

Village of Lansing

MINUTES of the Board of Trustees Meeting held on Monday, May 18, 2026, in person at 2405 N. Triphammer Road and via Zoom Videoconferencing/Teleconferencing.

PRESENT: Mayor Ronny Hardaway; Trustees, Susan Ainslie, Patrick Gillespie, Carolyn Greenwald, Kathleen Yen; Clerk/Treasurer Jodi Dake; Attorney Natalie French; Public-James Monroe, Dairy One

Zoom: Soledad Almeida, Planning Board member

Hardaway called the Board of Trustees meeting to order at 7:31pm. Hardaway opened the public comment period. Soledad Almeida stated that she is the Planning Board representative.

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 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 May 4 & 11, 2026.

Motion - To Approve the Minutes of May 4th & 11th, 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-Abstain
Trustee Kathleen Yen-Aye

Trustee Susan Ainslie-Aye
Trustee Carolyn Greenwald-Aye

Proposed Local Law D (2026)

On May 4, 2026, the Board of Trustees held a public hearing on 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. Code Officer Scott had requested a GML-239 review by Tompkins County, and they had not yet responded. On May 8, 2026, we received a letter acknowledging our referral of the proposed action. Tompkins County Department of Planning and Sustainability pursuant to §239 - l, -m and -n of the New York State General Municipal Law reviewed the proposed law and determined the proposed action will have no significant county-wide or inter-community impact.

Resolution #7304- To Adopt 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 as Local Law 4 (2026)

WHEREAS:

- A. 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 April 16 and April 20, 2026, the Village of Lansing Board of Trustees preliminarily discussed the purposes and intent of Proposed Local Law, and thereupon scheduled a public hearing for May 4, 2026; and
- C. 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"), Part I, 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, Part II; and (v) made a negative determination of environmental significance (“Negative Declaration”) in accordance with SEQR for the above referenced proposed action and determined that an Environmental Impact Statement would not be required; and
- D. On May 4, 2026 and May 14, 2026, the Village of Lansing Board of Trustees held the public hearing regarding this proposed action, and thereafter discussed and reviewed (i) Proposed Local Law, (ii) all other information and materials rightfully before the Board, and (iii) all issues raised during the public hearing and/or otherwise raised in the course of the Board's deliberations; and
- E. On May 14, 2026, the Village of Lansing Board of Trustees reviewed the GML-239 response from Tompkins County Department of Planning and Sustainability dated May 8, 2026 finding that the proposed action will have no significant county-wide or inter-community impact; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Village of Lansing Board of Trustees hereby adopts the attached Proposed Local Law D (2026) to be designated Local Law 4 (2026).

The vote on the foregoing motion was as follows:

Mayor Hardaway moved to adopt Local Law 4 (2026). 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

Greenwald asked if we use BT or BT in the Code. French explained that we do not include the “D” for District in the other abbreviations so BT would be appropriate. When we update the Code we should make sure that is consistent.

Yen asked if there was any possible perception of spot zoning. French explained that the current use is actually out of place for this area and is more suited for the Business & Technology District. We are correcting what is a perceived error in the zoning. There is no potential for spot zoning.

LOCAL LAW 4 (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.

Be it enacted by the Board of Trustees of the Village of Lansing as follows:

SECTION I. PURPOSE AND INTENT.

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.

SECTION II. AMENDMENT.

The Village of Lansing Zoning Law and Zoning Map are hereby amended to re-zone a portion of the High-Density Residential District, being Village Tax Map Parcels 46.1-1-4.3 and 46.1-1-4.2 into the Business and Technology District

SECTION III. SUPERSEDING EFFECT.

All local laws, resolutions, rules, regulations and other enactments of the Village of Lansing in conflict with the provisions of this local law are hereby superseded to the extent necessary to give this local law full force and effect.

SECTION IV. VALIDITY.

The invalidity of any provision of this local law shall not affect the validity of any other provision of this local law that can be given effect without such invalid provision.

SECTION V. EFFECTIVE DATE.

