Board of Trustees and the Mayor are hereby set at \$20,000 for the Mayor and \$7,000 for each of the four remaining Trustees for the 2026-2027 fiscal year.

Trustee Greenwald moved to establish the salaries for the Board of Trustee members at \$7,000 and for the Mayor at \$20,000. Mayor Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7278-Compensation for Planning Board

Be it RESOLVED, that the compensation paid to Planning Board members is hereby set at \$10,000 for the chairman and \$5,000 for each of the four members for the fiscal year 2026-2027.

Mayor Hardaway moved to set the compensation rate for the Planning Board at \$10,000 for the chairman and \$5,000 for each member. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

French asked who the five BZA members were. Dake stated that the BZA consists of Lynn Leopold, Roy Hogben, John Wisor, Devin Walker and Mike Wallish. French thought Wisor had resigned. Dake stated that an official resignation has not been given to her. Hardaway stated that we need to get ahold of Wisor to see if he wants to resign for health reasons.

RESOLUTION #7279-Compensation for Board of Zoning Appeals

Be it RESOLVED, that the compensation paid to BZA members is hereby set at \$100 per meeting for each of the attending members for the fiscal year 2026-2027.

Mayor Hardaway moved to set the compensation rate for the BZA members at \$100 per meeting for each of the attending members. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7280 -Appointment of Elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

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

Trustee Greenwald moved to appoint Ronny Hardaway as the elected S.C.L.I.W.C. representative. Mayor Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7281-Appointment of Non-elected Member to the Southern Cayuga Lake Intermunicipal Water Commission

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

Trustee Greenwald moved to appoint Susan Ainslie as the non-elected S.C.L.I.W.C. representative. Mayor Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Hardaway pointed out that Ainslie is elected but we do not have a community member that is interested in serving. If we ever do have someone that is interested in being a member, at that time the Trustees can discuss whether we want Ainslie to step down. French suggested advertising to see if any community member is interested. Ainslie stated that currently she is a commissioner.

RESOLUTION #7282-Appointment of Kathleen Yen to the Cayuga Lake Watershed Intermunicipal Organization representing the Village of Lansing

Be it RESOLVED, that Kathleen Yen is hereby appointed as the Village of Lansing Representative on the Cayuga Lake Watershed Intermunicipal Organization

Trustee Greenwald moved to appoint Kathleen Yen as the Cayuga Lake Watershed Intermunicipal Organization representative. Mayor Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

French asked if this next resolution was going to be a conflict because both Yen & Gillespie are on the Climate Smart Communities (CSC) Task Force. You can only have two Trustees on a committee. Hardaway explained that the coordinator is responsible for submitting the evidence that the task force submits. Hardaway is not attending the meeting the scheduled meetings. Climate Smart Communities requires a coordinator who is a liaison between our municipality and the Climate Smart Communities state program.

RESOLUTION #7283 -Appointment of Ronny Hardaway as Coordinator of the Climate Smart Communities (CSC) Task Force

Be it RESOLVED, that Ronny Hardaway is appointed as Coordinator of the CSC Task Force

Trustee Greenwald moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7284-Appointment of Kathleen Yen as Chair and Patrick Gillespie and Lynn Leopold, as members to the Climate Smart Communities/Clean Energy Communities (CSC/CEC) Task Force

Be it RESOLVED, that Kathleen Yen is appointed as Chair of the CSC/CEC Task Force and Patrick Gillespie and Lynn Leopold, as members to the CSC/CEC Task Force

Mayor Hardaway moved this resolution and Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7285-Appointment of Ronny Hardaway as the Representative and Susan Ainslie as the Alternate Representative to the Greater Tompkins County Municipal Health Insurance Consortium

Be it RESOLVED, that Ronny Hardaway is appointed as the Representative and Susan Ainslie as the Alternate Representative to the Greater Tompkins County Municipal Health Insurance Consortium

Trustee Greenwald moved this resolution and Trustee Yen seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Greenwald would like to add Kathleen Yen, Susan Piliero and Jacob Von Mecko to the Greenway Committee as official members.

