

Village of Lansing

MINUTES of the Board of Trustees Meeting held on Monday, November 3, 2025, in person at 2405 N. Triphammer Rd. and via Zoom Videoconferencing/Teleconferencing.

PRESENT: Mayor Ronny Hardaway; Trustees, Susan Ainslie, Pat Gillespie, Carolyn Greenwald; Clerk/Treasurer Jodi Dake; Attorney Natalie French; Public-0.

Zoom: Code & Zoning Officer, Mike Scott; Jim McCauley, Planning Board Member; Bernd Blossey.

Hardaway called the Board of Trustees meeting to order at 7:30pm. He stated that Yen is traveling and will not be attending the meeting.

Hardaway opened the public comment period. There were no comments.

Motion - To Close the Public Comment Period

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

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Approve Minutes

The next item on the agenda was to approve the draft minutes from October 6, 2025. Suggested changes have been incorporated.

Motion - To Approve the Minutes of October 6, 2025

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

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Jim McCauley entered the meeting on zoom.

Add Properties to DMAP Program

Bernd Blossey was present on zoom to discuss adding additional properties to the DMAP Program. The parcels that would like to be included are 45.2-1-46.15 and 45.2-1-46.16. Eric Toftegard will be hunting that area. A lot of deer are hanging out in that area.

The old Miller property which is now owned by the Beers also wants to join the DMAP Program. Dake stated that we have not received any paperwork so we cannot approve that property.

Parcel 45.2-1-46.14 has given permission for retrieval of deer from premises. Blossy also would like to request permission from the Village of Lansing for retrieval. The Board agreed to allow Hardaway to sign the form to allow the hunters to retrieve deer from Village property.

Hardaway had a couple questions from a resident:

1. How are neighboring property owners protected if a wounded deer moves onto non-participating adjacent land? Blossy stated that if a deer enters a property that has not given the village permission to enter then we cannot go on the property. The hunter would go knock on the door and ask if we could retrieve a wounded deer from their property.
2. Are neighbors notified in advance of hunting activities on or near their property? They are not notified of hunting. There is one resident that has asked to be notified. We follow the property owner's requests. Greenwald stated that the people should contact Bernd if they want to be notified.
3. How do we know they follow the rules? Hardaway stated that the Village does not have the time or resources to make sure each hunter is following the rules. We rely on self-enforcement of the rules. We are doing this by following our procedures and NYSDEC rules.

Scott stated that when you bow hunt a deer could travel 200 yards. So, it makes it difficult to get all property owners to sign. Blossy stated that if there are ever any problems he will give the board an update.

Hardaway stated that we will want an annual report again this year. Blossy stated that he will report more than annually to the Village.

Resolution#7216-To Add Tax Parcels 45.2-1-46.15 and 45.2-1-46.16 to the DMAP Program and Tax Parcel 45.2-1-46.10 (Village Property) and 45.2-1-46.14 for Retrieval of Deer

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

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Local Law 7 (2025) SEQR Review

Hardaway thanked Mike for preparing the SEQR forms. Scott was present to help the Board completed the SEQR. The Trustee had previously received Scotts suggested responses which they accepted. Scott apologized for his mistake in classifying the law.

French pointed out that at the last meeting we adopted Local Law 7. The Code & Zoning Officer had stated that this was a Type II action. However, it was actually a Type I action and needs a SEQR completed. Local Law 7 has not been filed yet but will be filed if it is determined that there will be no negative impact. GML 239 suggested that there would be no negative impact.

Hardaway offered the following resolution:

Resolution #7217- To Adopt The SEQR for Proposed Local Law G Which is also Local Law 7 (2025)

WHEREAS:

- A. This matter involves consideration of the following proposed action: Adoption of Proposed Local Law G (2025), designated Local Law 7 (2025), to amend various sections of Chapter 145 (“Zoning”) of the Village of Lansing Code; and
- B. This proposed action is a Type 1 action for which the Village of Lansing Board of Trustees is an involved agency for the purposes of environmental review; and
- C. On November 3, 2025, 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) thoroughly reviewed the Full Environmental Assessment Form (the “Full EAF”), Part I, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review, (ii) thoroughly analyzed 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) completed the Full EAF, Part II (and, if applicable, Part III);

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The Village of Lansing Board of Trustees, based upon (i) its thorough review of the Full EAF, Part I, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review, (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 Full 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 neither a Full Environmental Assessment Form, nor an Environmental Impact Statement will 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 Full EAF, Part III, confirming the foregoing **NEGATIVE DECLARATION**, which fully completed and signed Full EAF shall be attached to and made a part of this Resolution.