This Local Law shall be effective ten (10) days after publication and posting as required by law, except that it shall be effective from the date of service as against a person served with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the Minutes of the Village Board of Trustees.

Tax Warrant Approval

Hardaway stated that each year we authorize the Clerk/Treasurer to collect taxes. Dake stated that this year there is a very large amount of delinquent water and sewer. It is mainly due to one commercial account.

Resolution #7305- To Approve the Following Warrant to Collect Taxes

WARRANT TO TREASURER TO COLLECT TAXES

To: Jodi L. Dake
Treasurer of the Village of Lansing

YOU ARE HEREBY COMMANDED to receive and collect from the several names in the assessment roll, hereunto annexed, the several sums named in the last column thereof opposite their respective names, altogether a total of \$1,283,290.58, for the following purposes:

For the General Fund	1,038,052.73
For Delinquent Water Rents	130,104.04
For Delinquent Sewer Rents	115,133.81
For V Lansing 520 (Prior year move tax)	0

YOU ARE HEREBY COMMANDED to receive as much thereof as may voluntarily be paid to you from June first to and including July first of this year, without additional charge, and after expiration of the time mentioned to proceed forthwith to collect the residue of the sums not so paid in as aforesaid, with five per centum charge for the first month and an additional one per centum charge for each month and fraction thereof

thereafter, and you are to file the tax roll and warrant in your office on or before the 15th day of November 2026, at which time the taxes will be returned to the County tax roll.

Mayor Hardaway moved to approve 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

Hardaway signed the warrant.

Dake stated that she went to the new Tompkins County Assessment Offices on Dutch Mill Road and the offices are very spacious and they have their own parking, so you don't have an issue with parking like you did when you went to their old office in the City of Ithaca. They bought the fully furnished building for \$90/square foot. Tompkins County wants to move them back downtown once the new center of government building is built but that will cost about nine times more than the current offices. Hardaway stated that this has been a long discussion, and nothing has been decided yet. Greenwald stated that they want accessible from downtown. Since much of the Assessment Departments work is online, it would be a good place to save money.

Relinquishment

Kaileigh Johnson had reached out to John Courtney regarding the sanitary sewer easement listed on the development survey for Lot 2 on Blackchin Blvd. It was determined there is now a sewer main running along East Shore Drive, and that there would be no reason to retain the easement on the survey map. French has prepared a resolution to remove it.

French stated that it passes between four building lots. It is the top corner of the subdivision. French stated that Courtney stated that it abuts to the Town of Lansing so we would not need a connection there.

Yen asked if there is any potential for adding sewer. French stated that Courtney reviewed it and there are no plans to do that. There has never been an easement given, only proposals. There has never actually been a dedicated to the Village.

Resolution #7306- To Resolution to Abandon Proposed Sewer Easement

WHEREAS, a final and approved subdivision map labeled "Bolton Estate Subdivision, Edward Y. Crossmore, Village of Lansing, Tompkins County, New York", dated March 18, 2008 and approved by the Village of Lansing Planning Board on October 30, 2007, and signed by the Chairperson of the Village of Lansing Planning Board on March 27, 2008, was recorded in the Tompkins County Clerk's Office on March 27, 2008 as Instrument Number 523633-010, hereinafter being referred to as the "Subdivision Map"; and

WHEREAS, said Subdivision Map depicts a “proposed 20’ wide easement to the Village of Lansing for future sanitary sewer trunk main” on Lot 2 of the Bolton Estate subdivision; and

WHEREAS, upon inspection of Village records, there was never formal dedication and acceptance of said easement by the Village and there was no easement agreement entered into for the proposed easement; and

WHEREAS, the Village desires to abandon any right, title and interest it may have in that portion of public utility easement interests designated as “proposed 20’ wide easement to the Village of Lansing for future sanitary sewer trunk main” on Lot 2 of the Bolton Estate Subdivision, hereinafter being referred to the “Abandoned Sewer Easement”; and

WHEREAS, the Village has no current or anticipated future need for the Abandoned Sewer Easement, and it has no market value; and

