

Village of Lansing

MINUTES of the Board of Trustees Meeting held on Monday, April 20, 2026, in person at 2405 N. Triphammer Rd. and via Zoom Videoconferencing/Teleconferencing.

PRESENT: Mayor Ronny Hardaway; Trustees, Susan Ainslie, Pat Gillespie, Carolyn Greenwald, Kathleen Yen; Clerk/Treasurer Jodi Dake; Public-0

Zoom: Jim McCauley, Planning Board member

Hardaway called the Board of Trustees meeting to order at 7:31pm. 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 Pat Gillespie-Aye  
Trustee Carolyn Greenwald-Aye

Trustee Susan Ainslie-Aye  
Trustee Kathleen Yen-Aye

**Approve Minutes**

The next item on the agenda was to approve the draft minutes from April 6, 2026. Greenwald was not present

Motion - To Approve the Minutes of April 6, 2026

Mayor 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-Abstain

**Proposed Local Law D (2026)**

*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.*

Hardaway asked if everyone had a chance to look at the proposed local law. Yen wanted to make sure that there was no problem with the Chart of Uses and that there was no potential for this being spot zoning. Greenwald stated that the purpose for the changes is that these properties are in line with the BT District. What is on the properties right now is not residential. This law would be extending the zone so that the current business that is there would be in compliance. Greenwald stated that they are in alignment with what the actual use is. There are no changes to the uses with this. Hardaway stated that they are trying to make it contiguous with the BT District that is just north. He does not feel it is spot zoning at all.

Motion - To Set a 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 for May 4, 2026 at 7:35pm

Mayor Hardaway moved to set a public hearing. Trustee 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

### **Policy Review**

Hardaway asked if everyone had a chance to review the policies that Dake emailed to them.

### **Capital Assets Policy**

Gillespie asked who sets the value. Dake explained that the value is set by whatever the asset costs. In the budget this would be your .1 accounting codes. Each year this information gets sent to our accountants and they figure the depreciation using a depreciation schedule.

Greenwald asked if anyone had recently attended a session on Capital Assets. Ainslie had a few years ago. Dake has and doesn't have any suggested changes.

Hardaway stated that this one is ready for approval at the organizational meeting.

### **Chapter 34 Procurement Policy**

Yen stated that the only question she had was on Section 220-i which we already asked Attorney French about incorporating the update. At that time, French had checked with NYCOM and she felt it was already covered.

Dake stated that Sect 34-2.A needs to have the dollar amounts updated. After some discussion the Trustees decided to increase the amount for two verbal quotes to \$2,000-\$4,999.99 for both Purchase and public work contracts. Greenwald also wanted to have email as an option to add to the 3 written/fax quotations.

Greenwald wanted some professional services added to 34-5 A.(3) such as arborist, tree removal, grant oversight services, landscape design and human resource services. Dake will ask Attorney French what her thoughts are on this.

Dake stated that in 34-5 D. we will need to change the first sentence to read “Goods or services under two-thousand dollars (\$2,000.00).” to match the change we made in 34-2.A.

Dake stated that another question that has come up was about documentation. (Section 34-3) The Trustees wanted as much documentation as possible. Greenwald stated that one might think this needs to be written but they would like to add that it is just on the record, meaning mentioned at the meeting or on the voucher. Dake stated that we have been more diligent about noting it on the voucher. Hardaway wants as much documentation as possible. He thinks that is important. Dake likes the idea of having the documentation in the minutes because then that is a permanent record. Noting on the vouchers will only be around until the vouchers are destroyed. When we go through the vouchers at our meetings we can make the comments, so they are in the permanent minute records. The Trustees would like to continue to also write it on each voucher.

Hardaway stated that he found small grammatical changes which he will forward to Dake. With these changes the Procurement Policy will be ready for approval at the organizational meeting.

### **Chapter 20 Investment Policy**

As part of the Investment Policy, it says that the treasurer shall establish written procedures for the operation of the investment program. Dake shared the written procedures with the Trustees.

The Trustees wanted LML written out as Local Finance Law under 20-10A.(6).

After some discussion about banks in the area, the Trustees decided to replace First Niagara Bank with M&T Bank under 20-7 Designation and depositories. Dake stated that in the future if we wanted to use a different bank, we could always pass a resolution to add it to the Investment Policy. Any bank we use must be FDIC approved and be collateralized.

Hardaway asked if it states that we prefer local banks. Greenwald stated that we are going to choose a bank based on the interest rate, not location. Yen stated that we have broad objectives and we should just stick to that.

Dake stated that she will make the proposed changes to the policies and give them to the Trustees for the Organizational Meeting.

### **Workplace Violence**

Dake stated that this is part of the employee manual so when there is a new hire they have to sign off that they have received this policy. Then there is annual training that is required.