Greenwald moved to adopt the SEQR for Local Law 7. Trustee Ainslie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Hardaway signed the document.

Monroe Balance Test

The next item on the agenda was to consider the letter regarding the Monroe Balance Test to the Tompkins County Administrator for Whole Health Solar Array. It was previously sent to the board to review. Hardaway pointed out that one of the requests was if the project was abandoned that there was a decommissioning plan.

Resolution #7218- To Allow Mayor to Sign the Letter to the Tompkins County Administrator

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

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Davis-Ulmer Fire Protection Agreement

The next item on the agenda was to authorize Mayor Hardaway to sign the annual Davis-Ulmer Fire Protection Agreement. It is for the amount budgeted this year. Hardaway noted that that line item is more than the amount of the contract. Dake pointed out that the \$1,900 allocated was for sprinkler/fire alarm inspection and cell data for the year.

Resolution #7219-Authorize Mayor to sign Davis-Ulmer Fire Protection Agreement

Hardaway motioned to authorize the signing of the agreement. Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Scott left the meeting.

Authorize Training

Greenwald had previously requested that the Trustees approve four webinar training courses by NYCOM on Planning and Zoning at a cost of \$65. These are trainings that multiple board members may be interested in. The Planning Board and Board of Zoning Appeals are required to have 4 hours of training each year. It was suggested that we show the webinar on the conference room screens so multiple people can watch the webinars. The dates of the webinars are 11/20, 12/4, 12/11, and 12/18 from 11am-noon. Since there is a cost involved, the Trustees must approve the training. Greenwald wants CLE credit for the training so Dake will sign up under her name, so she receives credit.

Resolution #7220-Authorize the Village to Pay \$65 for the Four NYCOM Planning & Zoning Training Webinars

Greenwald motioned to approve these webinars. Gillespie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Code of Ethics

Hardaway asked if we needed to hold a public hearing. Dake stated that we do not because the administrative section of the Code is changed by resolution. Greenwald had taken on the task of coming up with a proposed update to Chapter 15-Code of Ethics. After attending a NYCOM session on ethics it was found that our Code could use updating to meet the items that were discussed at that session. Greenwald thinks that faith in government is very important and we need to make sure that we as a local government don't lose our residence support by any kind of appearance of impropriety. We need to make sure we are in accordance with what NYCOM suggests and what's best for our village. Greenwald thinks this proposed Code of Ethics is a combination of that. The changes make it clear that the appearance of impropriety is inappropriate. Everything is about disclosure. We need to make sure that we disclose our interests. Attorney French confirmed that she has also reviewed the changes that were presented to the Trustees.

Resolution #7221-To Adopt the Revised Chapter 15 Code of Ethics of the Village of Lansing Codification

Greenwald motioned to approve the revised Code of Ethics. Hardaway seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Hardaway thanked French and Greenwald for updating the Code of Ethics. The following is the new Chapter 15:

Chapter 15

ETHICS, CODE OF

- § 15-1. Purpose.
- § 15-2. Definitions.
- § 15-3. Applicability.
- § 15-4. Impropriety and appearance of impropriety.
- § 15-5. Treatment of the Public.
- § 15-6. Prohibition on use of municipal position for personal or private gain.
- § 15-7. Disclosure of interest in legislation and other matters.
- § 15-8. Interest in contracts and investments.

- § 15-9. Gifts.
- § 15-10. Confidential Information.
- § 15-11. Nepotism.
- § 15-12. Employment.
- § 15-13. Personal representation and claims permitted.
- § 15-14. Filing of suit not barred.
- § 15-15. Distribution of Code of Ethics.
- § 15-16. Remedies.

§ 15-1. Purpose.

Pursuant to the provisions of § 806 of the General Municipal Law, the Board of Trustees of the Village of Lansing recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. Officers and employees hold their positions to serve and benefit the public and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. To this end, all such persons should avoid accepting or retaining any economic benefits or opportunities that could impair or present an actual threat to the exercise of independent judgment. It is further the policy of the village that all appearances of impropriety should be avoided. The Village of Lansing recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This Code of Ethics establishes those standards.