WHEREAS, the Village Board of Trustees and the Village Department of Public Works consider it advisable to abandon the Abandoned Sewer Easement; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees as follows:

1. The Village of Lansing Board of Trustees hereby abandons and relinquishes the Abandoned Sewer Easement as shown as “proposed 20’ wide easement to the Village of Lansing for future sanitary sewer trunk main” on Lot 2 of the Bolton Estate Subdivision on the above referenced Subdivision Map.
2. That a copy of this resolution be recorded in the Tompkins County Clerk’s Office, being indexed to said Subdivision Map.
3. The Mayor is hereby authorized to make, execute, and deliver to the owners of Lot 2 an instrument, in a form suitable for recording, releasing whatever interest the Village might have in said Abandoned Sewer Easement.

Mayor Hardaway motioned 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

As a point of order, Greenwald asked why you would move a resolution and then discuss it. It should be discussed before it is moved. Dake stated that you would normally discuss a resolution, make changes and then move it. Hardaway stated that he has watched hundreds of Tompkins County meetings and he is going by what they do. Greenwald stated that we should discuss a resolution and make changes before we put it forward to a vote. Dake stated that for the minutes

the discussion is listed and then the resolution. She does not add discussion to the middle of a resolution.

Joint Meeting

Since Mayor Hardaway will not be here on June 1st, the Trustees decided to change the joint meeting to June 15, 2026, at 7:30pm.

Resolution #7307- To Reschedule the Joint Meeting Between the Board of Trustees and the Planning Board for June 15, 2026, at 7:30pm

Mayor Hardaway motioned to reschedule the joint meeting. 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

Hardaway asked for topic suggestions for the joint meeting.

Greenwald would like to see the Boards do some brainstorming about community outreach. The YMCA has many events each year and she wondered if we should be attending these events. The Shannon Park pollinator garden could be a chance for community outreach. Should we have social meeting outreach or more formalize planning? Should we be present at events? Dake stated that for outreach we currently have newsletters, Siren alerts and email groups. Dake asked if they wanted to do the newsletter more often. Greenwald wondered if we should be doing other things to get the community involved.

Ainslie suggested a quick summary of what the Greenway Committee is doing be given at the joint meeting. Greenwald stated that the Greenway Committee will be working on updating the Greenway Plan for the next 10 months. Yen stated that there were a lot of good ideas expressed from the student projects that can be incorporated into all aspects of the Village. There were short term, mid-term and long-term ideas. Greenwald hopes these ideas will be in the updated Greenway Plan. The video of the student presentation is on the Village's YouTube page. Yen suggested incorporating sustainability, nature education, different uses for the parks and aesthetic themes.

Yen suggested the following topics for the joint meeting:

- how to better address communication
- public information education
- zoning code updates
- energy systems
- proactive incentives for housing
- addressing vacancies and commercial maintenance
- Village of Lansing Comprehensive Emergency Management Plan

Dake stated that we need to prioritize the topics since we only have two hours. Ainslie suggested that people actually go to the website before the meeting and read the minutes, so they know what is going on in the Village.

It was suggested that we start with Code updates.

Hardaway stated that we need to kickstart the BESS discussion. He and Scott attended a presentation today. Scott is working on the first pass using a model law for BESS. Hardaway stated that New York State has a law so there is no need to repeat what the State Law says. We have a BESS project that has been planned and will be submitted in the future to the Planning Board. Hardaway thinks we are fairly protected just by State law. French stated that the model law has been around for quite some time. Hardaway stated that the newest version of the model law was released in 2025.

Hardaway also thinks a discussion about the Shops at Ithaca Mall may also be a good topic to discuss between the two boards.

French stated that the Planning Board is also working on a list of items to discuss.

Deputy Clerk/Treasurer Job Description

The Trustees were previously given a job description that was reviewed by Tompkins County that included quite a few notes from Heather Buck. Since this job description would be used by many villages, it is important that the final version is generic and could be used for all. After the Trustees review, it will also get sent to the Villages of Dryden and Trumansburg for their review. Once we have a final job description, the County will have to petition the state and have them assign the Exempt class status for all villages (it is currently only approved exempt for the Village of Dryden).

