

Village of Lansing

MINUTES of the Board of Trustees Meeting held on Monday, December 15, 2025, in person at 2405 N. Triphammer Rd. and via Zoom Videoconferencing/Teleconferencing.

PRESENT: Mayor Ronny Hardaway; Trustees, Susan Ainslie, Pat Gillespie, Kathleen Yen; Clerk/Treasurer Jodi Dake; Attorney Natalie French; Public

Zoom: Trustee Carolyn Greenwald; Planning Board member, Lisa Schleelein

Hardaway called the Board of Trustees meeting to order at 7:30pm.

Hardaway opened the public comment period. There was no public present.

Lisa Schleelein entered the meeting.

Motion - To Close the Public Comment Period

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

Mayor Ronny Hardaway-Aye  
Trustee Pat Gillespie-Aye  
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye  
Trustee Carolyn Greenwald-Aye

**Approve Minutes**

The next item on the agenda was to approve the draft minutes from December 1, 2025. Suggested changes have been incorporated.

Motion - To Approve the Minutes of December 1, 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 Kathleen Yen-Aye

Trustee Susan Ainslie-Aye  
Trustee Carolyn Greenwald-Aye

**Formation of a Commercial Area Advisory Committee (CAAC)**

Greenwald previously emailed a description of what the CAAC would be. It was reviewed by French. Hardaway stated that it is a proposal for the structure of the committee. Gillespie wondered if any members of the committee would be any ex officio members. Hardaway stated that it is still too early to decide that. There may be some changes for the overall goals. We may need to eventually create bylaws. Hardaway entertained a motion to form a committee.

Yen stated that the initial inaugural group sounds like more like an adhoc committee for developing a vision statement. She asked if that initial group would be a one-year term as opposed to a two-year term. Greenwald would like the group's first task to create a vision statement. Greenwald envisions doing a form/questionnaire to invite both businesses and residents to join. Those people would then serve as we created.

Schleelein stated that it looks like it will be a large group of 12-14 members. She thinks that is too many people. Schleelein asked how we would recruit for this committee. Greenwald envisions an application form to specific businesses and generally to residents. We can put it in the newsletter, send to listserv and put on our website. We can also ask targeted businesses.

Hardaway thinks the first term should be a two-year commitment to give the members extended time to come up with the structure and goals for the committee. The current suggestion is to have the committee members be appointed for two-years and the Board members be reappointed each year. Schleelein thinks monthly or quarterly meetings would be her preference. This is another approach to see if we can get real results. We will start getting applications and appointments will be made at the organizational meeting. Greenwald wants to create a google form for businesses to apply. The Chamber of Commerce also has members they thought would be a good fit. Hardaway added that all committees have to have training in November for sexual harassment and Comp Alliance safety training.

Yen supports the formation of the committee with the details worked out by the organizational meeting. Once it starts it may have to be adapted. If committee wants to change it would need Trustee approval. Yen wants meeting structure added. Greenwald stated that we will be creating the structure. Greenwald asked if we have anything more than members and a chair for Greenway Committee. Yen stated that Task Force has a charter but Greenway does not. Hardaway stated that in the future we can decide if we need bylaws. Greenwald thinks it is just a matter of functionality. She does not think it will be necessary. There are basic meeting procedures for the Village that can apply to the committee.

French stated if we want to have formal procedures or bylaws we can approve those at the organizational meeting.

Yen supports the formation of the committee given we will get the details worked out before the organizational meeting. Hardaway feels this is a hybrid committee and we need to work details out. We should formalize as many details as possible before the first meeting.

Hardaway stated that we will extract information from the following reference document to sent to potential members:

*Commercial Area Advisory Committee*

*The Village of Lansing Board of Trustees has decided to create a Commercial Area Advisory Committee to facilitate and encourage communication and collaboration between Village officials and commercial business owners and residents. The Committee is not intended nor shall be used to promote or further the private interests of individual*

*businesses. The Committee's mission is to serve and improve the Village within the abilities and resources of the Village government.*

*The committee will evaluate the current commercial conditions in the Village and recommend goals, directions, and enhancements to the Village commercial districts with an emphasis on improving the N. Triphammer Corridor. The inaugural CAAC will be tasked with creating a vision statement for the committee with the goal of creating safe, vibrant, walkable, aesthetically pleasing commercial districts within the Village for the purpose of benefitting the general commercial needs of the Village and the public.*

