

Village of Lansing

MINUTES of a meeting of the Board of Trustees of the Village of Lansing held on Thursday, April 16, 2026, at the Village of Lansing 2405 N. Triphammer Road.

PRESENT: Mayor Ronny Hardaway; Trustees Susan Ainslie, Pat Gillespie, Carolyn Greenwald Kathleen Yen; Clerk/Treasurer, Jodi Dake; Code & Zoning Officer, Mike Scott; Supt. of Public Works, John Courtney.

Zoom: none

Mayor Hardaway called the Board of Trustees meeting to order at 12:00pm.

Courtney stated that they are trying to get punch list for year. Culverts on Cayuga Hills are a little more difficult than they thought so it is taking longer. Dondi & Courtney made changes with drainage down there. The bottoms are rotted out of all culverts there.

The hydrant in front of the fire station hydrant has been relocated so that the sidewalk can be extended. Crack sealing, that we contracted out, has been completed. Street sweeping by C&S Sweeping will be done soon.

Courtney stated that we are trying to get the sanitary sewer project out to bid. Having trouble accessing the sewer because we don't have a permanent easement. The sewer runs down the railroad corridor by Cayuga Heights Road. Since the sewer was built in the 1960's, a lot of development has happened, changing the access to that area. There are two suspension bridges that support the sewer that crosses the big gorges. Courtney took Hardaway down to see the area yesterday. Courtney reached out to Cornell to get a temporary license agreement to provide access for the contractor. We want to wait until we have defined access before the project goes out to bid. There is a delay because of this.

Courtney has not received a landscape plan from Dave Fernandez yet. Courtney spoke with Hardaway and Greenwald and explained that since the trees are already blossoming this now will be a fall project. We were planning on doing the tree planting in this year's budget. Once the Greenway Committee decide on tree we can encumber the money with a contract of some sort. Greenwald stated that we have secured a \$4,000 grant so she would like to see \$8,000 of trees go in before the October 31, 2026, deadline. Fall is also a reasonable time to plant. Courtney does not see an issue with getting them in in mid to late September. Calvary pears should come off our recommended tree list since they are an invasive species.

Hardaway asked how long the license agreement with Cornell will take. Courtney stated that they have a boilerplate agreement so it shouldn't take long.

Greenwald stated that there was flooding in some basements on Bellwood. There was concern from some of the residents that it was caused by the work that was done by the Village on the path. Scott and Courtney went out and evaluated the site and responded to the residents. The residents asked Greenwald to publicly thank Courtney and Scott for their detailed and thoughtful attention

to the issue. Scott stated that it looks like a footer drain problem. Courtney plans to look for as-built information to share with the Belwood residents.

Courtney stated that the plan is to clear the Blackchin retention pond by May 31st. The brush and trees will be cleared at that same time.

Hardaway asked if we had heard any more on the sidewalk grant. Greenwald stated that we need to keep an eye on the portal in late April or early May since Michelle will be on vacation at that time. Greenwald thinks this is the time frame where we will be receiving the contract. Greenwald will forward the exact dates of her vacation to Hardaway. Courtney stated that he has an exhibit for Security Mutual for outside of right of way. We need a letter of permission and all outside easements before the project goes out to bid.

Scott stated that the 1203 Report was turned in and DOS asked why we are doing more fire inspections. Scott reminded them that when they changed the 1203 rules & regulations in 2024, they made it so any building with assembly had to be inspected, not just the assembly area. One example is the mall. It has one assembly area but instead of doing just the assembly area you have to do all the mall stores every year instead of every three years. With that explanation they told us we were all clear. A simple change makes a lot more work.

The MS4 Report just got sent in. Scott needs to focus his attention on the stormwater maintenance program. Courtney is getting information on how DPW works, which is part of the report. It will end up being a 40 to 50-page report. It will be a living document. We have five years to get this completed; we are in year two. Scott should have a draft for the Trustees to review in a couple of months.