RESOLUTION #7286-Appointment of Carolyn Greenwald as Chair and Lynn Leopold, Kathleen Yen, Susan Piliero, Jacob Von Mechow and Larry Bieri as member of the Greenway Committee

Be it RESOLVED, that the following are appointed as members of the Greenway Committee:

Carolyn Greenwald-Trustee & Chair
Kathleen Yen-Trustee
Lynn Leopold-BZA Representative
Larry Bieri-Community Representative
Susan Piliero -Community Representative
Jacob Von Mechow-Community Representative

Mayor Hardaway moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7287-Appointment of Ronny Hardaway to the Ithaca International Air Services Board

Be it RESOLVED, that Ronny Hardaway is appointed to the Ithaca International Air Services Board

Trustee Greenwald moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Hardaway stated that he is a non-voting member since only a town level representative can vote.

RESOLUTION #7288-Appointment of Patrick Gillespie as Representative on the Joint Youth Commission for the Village of Lansing

Be it RESOLVED, that Patrick Gillespie is appointed as the Village of Lansing Representative on the Joint Youth Commission

Mayor Hardaway moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7289-Appointment of Carolyn Greenwald as Representative on the Youth Services Recreational Partnership for the Village of Lansing

Be it RESOLVED, that Carolyn Greenwald is appointed as the Village of Lansing Representative on the Youth Services Recreational Partnership

Mayor Hardaway moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7290-Appointment of Ronny Hardaway as Representative and Susan Ainslie as Alternate on the Tompkins County Council of Governments for the Village of Lansing

Be it RESOLVED, that Ronny Hardaway is appointed as the Village of Lansing Representative and Susan Ainslie as Alternate Representative on the Tompkins County Council of Governments

Trustee Yen moved this resolution and Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7291-Appointment of Mike Baker as the Village of Lansing Representative on Tompkins County Planning Federation

Be it RESOLVED, that the Board of Trustees hereby appoints Mike Baker as the Village of Lansing Representative on Tompkins County Planning Federation for a one-year term

Mayor Hardaway moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7292-Appointment of Lynn Leopold as the Village of Lansing Representative on Tompkins County Water Resources Council

Be it RESOLVED, that Lynn Leopold is appointed as a Representative on Tompkins County Water Resources Council for the Village of Lansing

Mayor Hardaway moved this resolution and Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7293-Appointment of Susan Ainslie as the Village of Lansing Representative on the Youth Services Board

Be it RESOLVED, that Susan Ainslie is appointed as the Village of Lansing Representative on the Youth Services Board

Mayor Hardaway moved this resolution and Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Greenwald stated that she called all the references and contacted the individuals before she submitted the list of potential Commercial Area Advisory Committee members to the Trustees. Hardaway and Ainslie stated that they were happy with the list. Hardaway feels this group will have a lot of different personalities and perspectives. The CAAC will have 10 members.

RESOLUTION #7294-Appointment of the Following Members to the Newly Established Commercial Area Advisory Committee (CAAC)

Board of Trustee Representative and Chair-Carolyn Greenwald
Planning Board Member- Mike Baker
Tompkins Chamber of Commerce-Rob Montana
Business Representatives
-Spencer Kopko
-Matt Steele
-Emily D'Alessandro
-Crystal Mullenix
Resident Representatives
-Lisa Schleelein
-Patrick Shanahan
-Matthew Wall

Mayor Hardaway moved this resolution and Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

RESOLUTION #7295-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 Yen moved to set the mileage reimbursement rate at the federally approved mileage reimbursement rate. Mayor Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Carolyn Greenwald-Aye

Trustee Susan Ainslie-Aye
Trustee Kathleen Yen-Aye

The current rate is \$.725 per mile.

Copies of the Procurement Policy, Investment Policy, Capital Asset Policy and Workplace Violence Policy had all previously been emailed to the Trustees and reviewed at the April 20th meeting.

Dake noted that the following adjustments were made to the proposed Procurement Policy as suggested at the last Trustees meeting:

- to reword 34-3 Documentation required to "Documentation in the form of a written report or on the record for each action taken in connection with each procurement".
- increase the minimum purchase for 2 verbal quotations from \$1,000 to \$5,000 to \$2,000-\$4,999.99
- 34-5 D. Reword to reflect the increase from \$1,000 to \$2,000. Currently reads Goods or services under \$1,000. \$1,000 will increase to \$2,000.

Yen asked if we should add Labor Law Chapter 220-I Article 8&9 for procurement process. This deals with prevailing wage. French stated that this was previously asked and her answer still remains that it does not need to be added.