§ 15-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Interest -- A direct or indirect financial, material benefit, or personal benefit accruing to a municipal officer or employee unless the context otherwise requires.

Municipal officer or employee – An officer or employee of the Village of Lansing, whether paid or unpaid, including members of any municipal or administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Fire Chief or Assistant Fire Chief.¹

Relative: A spouse, domestic partner, parent, step-parent, sibling, step-sibling, sibling or step sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin or household member of municipal officer or employee and individuals having any of these relationships to the spouse of the officer or employee.

§ 15-3. Applicability.

This Code of Ethics applies to the officers and employees of the Village of Lansing and shall supersede any prior municipal Code of Ethics. The rules of ethical conduct of this chapter, as adopted, shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

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

§ 15-4. Impropriety and appearance of impropriety.

No municipal officer or employee shall use their municipal position or perform their official powers and duties for the purpose of benefiting a relative, private business or organizations in which they have an interest, nor create an appearance of impropriety by giving the impression that they will or could exercise or perform their official powers or duties on the basis of any consideration other than the best interests of the municipality.

§ 15-5. Treatment of the Public.

Municipal officers or employees shall treat all members of the public, whether a person, firm, business, corporation or other organization with respect and in a professional manner, with equal consideration and without special advantage in carrying out their official duties.

§ 15-6. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use their municipal position or official powers to secure an interest for themselves, a relative or any private organization in which they are deemed to have an interest.

§ 15-7. Disclosure of interest in legislation and other matters.

- A. To the extent that they know thereof, a municipal officer or employee, whether paid or unpaid, who participates in the discussion or gives an official opinion to the Board of Trustees on any legislation before the Village Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect interest they or a relative has in such legislation.
- B. The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- C. The disclosure must be presented to the Board of Trustees at a public meeting and included in the meeting minutes.

§ 15-8. Interest in contracts and investments.

Unless otherwise permissible under New York State law, no municipal officer or employee may have an interest in contracts within the municipality. A municipal officer shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with their official duties.

§ 15-9. Gifts.

A municipal officer or employee shall not directly or indirectly solicit any gift, or accept or receive any gift having a value at or exceeding the monetary threshold permitted by New York State General Municipal Law Section 805-a whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official powers or duties.

§ 15-10. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing their duties may disclose or use such information unless the disclosure

or use is required by law or in the course of exercising or performing their official duties and powers.

§ 15-11. Nepotism.

Except as otherwise required by law, no municipal officer or employee, either individually or as a member of a board, may participate in any decision to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or municipal board, or any decision regarding said relative's compensation.

§ 15-12. Employment.

- A. Private employment. A municipal officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of their official duties.
- B. Future employment. A municipal officer or employee shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Village of Lansing in relation to any case, proceeding or application in which they personally participated during the period of their service of employment, or which was under their active consideration.

§ 15-13. Personal representation and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from representing oneself before the municipality on their own behalf.

§ 15-14. Filing of suit not barred.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Village of Lansing, or any agency thereof, on behalf of themselves or any member of their family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

§ 15-15. Distribution of Code of Ethics.

- A. The Mayor of the Village of Lansing shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Village of Lansing within ten (10) days after the effective date of this chapter. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment.
- B. Failure to distribute any such copy or failure of any officer or employee to receive such copy shall have no effect on the duty of compliance with this Code of Ethics nor the enforcement of the provisions thereof.²

§ 15-16. Remedies.

- A. Upon receipt of a written complaint of an alleged violation, including any complaint submitted by a municipal officer or employee, the Board of Trustees shall have the power and duty to conduct any investigation necessary to carry out the provisions of this chapter and issue a final determination.

- B. In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Code of Ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Policies & Procedure Review Status Update

Greenwald is working on creating a fund balance policy. Dake, Hardaway and Greenwald will all be attending the upcoming webinar on fund balance. There is a sample fund balance policy from NYCOM that Greenwald will share before the webinar.

Gillespie will work on a vehicle use policy. He already has a couple of samples.

Yen is working with Mike Scott & John Courtney on a spoils policy.

Ainslie will work with Dake on a policy/procedure for onboarding new employees. We should figure out who will do the actual training of each new board member. It was suggested that the chairs of each board train the new members. NYCOM has a handbook that tells you the responsibilities of each board member. Dake already has a new hire check list she will share with Ainslie. Hardaway thinks that there are policies that we need to make sure they know. Dake stated that any time anyone is hired she tells them if they have any questions do not hesitate to contact her.