A couple of weeks ago Scott & Hardaway met with a potential BESS project. One is on Arrowwood Dr. and the other is at Dairy One. Dairy One is for private use. Scott stated that they plan to present to the Planning Board sometime in May. Hardaway would like two Trustees to volunteer to attend in person and everyone else can watch the video. Scott would like the Trustees to submit any questions they may have. This is for Planning Board to get information to put together a zoning law on BESS, similar to the solar law. Scott will let the Trustees know what meeting she will be attending.

Scott explained that Proposed Local Law D (2026) was to rezone an existing portion of the High-Density Residential District (HDR) located on Warren Road to the Business & Technology District (B&T). This will be on the agenda for Monday night. This involves two parcels that Dairy One is located on. Scott created a list of uses gained and lost by rezoning HDR to B&T. Greenwald wondered how it got approved as HDR in the first place. Scott wondered the same thing and apparently it was classified as offices. What they actually do there will then be allowed with this change. It makes a lot of sense.

Scott reminded everyone that the next Planning Board meeting will be Schleelein's last meeting. She will definitely be missed.

Greenwald asked if they have anyone to consider as an alternate. Scott stated that the natural selection would be to move Soledad Almeida who is the current alternate to replace Schleelein. There were several people that the Planning Board previously interviewed for the alternate position that can be considered. They are also putting the word out for any other interested candidates. They should have a recommendation for the alternate position before the May 4th organizational meeting.

Greenwald stated that Schleelein is among the candidate for the Commercial Area Advisory Committee (CAAC) as a resident. The CAAC application period ends April 30th. We have sufficient applications already and we will need to make some choices. There are three strong residents that have applied. The Trustees will have to decide which of the business applicants we will put on the committee. Greenwald will put all the applications in PDF form and distribute to the Trustees. Greenwald thanked Scott and Lorraine Capogrossi for referring business owners. The personal referral was very helpful in getting businesses to apply.

Hardaway asked if Scott had heard any more from Chipotle. Chipotle has given the developer a little more time, so he is no longer rushing. They will be doing demolition of the current building any day now.

Gillespie asked if Adelita's is still having supply chain issues. Scott has not heard from Adelita's. Scott has not heard from Tompkins County as to whether they passed their health inspection.

Dake stated that Aaron Zufall came on Tuesday afternoon because we have been having issues with our camera. The problem seems to be with the computer. The camera worked on two other computers, so he suggested that we purchase another computer to use with the system. Dake has purchased the new computer, and Hardaway will set that up.

Dake stated that we will be changing office cleaning companies. After receiving a second quote we will be switching to Comfort Zone for our weekly office cleaning. They will start May 21st. Hardaway asked why we were changing. Dake stated that we are following the procurement process and this service is cheaper. A 30-day cancelation notice has already been sent to Castle Services.

Dake provided the trustees with a list of typical work activities for the Deputy Clerk/Treasurer and a new hire training list for the Trustees to review.

Online credit card payment process has been started with Williamson Law Book (WLB). The bank validation is done. Next WLB will build the site. Then once we are ready to go, Mike from WLB will train Dake.

Water/sewer bills went out April 1st. Water Account N6903 is requesting that we waive her late fee. She sets up payments at her bank to go on the due date, but the bank did not print the check until the next day. Since most times when I get checks from the bank there is no postmark, I go with the check date. In this case it was the 21st. She did not realize that her bank did this and in the future, she will have the bill paid a few days before the due date. She is asking for a one-time waive of water penalties in the amount of \$19.56.

Resolution #7261-To Waive the Water Late Fees as a One Time Courtesy in the Amount of \$19.56 for Account N6903

Trustee Yen moved this resolution. 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

Account M1635 has also requested that we waive their late fee from January 2026. She stated that she works remotely and it was due to a delivery error. This is not their first time being late. They were also late January 2025 and July 2023. January 2026 water penalty were \$1,344.66 and Sewer penalty \$1,311.75 totaling \$2,656.41. Hardaway asked who it was. Dake stated that we usually don't give that information because we do not want discrimination based on the name. We want to look at the circumstances. It is a business. Accounts beginning with N are residents and those starting with M are businesses. However, Bolton Point adjusted their water consumption back in November and they should at least be refunded the penalty on that amount. (Water penalty \$182.23 and Sewer Penalty \$177.77=\$360) Greg Weatherby from Bolton Point sent an email explaining the situation. If a customer is late one time, we usually waive it but they have been late a couple of times. The Board decided to only waive the penalty from the miscalculation since it was beyond their control.