RESOLUTION #7296-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 hereby adopt the following as Village of Lansing Codification Chapter 34 Procurement Policy

Chapter 34

PROCUREMENT POLICY

- § 34-1. **Preliminary review of purchase; competitive bidding requirements.**
- § 34-2. **Method of purchase.**
- § 34-3. **Documentation required.**
- § 34-4. **Documentation required for award to other than lowest responsible offeror.**
- § 34-5. **Special circumstances.**
- § 34-6. **When effective.**

[HISTORY: Adopted by the Board of Trustees of the Village of Lansing 1-7-1992. Amendments noted where applicable.]

- § 34-1. Preliminary review of purchase; competitive bidding requirements.**
[Amended 6-1-2009 by Resolution#5545; 12-21-2009 by Resolution #5822;
5-15-2014 by Resolution #6060]

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law: purchase contracts under twenty thousand dollars (\$20,000.) and public works contracts under thirty-five thousand dollars (\$35,000); emergency purchases; certain municipal hospital purchases: goods purchased from correctional institutions; purchases under State and County contracts; and surplus and secondhand purchases from another governmental entity.

- B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.
- C. The purchase of all goods and services not subject to competitive bidding pursuant to § 103 of the General Municipal Law will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

§ 34-2. Method of purchase. [Amended 6-1-2009 by Resolution#5545; 12-21-2009 by Resolution #5822, 5-15-2014 by Resolution #6060, 5-4-2026 by Resolution#7296]

- A. The following method of purchase will be used when required by this policy in order to achieve the highest savings¹:

Estimated Amount of Purchase Contract	Method
\$2,000 to \$4,999.99	2 verbal quotations
\$5,000 to \$20,000	3 written/fax/email quotations or written responses to the Village's request for proposal
Estimated Amount of Public Works Contract	Method
\$2,000 to \$4,999.99	2 verbal quotations
\$5,000 to \$35,000	3 written/fax/email quotations or written responses to the Village's request for proposal

- B. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

§ 34-3. Documentation required. [Amended 5/4/2026 by Resolution#7296]

¹Editor's Note: Amended at time of adoption of Code: see Ch. 1, General Provisions, Art. I.

Documentation in the form of written report or on the record is required of each action taken in connection with each procurement.

§ 34-4. Documentation required for award to other than lowest responsible offeror.

Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the lowest offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

§ 34-5. Special circumstances.

Pursuant to General Municipal Law § 104-b,(2)(g), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Lansing to solicit quotations or document the basis for not accepting the lowest proposal:

- A. Professional services or services requiring special or technical skill training or expertise.
 - (1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.
 - (2) In determining whether a service fits into this category the Board of Trustees shall take into consideration the following guidelines:
 - (a) Whether the services are subject to State licensing or testing requirements;
 - (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
 - (c) Whether the services require a personal relationship between the individual and municipal officials.
 - (3) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare or review plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.
- B. Emergency purchases pursuant to § 103(4), of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and secondhand goods from any source other than a governmental entity. If alternate proposals are required, the Village is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best

prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

- D. Goods or services under two thousand dollars (\$2,000.00). The time and documentation required to purchase through this policy may be more costly than the item and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism. **[Amended 5/4/2026 by Resolution#7296]**

§ 34-6. When effective.

This policy shall go into effect January 1, 1992, and will be reviewed annually.

Mayor Hardaway moved to adopt the Procurement Policy. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Carolyn Greenwald-Aye

Trustee Susan Ainslie-Aye
Trustee Kathleen Yen-Aye

The Proposed Investment Policy was also reviewed and updated.

RESOLUTION#7297-Investment Policy

Be it RESOLVED, that the Board of Trustees have reviewed the current investment policy and do hereby adopt the investment policy with the addition of M&T Bank to the Designation and Depositories replacing First National Bank as follows:

Chapter 20

INVESTMENT POLICY

- § 20-1. Scope.**
- § 20-2. Objectives.**
- § 20-3. Delegation of authority.**
- § 20-4. Prudence.**
- § 20-5. Diversification.**
- § 20-6. Internal controls.**
- § 20-7. Designation and depositories.**
- § 20-8. Collateralizing of deposits.**
- § 20-9. Safekeeping and collateralization.**
- § 20-10. Permitted investments.**
- § 20-11. Authorized financial institutions and dealers.**
- § 20-12. Purchase of investment.**
- § 20-13. Repurchase agreements.**

[HISTORY: Originally adopted by the Board of Trustees of the Village of Lansing 2-14-1989. New and updated Policy incorporating all previous revisions and amendments approved and adopted 11-2-2009]

§ 20-1. Scope.

