

## **2024 ORGANIZATIONAL RESOLUTIONS**

### **2024 TOWN BOARD ORGANIZATIONAL RESOLUTIONS**

The following Resolutions were duly presented for consideration by the Town Board:

#### **RESOLUTION 24-**

**RESOLVED**, that the Supervisor is authorized and directed to have all Town financial records and Justice Court records and dockets audited in accord with law; and it is further

**RESOLVED**, that the Supervisor make a report thereof to the Town Board, file her findings and reports with the Town Clerk, and file an official certified report in accord with law, all as referenced or required by or under General Municipal Law § 30 and Town Law §§ 29 and 123; and it is further

**RESOLVED**, that the Supervisor be authorized and permitted, in lieu of preparing her financial report under Town Law Section 29(10), to submit to the Town Clerk, by March 31, 2024 a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law.

#### **RESOLUTION 24-**

**RESOLVED**, that the Municipal Crime Policy be obtained and underwritten by NYMIR and be approved as to the following additional amounts for the following public officers: (i) \$30,000.00 for Court Clerks; (ii) \$30,000.00 for the Town Bookkeeper and Accountant, and Information Aide, if any; and (iii) \$1,165,000.00 for the Lansing Town Clerk and Deputy Town Clerk.

#### **RESOLUTION 24-**

**RESOLVED**, that the Supervisor appoints the Fire Chief and Company Captains of the Town as Superintendent of Fires, and Alternate Superintendent of Fires.

#### **RESOLUTION 24-**

**RESOLVED**, that Harris Beach PLLC be approved as Bond Counsel for the Town, and that they be consulted on an as needed basis.

#### **RESOLUTION 24-**

**RESOLVED**, that the Tompkins Community Bank, HSBC, M&T Bank, JPMorgan Chase Bank, and Cayuga Lake National Bank be designated as the depositories for the Town of Lansing.

**RESOLUTION 24-**

**RESOLUTION ACKNOWLEDGING APPOINTMENT OF  
JOSEPH WETMORE AS DEPUTY SUPERVISOR AND  
FIXING 2024 SALARY THEREFOR**

**WHEREAS**, a Deputy Supervisor is needed in case the Supervisor is ill or unable to act in her position exists, having been created in the past by the Town Board; and

**WHEREAS**, the position of Deputy Supervisor needs to be filled for the year 2024 and Supervisor Ruth Groff has appointed Joseph Wetmore as Deputy Supervisor, and Town Law § 42 requires the Town Board to fix the compensation therefor; and

**WHEREAS**, currently there is no salary incident to the appointment; and

**WHEREAS**, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

**RESOLVED**, that Joseph Wetmore is acknowledged as Deputy Supervisor to serve at the pleasure of the Town Supervisor, such being initially intended as an annual appointment, to act on behalf of the Supervisor if she is ill or unable to act in her position, and the sum of \$-0- be and hereby is approved as compensation incident to such office.

**RESOLVED**, that the Town Clerk shall administer the oath of office for such position.

**RESOLUTION 24-**

**RESOLVED**, that the Supervisor, and Councilperson Joseph Wetmore, be authorized to sign checks drawn on all accounts at Tompkins Community Bank and Cayuga Lake National Bank except the Justice, Town Clerk, and Lansing Receiver of Taxes Accounts. The Town Clerk and Deputy Town Clerk be authorized to sign checks on the Town Clerk's and the Lansing Receiver of Taxes accounts at Cayuga Lake National Bank. The Town Justices be authorized to sign checks on the Town Justice accounts at the Tompkins Community Bank; and it is further

**RESOLVED**, that the Supervisor, Bookkeeper, and Accountant be authorized to make transfers on all Town accounts and wire transfers that are necessary throughout the year except for the Lansing Receiver of Taxes checking and savings accounts, the Town Clerk's checking account and the Town Justice accounts at the Tompkins Community Bank and Cayuga Lake National Bank; and it is further

**RESOLVED**, that the Town Clerk and Deputy Town Clerk be authorized to make transfers on the Lansing Receiver of Taxes checking and savings accounts that are necessary throughout the year at Cayuga Lake National Bank; and it is further

**RESOLVED**, that the Supervisor, Bookkeeper, and Accountant are hereby authorized to use the services provided by the Tompkins Community Bank entitled “Treasury Management” on all Town accounts except the Town Justice accounts; and it is further