*The vision statement may include the following goals: (i) fostering open lines of communication between the Village officials and local business owners and non-residential developers; (ii) encouraging a variety of services and amenities including food service and other services in all commercial areas; (iii) supporting economic development that provides high quality employment opportunities with living wages and benefits; (iv) projecting a business friendly image by meeting the service needs of incoming and existing businesses and by ensuring that all zoning changes, permit requirements, and development and improvement guidelines are administered through a consistent, well-coordinated process, and are easy for the public to access and understand; (v) identifying potential cultural events that can enhance the business district; and (vi) supporting economic development that enhances the property tax base.*

*Ideally, the CAAC will be composed of the following members: a chairperson, at least one member of the Board of Trustees, at least one member of the Planning Board, a Chamber of Commerce representative (if available); at least one and up to five Village of Lansing business owners; at least one and up to five Village residents with relevant personal or professional experience. Trustees and Planning Board members serve one year terms and are appointed at the Board of Trustees annual organizational meeting. Resident and business members serve for renewable two-year terms and are appointed at the Board of Trustees annual organizational meeting. Resident and business members interested in serving on the CAAC will be invited to submit a membership application. The inaugural membership will be established by the Board of Trustees. Thereafter, the Board of Trustees will task the CAAC with providing member recommendations for appointment by the Board.*

**Resolution#7231-** To Form the Commercial Area Advisory Committee (CAAC) that Will Start Preliminary Work After the First of the Year With the Goal of Having the First Application Submitted and Evaluated Around the Time of Our Organizational Meeting

Hardaway made a motion to form the CAAC. Yen seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye  
Trustee Pat Gillespie-Aye  
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye  
Trustee Carolyn Greenwald-Aye

Logistics and bylaws will be created. Meeting procedures will be established. Greenwald will work on that.

### **Topics for Joint Meeting**

The following were suggested topics for the next Joint Board Meeting on January 12, 2026:

- Comprehensive Plan Updates by Greenwald
- Greenway Committee Updates by Greenwald
- Commercial Area Advisory Committee CAAC update
- Code updates- Planning Board Mike Baker will give update
- Energy review -Yen
- Battery storage is not being discussed.
- Short Term rentals
- Ask Planning Board how they feel our sidewalk, tree and sign laws are working.

Schleelein brought up that someone at the Planning Board meeting said if you do not build sidewalks to nowhere you will have no sidewalks to anywhere. She feels we need to look to the future. Her big deal is maintenance, and she would like to have a good conversation on this topic.

Mike Baker, Planning Board Chair will email a list of the items the Planning Board would like to discuss. Hardaway stated that if anyone comes up with other topics we can discuss them at the January 5, 2026, meeting. Hardaway will share Baker's suggestions when he receives them.

### **General Discussion**

Ainslie stated that July 15, 2026, is the 50<sup>th</sup> Anniversary Celebration for Bolton Point. She is on the committee. All board members and staff are invited to this celebration.

Ainslie continues to be disappointed with Youth Services. Programs are going by the wayside. The county legislature did give them a 3% increase. People are retiring and leaving. The real need is for youth one on one support. Parents don't necessarily know what their children are doing. The legislature supports them. The status of the Learning Web is up in the air.

Yen stated that the Core Advisory Group met to work on goals for 2026. Special attention is being given to those with disabilities. The spoils policy is in draft form but not finalized. Water Resource Council met today, and research was presented by someone from the Army Corp of Engineers. Environmental Management Council meeting today was to make appointments, elections, review strategic plan and continue the structure for the 2026 working groups. NYSDEC is having two public hearings on Jan 9<sup>th</sup> for biosolids and Jan 12<sup>th</sup> for Cayuga Operating Company public comments.

Gillespie stated that the draft vehicle use policy went to French on Friday.

Greenwald thinks there is some work that needs to be done for the CAAC. She will work on the structure for those meetings and draft a form for applications. The Comprehensive Plan Committee meets on Wednesday. Once the draft is completed it will be shared with all the boards and then there will be a public hearing.

Hardaway wished everyone a happy holiday season.

**Adjournment**

Motion – To Adjourn

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

Mayor Ronny Hardaway-Aye  
Trustee Pat Gillespie-Aye  
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye  
Trustee Carolyn Greenwald-Aye

The meeting was adjourned at 8:20pm.

Jodi Dake, Clerk/Treasurer