In reference to the incident report, it says it is made but it does not really say what would happen to the reports. She wondered if we should specify what happens next. Dake stated that they would be kept in each person’s employee file. We have never had any reports. Dake stated that we may want to have a file for all incident reports so that we would not have to go through each individual

employee file to see where the reports are. Dake suggested that an incident file be created and kept with the employee files. Greenwald suggested that we add the following sentence to the policy:

“Incident report folder will be kept with the employee folders in a secure file.”

Hardaway stated that another thing we may need to consider is if we have an outside Human Resource (HR) Service, they may have a recommendation for how we treat it and we will have to negotiate with them. Dake wondered why we want an HR person to do this. If that was the case, we would also have to change the designated contact person. Hardaway stated that he means storage of records. Dake pointed out that she is the records retention officer and these records need to stay with the Village. An HR service could have a copy. Ainslie agreed that it needs to be kept with the secure employee files.

Hardaway recommended that we put a copy of the blank incident report on our website because an employee may not want to go to someone else to get a copy because it breaks their confidentiality. Greenwald suggest leaving them in a folder in the mail area. Dake also stated that the form can be emailed to all the employees, so they have it for their records.

Hardaway stated that the last policy to review was the Emergency Preparedness Plan. It is way out of date, that is why he has been working on a new version of that plan. He had previously sent it but is going through it again and referring to the County’s Emergency Management Plan Template to see if roles and communication lines have to be described differently or renamed to be in line with the county’s document. This is the document we have to refer to at a higher level. It will be good to have everything aligned so that is Hardaway’s next step. An Emergency Preparedness Plan will be forthcoming.

Greenwald stated that she assumes the first step of mobilization will be to reach out to the public using SIREN. This would be a good way to reach a lot of people. Hardaway thinks our first step should be to contact the Department of Emergency Response and ask them to word the SIREN notification. Dake stated that when she creates a SIREN message there are two options, either to go out as a general message or an emergency message. Hardaway did not realize there are two message choices. Dake stated that the messages actually go through the Department of Emergency Response before it goes out. Yen stated that there are three different levels which are all laid out in the Tompkins County Plan. First responders are the ones responsible until a higher authority gets there.

Hardaway will not have this plan updated before the May 4<sup>th</sup> meeting. We cannot follow our current plan because a lot of the departments at the State and National levels have been changed. Hardaway will be adding contact information. The Department of Emergency Response will also get a copy of our plan to review and make recommendations. Hardaway will call Jeff Dunn to let him know it is coming.

Greenwald asked about the Fund Balance Policy. That policy is not required, just suggested. Greenwald stated that we still need to decide on the parameters and which methodology we want to use. This could be a percentage, dollar amount or number of months. Dake thinks a percentage makes the most sense. Greenwald likes a percentage better than a fixed amount. She also likes the

flexibility of being able to fund projects without incurring debt. This has been fundamental to our Village and would like our fund balance policy to reflect that. Hardaway agreed. We have had a really good model for working with and we want to be sure we have enough money to do everything we want to do.

### **General Discussion**

Greenway stated that the Greenway Committee met this morning at Hartill Park to determine where to put trees. Greenwald would like the Village to go ahead with ordering and placing the memorial shade trees. Greenwald will reach out to the Town of Lansing to see where they get their stone markers/plaques. The plan is to get red oaks for Don Hartill and David Dubow and a white oak for Anne Furry. Yen stated that there is a rough sketch of the layout for the bike rack, benches and trees.

Greenwald would like to see us moving forward with the Klepack trail easements. She thinks that will be a wonderful enhancement for the park. Courtney is working on those easements.

Yen stated that the EMC Annual Report is on their website. On Thursday May 14<sup>th</sup> from 4-6 at the Borg Warner room at the library there will be a presentation for taskforce, greenway, anything that is conservation related. Water Resource Council is doing TMDL training April 29<sup>th</sup> at 5:30pm. It is free but you do have to register for it. At today's meeting there was a presentation on forever chemicals.

The Cayuga Inlet Flood Risk Reduction Restoration project deadline for public comments was extended to May 16<sup>th</sup>.

Climate Smart Communities Task Force will be canceling their April meeting.

The canal resolution was also approved today at the Water Resource Council meeting. They will submit it to the County PEAK Committee. Then it will go to the legislature.

Ainslie had nothing to report.

Greenwald would like a brief executive session to discuss personnel.

Hardaway stated that the elections are April 28<sup>th</sup> from 12-9pm in the Village Community Room.

### **Executive Session**

Motion – To Go Into Executive Session According to NYS Open Meeting Law Section 105, Paragraph 1, Subparagraph F, Regarding Matters Leading to the Appointment of a Particular Person or Persons

Trustee Ainslie motioned to go into executive session. 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

Trustee Kathleen Yen-Aye

Dake & McCauley left the meeting.

The Trustees went into executive session at 8:28pm.

Motion – To Come Out of Executive Session

Trustee Yen motioned to come out of executive session. 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 Trustees came out of executive session at 8:48pm.

### **Adjournment**

Motion – To Adjourn

Mayor Hardaway motioned to adjourn. 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 meeting was adjourned at 8:48pm.

Jodi Dake, Clerk/Treasurer