**RESOLVED**, that the Supervisor, Bookkeeper, and Accountant are hereby authorized to use internet banking services provided by the Cayuga Lake National Bank except for the Town Clerk’s checking, Lansing Receiver of Taxes checking and savings accounts; and it is further

**RESOLVED**, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk’s Office, are hereby authorized to use the services provided by the Tompkins Community Bank entitled “Treasury Management” and Cayuga Lake National Bank internet banking services for the Lansing Water District checking accounts; and it is further

**RESOLVED**, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk’s Office, are hereby authorized to use internet banking services provided by Cayuga Lake National Bank on the Town Clerk’s checking account, Lansing Receiver of Taxes checking and savings accounts; and it is further

**RESOLVED**, that the Town Clerk, Deputy Town Clerk, and Information Aide in the Clerk’s Office are authorized to make inquiries on the Lansing Water District checking accounts and the Court Clerks are authorized to make inquiries on the Town Justice accounts.

#### **RESOLUTION 24-**

**RESOLVED**, that the Robert’s Rules of Order (for deliberative assemblies, 11<sup>th</sup> Edition) are followed, however: (i) voting be in alphabetical order (by last name) with the Supervisor voting last; and (ii) the technical formalities of the parliamentary process may be dispensed of unless formal request is made for formal procedure by a majority of the Town Board.

#### **RESOLUTION 24-**

**RESOLVED**, that the Lansing Town Board will hold the Regular Town Board Meetings on the third Wednesday of each month at 6:30 PM except for the February (due to AOT training) and June (due to Holiday) meetings which will be held on the fourth Wednesday of those months. Meetings will be held at the Town Hall Board Room, 29 Auburn Road, Lansing, New York. Two additional budget meetings will be held on Wednesday, September 25<sup>th</sup> and November 6<sup>th</sup>, 6:30 PM. Special meetings will be held as needed.

#### **RESOLUTION 24-**

**RESOLVED**, the public will be given the opportunity to address the Town Board (up to three minutes per person) on any issue of concern, near the beginning of every regular Town Board meeting. Immediately after the public comment period, each Town Board member will be given two minutes to respond to public comment(s). The post-public comment discussion will be limited to the members of the Town Board, unless the Town Board waives this rule by majority vote.

**RESOLUTION 24-**

**RESOLVED**, that the Town Officers, Authorized Personnel, and Highway Superintendent are hereby allowed the allowable rate by the IRS for the use of their private personal automobiles in the performance of their official duties.

**RESOLUTION 24-**

**RESOLVED**, that the Highway Superintendent be authorized to purchase equipment, tools and implements not to exceed the amount of \$5,000.00 per purchase without prior notice or approval.

**RESOLUTION 24-**

**RESOLVED**, that the vouchers for claims for the General Fund, Highway Fund, Capital Projects, Drainage Districts, Lighting Districts, Sewer Districts, Water Districts, and Trust and Agency be presented and audited in accordance with the Town Law Article 8, and any related provisions, rules or regulations of the State Comptroller, said presentation and audit to take place by the Town Board at each Regular Town Board meeting.

**BE IT FURTHER RESOLVED**, that in accord with the certification and other requirements of Town Law §118, the Supervisor be and hereby is authorized to make payment upon utility bills and postage prior to the audit of vouchers conducted pursuant to Town Law §118 (2).

**RESOLUTION 24-**

**RESOLVED**, that the Supervisor be named Budget Officer and that the Accountant be named Co-Budget Officer for the year 2024 to serve at the pleasure of the Town Board.

**RESOLUTION 23-21**

**RESOLVED**, that the annual salaries for Town Officers as compiled in the General Town Budget for 2024 be as follows:

Supervisor	Ruth Groff	\$30,306.00
Councilperson	Joseph Wetmore	\$ 9,741.00
Councilperson	Laurie Hemmings	\$ 9,741.00

Councilperson	Christine Montague	\$ 9,741.00
Councilperson	Judy Drake	\$ 9,741.00
Highway Superintendent	Michael Moseley	\$89,196.00
Town Justice	John Howell	\$22,248.72
Town Justice	Maura Kennedy-Smith	\$22,248.72
Town Clerk	Deborah K. Munson	\$56,243.00

and it is further

**RESOLVED**, that the Supervisor be authorized to pay the above salaries.

**RESOLUTION 24-**

**RESOLVED**, that the Town Board hereby establishes the following standard hours per month, as required for determination of retirement benefits for