Resolution #7262-To Waive the Water Late Fees as a One Time Courtesy in the Amount of \$360.00 for Account M1635

Trustee Yen moved this resolution. 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

The Budget was passed at the last meeting and copies of the adopted budget were placed in everyone's folders. The adopted budget has also been filed with New York State.

The May 4th meeting will be our Organizational Meeting, so we need to start reviewing policies that need annual approval. Copies of these policies were emailed to the Trustees today. This can be a topic of discussion for our Monday meeting.

Dake asked Courtney where we are with lowering sewer connection fee? Courtney does not have anything prepared yet. Dake does not want this to fall through the cracks.

Dake asked if anyone had any questions on the vouchers. Greenwald asked about the reimbursement to Hardaway for the payment to duplicator for backup software for our website.

Hardaway stated that it automatically got added to his credit card. This will be converted to a village credit card for next year. Hardaway does not want to move it to another credit card right now in case we decide to move our website to another management company since they may want to do things differently. Hardaway stated that this one just got missed.

Resolution #7263- Abstract of Audited Vouchers

Be it RESOLVED, that Abstract of Audited Vouchers No. 11 for the General Fund, in the amount of \$77,732.01 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 11 for the Sewer Fund, in the amount of \$247,096.73 is hereby approved for payment, and

Be it RESOLVED, that Abstract of Audited Vouchers No. 11 for the Water Fund, in the amount of \$214,862.88 is hereby approved for payment.

Trustee Ainslie moved that the foregoing Abstract of Audited Vouchers resolutions be adopted, and Trustee Gillespie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye
Trustee Susan Ainslie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Ainslie had nothing to report.

Gillespie stated that he attended the Joint Youth Commission (JYC) meeting Tuesday. They are still looking for volunteers. There was also a presentation by Rural Youth Services which was very interesting.

Gillespie stated that the Tompkins County Sheriff has been parked up by Ivar Way a few times in the last week. He has seen them pull over three cars in a 15-minute span in the morning. Hardaway stated that this was a request we made a few months ago. Hardaway was glad to see that they are following through on our request. Courtney stated that it is hand free week, so they are out in full force.

Gillespie stated that the gentleman that is working on the logo has sent him a drawing that includes features of the Town of Lansing. Gillespie reminded him that we are not the town we are the Village of Lansing. Hardaway said that it is hard to find a landmark within the village that identifies us specifically. Greenwald feels that the office building is our landmark. Gillespie will use Chat GPT and Photoshop to see what he comes up with.

Greenwald, Yen, Schleelein and Capogrossi met yesterday to draft a proposal for the Cornell Design Connect application. Greenwald is not sure that the program offerings are exactly what the Village needs to produce updated design guidelines. She thinks we may want to look into hiring a professional to create Commercial High Traffic Design Guidelines for the Village. She thinks we should wait until we see if we get this then incorporate the student elements. Trowbridge did the

original guidelines Commercial Low Traffic Guidelines in 2001. The area is now rezoned commercial high traffic. Greenwald loves some of the ideas but it needs refreshed. We are asking the student designers to create a map overlay which would be very beneficial to have. Greenwald will submit the application on Tuesday. Yen asked if we needed a resolution to submit the application. No resolution was needed. The Trustees all agreed that Greenwald should submit the application. Yen stated that if we are accepted, there will be a \$600 fee.

