

MEMORANDUM OF UNDERSTANDING

Between the Town of Lansing and the Town of Ithaca
for Code Enforcement Services

TO: Rod Howe, Supervisor, Town of Ithaca
FROM: Ruth Groff, Supervisor, Town of Lansing
DATE: February 17, 2026
RE: Code Enforcement Services

This memorandum sets forth the agreement between the Town of Lansing (Lansing) and the Town of Ithaca (Ithaca) on the details related to the provision of code enforcement services by Ithaca to Lansing for a temporary period to facilitate the enforcement of codes in Lansing.

Background

The Town of Ithaca has indicated it was willing to allow the Town of Lansing to utilize an Ithaca Code Enforcement Officer as needed for a flat hourly rate without charging associated, pro-rated fringe benefits while the Town of Lansing appoints a new Personnel Officer and considers its search process and/or other long-term enforcement solutions.

The Towns are entering into this memorandum pursuant to NY Executive Law 5 381(2) and General Municipal Law Article 5-6, which allow towns to enter into agreements for one town to administer and enforce in the other town the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Construction Code.

General

1. The Town of Lansing confers on the Ithaca Code Enforcement Officer any authority that has been conferred on the Lansing Code Enforcement Officer pursuant to the Lansing Town Code § 108-5 or other applicable law, rule or regulation.
2. The Towns agree that the Ithaca Code Enforcement Officer shall not be an employee of the Town of Lansing in performing his/her services under this memorandum.

The Town of Lansing Agrees To:

1. Pay the Town of Ithaca at the rate of \$36.00 per hour for certified code enforcement services, for the period commencing February 23, 2026, through December 31, 2026, unless terminated earlier upon written notice by either party of its intent not to continue the Agreement.
2. Provide office space and access to a phone, computer and copier, Town Stamp and supplies for the Ithaca code enforcement officer.
3. Provide access to the Town's permitting system and property files as needed.
4. Provide a Town vehicle for visiting work sites as needed.
5. Provide general liability.
6. Provide a safe and friendly workspace and remote computer access, if required, to work from home.

7. Arrange access to the code enforcement officer to review open permits and to consult on code enforcement projects.
8. Defend, indemnify and hold the Town of Ithaca harmless for claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs) resulting from code enforcement services provided in good faith by Ithaca.
9. Pay the Town of Ithaca promptly for properly invoiced expenses. The Town of Lansing issues payments on the third Thursday of each month for invoices received by the previous Wednesday.

The Town of Ithaca Agrees To:

1. Provide a certified code enforcement officer who is firm but friendly to assume responsibility for:
 - a. Monitoring open building permits (for demolitions, renovations, new construction, roof repairs, heat pump installations, etc.) by providing guidance as needed by contractors as well as periodic inspections as necessary.
 - b. Responding to residents' and/or contractors' questions about building code specifications and designs, on an as-needed basis.
 - c. Preparing building permits for Code Officer review and approval, as necessary.
 - d. Documenting and following up, as time permits, on derelict properties and property maintenance code violations, on an as-needed basis.
 - e. Provide plan review services for projects, on an as-needed basis.
 - f. Provide inspection services for residential and commercial projects, on an as-needed basis.
 - g. Provide guidance and advisory support to the Code Officer regarding the NYS Uniform Code and NYS Energy Code on an as-needed basis.
2. The Code Enforcement Officer will also:
 - a. Document hours spent on updating department and project records.
 - b. Consult with code enforcement officer regarding complex or unclear projects.
 - c. Report to the Town Supervisor any significant violations or problems related to public safety or personal safety prior to issuing citations or stop work orders.
 - e. Prepare a summary of work on completion of their interim service.
3. The Town of Ithaca will hold the Town of Lansing harmless for work-related injuries.
4. The Town of Ithaca will send to the Town of Lansing an invoice documenting the hours worked x the salary rate of \$36.00.

Approved: _____

Date: _____

Ruth Groff, Supervisor, Town of Lansing

Approved: _____

Date: _____

Rod Howe, Supervisor, Town of Ithaca

ADDENDUM #1

In addition to the agreed upon services included and approved above, the Town of Lansing adopted the following resolution on February 19, 2026:

RESOLUTION 26-XX

**RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH
TOWN OF ITHACA FOR CODE ENFORCEMENT SERVICES**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, Article IX, Section 1(c) of the New York State Constitution and Article 5-G of the General Municipal Law empower local governments in the State of New York to enter into agreements amongst themselves for the provision of joint services, and Executive Law § 381(2) states “Two or more local governments may provide for joint administration and enforcement of the uniform code, the state Energy Conservation Construction Code, or both, by agreement pursuant to Article 5-G of the General Municipal Law”; and

WHEREAS, the Town of Lansing has identified that there may be certain circumstances, such as but not limited to natural or other disasters, illness of a Code Enforcement Officer or Official (“CEO”), lack of a CEO, additional work load, or any other reason for which a municipality may not have an available CEO, which may require assistance from, or the shared services of, another municipality in Tompkins County for the purposes of administering and enforcing the New York State Uniform Codes (“Code”); and

WHEREAS, the provisions of §§ 20 and 138 of the Town Law, when read with § 3 of the Public Officers Law, provide that a CEO is a public officer and thus must be a resident of that Municipality, and like provisions of law exist for and apply to villages and cities respecting the application of § 3 of the Public Officers Law; and

WHEREAS, the Town of Lansing governing board (i) has adopted, prior to undertaking to obtain services under this Agreement, a superseding local law respecting the residency requirements for their CEOs as public officers, or (ii) have formally and properly adopted this agreement under General Municipal Law Section 119-o regarding mutual sharing plans, or (iii) have undertaken both of the above steps to authorize the provision of Code Services pursuant to the requirements of law to ensure that, at all times, a duly qualified and trained CEO may act when the CEO of the Town of Lansing is not available to provide the required Code Services; and

WHEREAS, this is a Type II Action under the State Environmental Quality Review Act Section 617.5, which requires no environmental review; and

WHEREAS, the Town of Lansing would benefit from services from the Town of Ithaca, now therefore be it

RESOLVED, the Lansing Town Board hereby authorizes the Town Supervisor to execute a

Memorandum of Understanding with the Town of Ithaca to permit the Town of Lansing to purchase code enforcement services at an hourly rate of \$36.00 on an as-needed basis and subject to Town of Ithaca availability with no additional cost for pro-rated fringe benefits for the time period beginning February 23, 2026, through December 31, 2026.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Judy Drake –	Councilperson Laurie Hemmings –
Councilperson Joseph Wetmore –	Council person Christine Montague-
Supervisor Ruth Groff –	

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on February 19, 2026.

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