Town Officials:

7.3 hours/day                      36.5 hours/week  
 Court Clerk, Senior Court Clerk, Deputy Town Clerk, Accountant, Code Enforcement Officer, Information Aides in Code Office, Recreation Office, and Town Clerk’s Office

8 hours/day                      40 hours/week  
 Bookkeeper, Town Clerk, Parks & Recreation Supervisor, Zoning/Code/Fire Enforcement Officer, Director of Planning, Town Planner, Highway Superintendent, Deputy Highway Superintendent, Secretary to the Highway Superintendent, Motor Equipment Operator, Mechanic, and Laborer

Town Justice	*based on a 6 hr/day	33 hrs/month
Councilperson	*based on a 6 hr/day	41.04 hrs/month
Supervisor	*based on a 6 hr/day	80 hrs/month

\* Part-Time & Seasonal Employees are based on a 6-hour workday as established by the Town Board Resolution dated August 1, 1990.

**RESOLUTION 24-**

**RESOLUTION HIRING PART TIME SEASONAL EMPLOYEES FOR  
 PARKS & RECREATION AND CAMPGROUND MANAGER  
 FOR THE TOWN OF LANSING**

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

**WHEREAS**, there is a need for twelve (12) Part Time Seasonal Laborers; twelve (12) Part Time Lifeguard positions, and twelve (12) Part Time Recreation Assistant positions at the Town of Lansing, and

**WHEREAS**, acceptable and qualified candidates will be identified and selected by the Parks and Recreation Supervisor, and are therefore proposed to be hired to fulfill such job requirements; and

**WHEREAS**, there is a need for a Part Time Seasonal Worker position for Myers Park Campground Manager at the Town of Lansing; and

**WHEREAS**, an acceptable and qualified candidate will be identified and selected by the Parks and Recreation Supervisor to fill the Myers Park Campground Manager position, and are therefore proposed to be hired to fulfill such job requirements; and

**WHEREAS**, said positions have been classified and deemed as Civil Service Seasonal Worker positions by the Tompkins County Department of Personnel; and

**WHEREAS**, the Town of Lansing Supervisor has recommended that the above positions be filled at the Town of Lansing; and

**WHEREAS**, upon a review and discussion of the matter, the Town Board of the Town of Lansing has hereby:

**RESOLVED**, that the Parks and Recreation Supervisor is hereby approved to hire seasonal Laborers, Lifeguards and Recreation Assistants employees, in the Parks and Recreation Department, at a pay grade not to exceed \$30.00/hour; and

**RESOLVED**, that a Myers Park Campground Manager hereby is approved to be employed as a Part Time Seasonal Campground Manager Worker at a rate of \$300.00 per week effective May 1, 2024; and it is further

**RESOLVED**, that the appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution, and to file Form 428s, if required.

## **RESOLUTION 24-**

### **RESOLUTION APPROVING HIRING OF A SEASONAL LANSING HIGHWAY DEPARTMENT EMPLOYEE AS NEEDED**

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

**WHEREAS**, the Town Highway Superintendent had included the hiring of a seasonal employee to assist with the increased workload of the Highway Department in the summer in his annual budget funding, and such funds were approved as part of the 2024 budget; and

**WHEREAS**, the Highway Superintendent has been principally placed in charge of making recommendations to the Town Board and final decisions relating to the filing of such positions, including the selection of candidates and the setting of appropriate pay rates and terms of employment; and

**WHEREAS**, and after due deliberation upon this matter, be it now hereby **RESOLVED** as follows:

1. That one seasonal laborer position be and hereby is approved to be filled by the selection of the Highway Superintendent of and for the Highway Department, effective March 1<sup>st</sup>, 2024 at a rate of pay not to exceed \$23.68 per hour per position, and upon such reasonable terms as the Deputy Highway Superintendent shall so select.
2. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.

#### **RESOLUTION 24-**

**RESOLVED**, that the Supervisor, with Town Board input, may direct the investment of general funds, special district funds, and highway money not obligated or required for immediate expenditure or distribution, in United States Treasury Bills, savings accounts, time deposit or time certificates of deposit through the Town's official depository banks, with said deposits or investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided, all pursuant to the provisions of the Investment Policy of the Town.