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

§ 20-2. Objectives.

The primary objectives of the local government's investment activities are, in priority order,

- A. To conform with all applicable federal, state and other legal requirements (legal);
- B. To adequately safeguard principal (safety);
- C. To provide sufficient liquidity to meet all operating requirements (liquidity); and
- D. To obtain a reasonable rate of return (yield).

§ 20-3. Delegation of authority.

The governing board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

§ 20-4. Prudence.

- A. All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Lansing to govern effectively.
- B. Investment shall be made with judgement and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
- C. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

§ 20-5. Diversification.

It is the policy of the Village of Lansing to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

§ 20-6. Internal controls.

- A. It is the policy of the Village of Lansing for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within five days of deposit, or within the time period specified in law, whichever is shorter.

- B. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly and are managed in compliance with applicable laws and regulations.

§ 20-7. Designation and depositories.

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

Depository Name	Maximum Amount
Tompkins Community Bank	\$15,000,000
JP Morgan Chase	\$15,000,000
M&T Bank	\$10,000,000

***Resolution # 7068-Corrected name of bank from TCTC to TCB. (5/6/24)**

***Resolution #7297-Replaced First Niagara Bank with M&T Bank (5/4/26)**

§ 20-8. Collateralizing of deposits.

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Lansing, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance that shall be secured:

- A. By a pledge of “eligible securities” with an aggregate “market value” as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
- B. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- C. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

§ 20-9. Safekeeping and collateralization.

- A. Eligible securities used for collateralizing deposits shall be held by the investment bank and/or a third-party bank or trust company subject to security and custodial agreements.
- B. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or

expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Lansing or its custodial bank.

§ 20-10. Permitted investments.

- A. As authorized by General Municipal Law (GML), §11, the Village of Lansing authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following type of investments:
- (1) Special time deposit accounts;
 - (2) Certificates of deposit;
 - (3) Obligations of the United States of America;
 - (4) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 - (5) Obligations of the State of New York;
 - (6) Obligations issued pursuant to Local Finance Law (LFL) §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Lansing;
 - (7) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
 - (8) Certificates of Participation (COPs) issued pursuant to GML §109-b.
 - (9) Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- B. All investment obligations shall be payable or redeemable at the option of the Village of Lansing within such times as the proceeds will be needed to meet expenditures for purposed for which the moneys were provided and, in the case of the obligations purchased with the proceed of bonds or notes, shall be payable or redeemable at the option of the Village of Lansing within two years of the date of purchase.

§ 20-11. Authorized financial institutions and dealers.

The Village of Lansing shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Lansing. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

§ 20-12. Purchase of investment.

- A. The Treasurer is authorized to contract for the purchase of investments:
 - 1) Directly, including through a repurchase agreement, from an authorized trading partner.
 - 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
 - 3) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.
- B. All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Lansing by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.
- C. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

§ 20-13. Repurchase agreements.

Repurchase agreements are authorized subject to the following restrictions:

- A. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- B. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- C. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- D. No substitution of securities will be allowed.
- E. The custodian shall be a party other than a trading partner.

Mayor Hardaway moved to adopt the Investment Policy. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

There were no changes to the Capital Asset Policy.

RESOLUTION#7298-Capital Assets Policy

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

Mayor Hardaway moved to adopt the Capital Assets Policy. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

At the April 20, 2026, meeting the Trustees asked for the following sentence to be added at the end of the documents “Incident report folder will be kept with the employee folders in a secure file.” This has been incorporated into the Workplace Violence Policy & Incident Reporting Policy.

RESOLUTION#7299-Workplace Violence Policy & Incident Reporting

Be it RESOLVED, that the Board of Trustees has reviewed the Violence Policy & Incident Reporting Form and appoints Mayor Hardaway as the Designated Contact Person.

Trustee Yen moved this resolution. Trustee Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The following is the updated policy which was approved:

**Village of Lansing Workplace Violence
Prevention Policy & Incident Reporting**

(Reviewed Annually at Organizational Meeting Res# 7070 on 5/6/24, **Res#7299 on 5/4/26**)

The Village of Lansing is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Village of Lansing property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for (i) helping to create an environment of mutual respect for each other as well as clients, (ii) following all policies, procedures and program requirements for which the Village of Lansing is responsible, and (iii) assisting in maintaining a safe and secure work environment.