Courtney stated that he needed to leave. He just heard from Kristin and there is already a perpetual easement in place. It was signed in 2001, but the only thing is they cannot find the exhibit of where the actual trail is for Cornell Lake Source Cooling. Courtney just contacted TG Miller to see if they may have a copy. Courtney left the meeting.

Greenwald asked if we should have an executive session on Monday to do the preliminary Commercial Area Advisory Committee (CAAC) screening. Hardaway thought that was a good idea and asked everyone to look over the information before the Monday night meeting so we could keep the executive session short. Greenwald will send the information to the Trustees and Clerk/Treasurer. There are ten applicants, 3 residential and 7 businesses. Hardaway asked how many would be on the committee. The following was an excerpt from a previous meeting that was emailed to the Trustees after the meeting answering this question:

The CAAC shall consist of the following members:

- *At least one member of the Village of Lansing Board of Trustees;*
- *At least one member of the Village Planning Board;*
- *One Chamber of Commerce representative, if available;*
- *At least one (1) and up to five (5) Village of Lansing business owners; and*
- *At least one (1) and up to five (5) Village of Lansing residents with relevant personal or professional experience.*
- *A Chair shall be appointed by the Mayor from among these members in consultation with the Village Board of Trustees.*

Hardaway would also like to see a BZA member on the CAAC. Leopold would be the best candidate. Greenwald will ask her if she is interested.

Yen reported the Town of Lansing (TOL) Board meeting was last night. They had a special meeting to go over the town planning fee schedule updates. There was also a resolution for Scoops permissive referendum for license agreement. They are accepting comments until April 17th. There was a presentation of the Lansing Central School Budget to the TOL. Benefits and utility increases were the main concerns. There was a proposed organizational change for Public Works Department staffing. Summer recreation books are out. Mike Sigler reported on the FLOCK contract being canceled and the shelter progress. TOL approved a consent agenda and then had a work session.

Yen stated that Earth Day is this weekend. Hardaway will put the flyer up on our website.

Greenwald stated that the Rotary highway clean-up is this Saturday.

Yen stated that if anyone wants to send comments to the NYSDEC regarding the inlet dredging they can. The proposed start date for dredging the canal is April 2026 and ends October 2027. It has been halted in the past.

Hardaway stated that he is working on the emergency preparedness plan. He is going through the Tompkins County Comprehensive Emergency Management Plan and trying to get our role titles and responsibilities aligned with their terminology. Yen wants to meet with each person to go over the components of the addendum. The goal is to have it submitted by the end of 2026. The Comprehensive Emergency Management Plan has a lot of components that we are supposed to fill. Hardaway's concern is that some of those components are not our responsibility. We might just say that we refer to the County Policy. Hardaway does not want to burden ourselves with a lot of overhead. Hardaway stated that the Trustees should plan to set up a one-on-one meeting with Yen.

Dake gave Hardaway some revisions to the Fund Balance Policy and Hardaway will incorporate those and get it out to the Trustees so it can be discussed on Monday.

Hardaway has completed the final ARPA report. We spent the money in 2023, but we were still required to report for five years. This year there was an option to go ahead and close the project, so it was closed.

Hardaway has asked Ainslie and Gillespie to work with Dake to get a job description for our external human resource service request for proposal. Hardaway received a couple of names from Ruby yesterday of individuals that do this type of work. We are looking for a part-time service and if possible, an on-call service. We need to decide what services we want. Dake asked how she could help if she doesn't even know what the Trustees are looking for. Hardaway has a list of human resource duties that are typically provided. Ainslie asked to have those sent to the Trustees. He will also send the names of the two potential contacts that were provided to Hardaway by Ruby. Greenwald stated that her husband used this type of service so she will ask him for names. We have a small staff, so our needs are not as great as a large city or county.

Motion- To Adjourn

Trustee Ainslie moved for adjournment. Trustee Gillespie seconded the motion. A vote was taken:

Mayor Ronny Hardaway-Aye
Trustee Pat Gillespie-Aye
Trustee Susan Ainslie-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

The meeting adjourned at 1:20pm.

Jodi Dake, Clerk/Treasurer