#### **RESOLUTION 24-**

**RESOLVED**, that the Town Clerk, Deputy Town Clerk and Information Aide in the Clerk's Office are authorized to issue Accessible Parking Permits.

#### **RESOLUTION 24-**

**RESOLVED**, that the Ithaca Journal be designated as the official newspaper for the Town of Lansing.

#### **RESOLUTION 24-**

**RESOLVED**, that the following appointments made by the Supervisor be accepted:

<b>2024 - LIAISONS</b>		
Agricultural & Farmland Protection Committee	Joseph Wetmore Judy Drake (Alternate) Crystal Buck Christine Hass	Town Board Town Board Cornell Coop. Ext. Planning Board
Conservation Advisory Council (CAC)	Ruth Groff Judy Drake (Alternate)	Town Board Town Board
Fire Department	Judy Drake	Town Board
Lansing Housing Authority (LHA)	Christine Montague Laurie Hemmings (Alternate)	Town Board Town Board
Planning Board	Joseph Wetmore	Town Board
Water & Sewer Working Group	Ruth Groff	Town Board
Zoning Board of Appeals (ZBA)	Judy Drake Joe Wetmore (Alternate)	Town Board Town Board

<b>2024 COMMITTEES – MEMBERS</b>		
Bolton Point (Commissioners)	Joseph Wetmore VACANT	Town Board Town Resident
Broadband Committee	Joseph Wetmore	Town Board
Cayuga Lake Watershed Management Plan Intermunicipal Organization (CWIO)	Christine Montague Tom Vawter (Alternate)	Town Board Town Resident
Cayuga Medical Center	Laurie Hemmings Christine Montague (Alternate)	Town Board Town Board
Friends of Lansing Center Trail	Patrick Tyrrell	Parks & Recreation Department
Friends of Salt Point	Patrick Tyrrell	Parks & Recreation Department
Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC)	Mary Ellen Albrecht Ruth Groff (Alternate)	Supervisor's Office Town Board
Ithaca Tompkins County Transportation Council (ITCTC)	Ruth Groff John Zepko (Alternate)	Town Board Planning Department
Lansing Community Library	Laurie Hemmings Ruth Groff (Alternate)	Town Board Town Board
Lansing Parks, Recreation & Trails Working Group	Ruth Groff Patrick Tyrrell	Town Board Parks &

		Recreation Department
Lansing Youth Services	Laurie Hemmings	Town Board
Tompkins County Environmental Management Council (EMC)	VACANT	
Tompkins County Council of Governments (TCCOG)	Ruth Groff Joseph Wetmore (Alternate)	Town Board Town Board
Tompkins County Youth Board	Patrick Tyrrell	Parks & Recreation Department
	Judy Drake (Alternate)	Town Board
Tompkins County Youth Services	Judy Drake	Town Board

**RESOLUTION 24-**

**RESOLVED**, that Bookkeeper be appointed voting member for the Greater Tompkins County Municipal Health Insurance Consortium’s Board of Directors, and Town Supervisor be appointed as alternate, while Bookkeeper Officer shall serve as delegate to the Joint Committee on Plan Structure and Design for the year 2024.

**RESOLUTION 24-**

**RESOLVED**, that the Town Board appoints, the Highway Superintendent, Parks & Recreation Supervisor, Bookkeeper or Accountant, Town Clerk, Senior Court Clerk, Director of Planning, one Town Board Member selected from among the Town Board, and Town Supervisor to the Workplace Violence Threat Assessment Team and direct them to complete the annually required workplace audit by October 1, 2024.

**RESOLUTION 24-**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby appoint Insero & Co. as the Town Accountant(s) for the year 2024, upon further review, with the Town to obtain services on an as needed and upon request basis.

**RESOLUTION 24-**

**RESOLVED**, that the Town Engineer for the Town of Lansing be David A. Herrick, P.E., of T.G. Miller, P.C., and he and his firm be consulted on an as needed basis.

**RESOLUTION 24-**

**WHEREAS**, the Town of Lansing will be attending the New York State Association of Towns Conference and Training Session in February and the Annual Meeting scheduled for February 18-21, 2024; and

**WHEREAS**, the Town needs to designate voting and alternate delegates to vote for and on behalf of the Town of Lansing for any matter that comes to vote before the Association of Towns; therefore it is hereby

**RESOLVED**, that the Town Board of the Town of Lansing hereby appoints Supervisor Ruth Groff as voting delegate, and Councilperson Joseph Wetmore as its alternate voting delegate.