This policy is designed and intended to meet the requirements of NYS Labor Law Section 27-b for a public employer with less than twenty (20) permanent full-time employees, and highlights some of the elements that are incorporated in the Village’s workplace violence prevention procedures and practices. The process involved in achieving compliance with the applicable provisions of NYS Labor Law Section 27-b includes an initial workplace evaluation that is designed to identify the workplace violence hazards to which our employees could be exposed and periodic evaluations thereafter. A designated representative of the Village and an authorized

employee representative will have an ongoing role in (i) the evaluation process, (ii) the recommendation of methods to reduce or eliminate the hazards identified during the evaluation process and (iii) the investigation of workplace violence incidents or allegations. All full-time employees (temporary and/or permanent) will participate in an annual workplace violence prevention training program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. As indicated above, the Village of Lansing has identified response personnel that include a designated Village representative and a designated employee representative. If appropriate, the Village of Lansing will provide counseling services or referrals for employees.

All Village of Lansing personnel are responsible for notifying the contact person designated below of any violent incidents and/or threatening behavior, including threats they have witnessed or received, or have been told that another person has witnessed or received. An incident report form will be made available. An incident report folder will be kept with the employee folders in a secure file.

Designated Contact Person:

Name: Ronny Hardaway
Title: Mayor
Department: General Government
Phone: 607-257-0424
Location: Village of Lansing

Designated Contact Person will make sure that an incident report gets to the Employee Representative.

The Trustees are currently working on the Emergency Preparedness Plan for the Village of Lansing. In the future, this will be one of the plans that will be reviewed annually.

Residential Property Tax Law (RPTL) 487

The trustees discussed the village opting out of (RPTL) 487 (Solar/Wind Energy Exemption). French previously sent the trustees a sample template. When someone makes an application for a project we will be required to send this form to them within 60 days. They would then start the PILOT process with the IDA. We do not have to opt out. The law allows us to use this template instead. Yen asked if we could add a law at a later date. French stated that she has one drafted if the Board ever changes its mind. Yen also asked about a community benefit agreement. French stated that is a separate agreement. There are no laws regulating them at the moment. French stated that the authority is a little bit of a gray area. French will circulate the article.

General Discussion

Greenwald stated that the Design Connect Cornell Class reached out with additional questions which she submitted today. The Greenway Committee met at Hartill Park to discuss where to place the shade memorial trees. Greenwald spoke with Courtney and he is okay with the tree choices and the location. The Greenway Committee likes oaks. Greenwald will talk to the Greenway Committee about language for the memorial plaques at their next meeting.

Greenway stated that the other Cornell project which was looking at our parks is wrapping up on Monday. Greenwald will bring that information to the Greenway Committee and if there is anything we can use, we can incorporate that into the new Greenway Plan. Hardaway thanked Greenwald for getting the new maps of our parks from TG Miller. These will be part of the Greenway Plan update.

Yen stated that she was the Planning Board observer for the April 28th meeting and gave her report on the meeting. See Planning Board minutes for details of that meeting. This was Lisa Schleelein's last meeting.

Hardaway stated that he went into the new Reuse Center at Cayuga Mall. The Reuse Center will save money with the move since they will no longer have to pay for a separate storage area. You can check their website for their hours to drop off or visit during this transition.

Yen reminded every one of the get together for municipal and county conservation groups on Thursday, May 14th from 4-6pm at the Borg Warner Room at Tompkins County Library. This is the May Environmental Management Council (EMC) meeting.

Yen is still working on the Comprehensive Emergency Management Plan template for the Village. Yen will send it to the Trustees.

Ainslie stated that Bolton Point is busy with all their projects, so it is business as usual. Youth Services is not asking for additional funding because they are still dealing with their staffing issues. There is money to be moved within the budget. They are trying to find a replacement for Teresa and rewriting job descriptions.

Ainslie has reached out to the three recommendations we have for a Human Resource (HR) consultant. HR proposals have started to come in.

Hardaway stated that he attended the Tompkins County Industrial Development Agency (TCIDA) meeting that was held here today for 10 Brown Road. TCIDA held a public hearing for a company that produces an ultraviolet device that kills pathogens. They are expanding and want an extension of their sales tax abatement. No one was here to give input. A final decision will be made at a future TCIDA meeting.

Adjournment

Motion – To Adjourn

Mayor Hardaway motioned to adjourn. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The meeting was adjourned at 8:39pm.

Jodi Dake, Clerk/Treasurer