Clerk/Treasurer Requirements/Job Description

Hardaway sent an email stated that he wanted to continue the discussion about hiring an individual (or individuals) to be trained for the Village Clerk and Treasurer responsibilities. He asked if the Board thought these should be full-time or part-time positions, as this decision would help us finalize the related job description(s). We will not be discussing any specific candidates, but rather we will focus on defining the position(s) and responsibilities needed to proceed with the search and hiring process.

Greenwald asked how many hours had to be worked to get health care. The answer is over 20 hours a week.

The position could be flexible with the hours. It is an evolving process. Greenwald would like to have this person be an assistant to all three departments in a clerical manner. Dake stated that it sounds like we are looking for two positions. One that will take over for her when she retires and another clerk position. Greenwald feels there is a lot of paperwork and people go on vacation and there needs to be coverage. Dake stated that everything currently gets done and she and the code officer cover for each other to some extent. Greenwald thinks we can do more. She would like to see someone that helps with paperwork and doing the minutes in the code office, someone to cover when the clerk/treasurer is out and help highway department be more organized in terms of information. She hopes that this person can transition into being the Clerk/Treasurer when Dake retires.

Dake stated that when she first started there was a part time deputy clerk/treasurer. When the deputy retired, Dake assumed all her duties. However, another person coming in may not be able to handle the workload. Dake suggested that a Deputy Clerk/Treasurer makes the most sense.

Gillespie thinks it would be hard to hire someone part time if we plan to train them to take over as Clerk/Treasurer. He thinks we should hire another full-time position.

The County has a Deputy Clerk/Treasurer job description. Greenwald wants to craft our own job description so we can add that they assist the code and highway offices. Dake stated that a problem she sees is a person having three different people telling them what to do. A Deputy Clerk/Treasurer would be under the Clerk/Treasurer but that does not mean they can't help other departments in the village. The Deputy Village Clerk/Treasurer job description has a general statement that says "performs other related duties as assigned" so we really don't need to make a new job description for the Village of Lansing. There are some things in the job description that do not pertain to the village. We can also get into more specifics during the interview process.

The Board decided that they want to hire a full-time Deputy Clerk/Treasurer. We will look at the Deputy Clerk/Treasurer job description for Tompkins County and work from that. The goal is to get someone during the 2026-27 budget cycle. The goal is to have a new job description by January. Dake can take a first pass through to let the Board know what is done here in the Village. Ainslie will look at the NYCOM publication and see if we are missing anything. Ainslie will come in and work on this with Dake.

General Discussion

Ainslie had nothing to report.

Greenwald stated that she attended the Planning Board meetings. See Planning Board minutes for details. Bulb planting will take place tomorrow in Dankert Park along Uptown Road and Shannon Park. There is a Greenway Committee meeting in a couple of weeks.

Gillespie hasn't heard back from our designer on the logo yet. Larry Bieri contacted Gillespie and suggested that we might want to reach out to the neighbors to see if they want to give ideas for a new logo. Greenwald suggested a logo with an artistic version of our village hall with a lake and rolling hills in the background. A redbud tree was also suggested.

Gillespie is working on the formatting of the Comprehensive Plan. There are some problems with links. We do not have the originals for some of the maps. Hardaway will ask Dawson if she knows where the geological maps came from. We can also consider leaving them out of the Comprehensive Plan.

Unpaid Taxes to Tompkins County

Forty-three properties have not paid their taxes in the amount of \$190,695.71 with 8% penalties of \$15,255.65 totaling \$205,951.36. Dake explained that every year the Village taxes that are unpaid get turned over to Tompkins County for collection. They are relieved on the Town & County Tax Bill, and the County reimburses the Village in the spring.

Resolution #7222-To Forward the Delinquent Village Taxes in the Amount of \$205,951.36 to Tompkins County

Hardaway motioned this resolution. Greenwald seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

All Trustees were asked to sign the Certificate of Trustees to Relevy. Dake will send this to the Tompkins County Finance Office.

Hardaway reminded everyone to vote tomorrow.

Adjournment

Motion – To Adjourn

Hardaway motioned to adjourn. Gillespie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The meeting was adjourned at 8:47pm.

Jodi Dake, Clerk/Treasurer