Hardaway asked if we wanted to add anything to our Village description.

Dake pointed out that the county job description says, “suggested minimum”. We need to get our suggestions back to the County so they can submit it for approval by the State. This will be an exempt position which means we can hire whomever we want. Ainslie suggested keeping it as simple as possible. Dake had previously given out a list of duties the position would entail. Dake handed out another copy of the duties which would be for internal use. Tompkins County has a Human Resource Department that we are under. They take care of a lot of the State requirements. After we post the position on the county website and chose the applicants that we want to interview, we will send them this Village list which is more detailed and ask if they are still interested in being interviewed.

Ainslie asked Dake to explain what an exempt position is. Dake stated that it is not protected by civil service. The Clerk/Treasurer position is an appointed position every two years. All other positions currently in the Village are nonexempt.

Dake stated that approval by the State could take some time, however, we do not have to wait to hire. They can finalize the job description, and the Village can move forward with recruitment/hire while we wait for a determination from the State. Whoever we appoint would be hired provisional

PJC (pending jurisdictional classification). With titles like this that have already been approved “Exempt” for one agency, a determination from the State should be fairly quick.

Hardaway stated that our first step is to decide if the job description proposed by the County is good. Yen stated that Ruby added a DEI statement. Hardaway stated that the Village does not have to add that on our document.

Hardaway asked if everyone was happy with Dake’s list for internal use. Greenwald was hoping to get someone that could do our website. Dake stated that we should have an IT person.

Hardaway stated that our website is currently designed so staff members can submit minutes and documents to the website. Staff are assigned roles. The system is set up to be approved or submitted within their parameters. The plan is to hire a new IT person to take over for the Mayor.

Dake stated that one of the most important things with this position is you need someone who is honest because they are handling millions of dollars. Hardaway stated that it will be hard to learn everything in the probationary period because Dake does too much. The Board was comfortable with Dake’s list of duties.

Dake will contact Tompkins County and let them know they can send the job description to the other Villages. Once there is a final document the Village would like to review it one last time.

The plan moving forward is to advertise the Deputy Clerk/Treasurer position mid-July and start interviews at the beginning of August. We can always extend it if we need to.

General Discussion

Ainslie stated that Youth services met today.

Yen stated that the Water Resource Council met at 4:15pm today. On Tompkins County Planning & Sustainability website under Water Resource Council you can find the TMDL training. It includes the recording and slideshow.

EMC met on Thursday. Energy, sustainability and waste reduction were the three main themes. It was great to hear how different municipalities were dealing with things.

Climate Smart Communities have a tentative date of June 25th to have the Village attend a meeting to share information on the grant process, lessons learned and best practices. Greenwald suggested asking if they are interested in the application process or the grant process. If they are interested in the whole grant process, then we should push the meeting out until late fall. Hardaway asked Yen to gather the requirements they want. Hardaway stated that his only input would be that the SFS system is not really user friendly.

Yen stated that Tompkins County Human Service Coalition has a forum on the 20th. The administrator will be going through the whole budget process. It is by Zoom and you have to register. There will also be a Q&A session.

Yen asked if Hardaway could add Heat Alert on the website. Hardaway stated that he has not seen any notifications yet from SIREN. That is usually what he waits for.

School Board elections are tomorrow from noon until 9pm. The school district clerk has all the information.

Greenwald stated that the Greenway Committee met this morning. There was a presentation by Kate Chesebrough who ran the Sophomore Landscape Design Studio at Cornell University. They studied the village parks. Greenwald encouraged everyone to watch the video. The ideas that came out were wonderful and exceeded her expectations. Greenwald will bring these ideas to the new Greenway Plan.

Greenwald stated that she just found out that there is a professor that studies best practices for municipal websites. She would like to see a website redesign in the future. When she receives the article, she will share it with the Trustees.

There were no additional comments.

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 8:45pm.

Jodi Dake, Clerk/Treasurer