#### **RESOLUTION 24-**

### **AUTHORIZATION TO PARTICIPATE IN COOPERATIVE PURCHASING OF HIGHWAY SERVICES WITH TOMPKINS COUNTY**

**WHEREAS**, the Office of the State Comptroller has ruled that counties may no longer extend their bids for public work (services) to political subdivisions, and

**WHEREAS**, General Municipal Law Section 119 provides that municipalities may enter into cooperative purchasing agreements to jointly bid needed services, and

**WHEREAS**, General Municipal Law Article 5-G, Section 119 states that “any agreement entered into hereunder shall be approved by each participating Municipal Corporation or district by a majority vote of its governing body”.

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Lansing is hereby authorized to participate in the County bid for purchasing highway materials and services as required for the operation of the Town Highway Department.

**BE IT FURTHER RESOLVED**, that the Town reserves the right to participate in the State bid if the State bid is lower.

#### **RESOLUTION 24-**

**RESOLVED**, that the 2024 Agreement for the Expenditure of Highway Moneys be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent.

#### **RESOLUTION 24-**

**RESOLVED**, that the Town Clerk’s Office be the official depositories for all Town Accounts except the Town Justice Accounts.

## **RESOLUTION 24-**

**RESOLVED**, as follows:

1. The Town Clerk's Office will accept payments by cash, check, or credit card for all services in the Town Clerk's Office. Payments for water/sewer and taxes may be made by credit card or e-check on the Town of Lansing's website.
2. The Parks and Recreation Department accepts payments by cash, check, or credit card. Payments for recreation programs, camping, and pavilions may be made by credit card on the Town of Lansing's Recreation Department website.
3. The Highway and Planning Department accepts payments by cash, check or credit card. Payments for permits and fees may be made by credit card on the Town of Lansing's OpenGov website.
4. The Lansing Court Office accepts payments by cash, credit card, certified bank check, or money order.
5. The Town Clerk's Office, Court, Planning, Highway and Parks & Recreation Departments have a separate processing fee for paying by credit card or e-check which said fee is paid by the person using the credit card or e-check.
6. The banking agreement is approved and each year the service cost will be examined to determine whether the service should be bid or shopped.
7. The deposits may be made remotely by using digital check scanners from Tompkins Community Bank or Cayuga Lake National Bank.

## **RESOLUTION 24-**

**RESOLVED**, that the charge for a check to the Town, returned from the bank unpaid, is \$20.00.

## **RESOLUTION 24-**

**RESOLVED**, that the Town Clerk/Receiver of Taxes is appointed the keeper and auditor of the three (3) Petty Cash Funds in the Town Clerk Office, one (1) for Water and Sewer (\$75.00), one (1) for Town Clerk (\$200.00) and one (1) for Receiver of Taxes (\$200.00).

**RESOLVED**, that the Parks and Recreation Supervisor is appointed the keeper and auditor of the Petty Cash Fund in the Parks and Recreation Department (\$400.00).

**RESOLVED**, that the Bookkeeper is appointed the keeper and auditor of the Petty Cash Fund in the Supervisor's Office (\$250.00).

**RESOLVED**, that the Senior Court Clerk is appointed the keeper and auditor of the Petty Cash Fund in the Court Office (\$50.00).

#### **RESOLUTION 24-**

**RESOLVED**, that the salaries for the public officers that are a member of the Town of Lansing Planning Board will be paid \$800 with the December vouchers. The Lansing Planning Board Chairperson will be paid \$1,550 with the December vouchers. If a member is appointed after January 1<sup>st</sup> or resigns prior to December 31<sup>st</sup>, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

#### **RESOLUTION 24-**

**RESOLVED**, that the salaries for the public officers that are a member of the Town of Lansing Zoning Board of Appeals will be paid \$450 with the December vouchers. The Lansing Zoning Board of Appeals Chairperson will be paid \$850 with the December vouchers. If a member is appointed after January 1<sup>st</sup> or resigns prior to December 31<sup>st</sup>, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

#### **RESOLUTION 24-**

**RESOLVED**, that, subject to training requirements and formal resolutions for reappointment, the following residents are members of the Town of Lansing Planning Board and the Chairperson is Al Fiorille and the Vice Chairperson is Sandra Dennis Conlon.

Larry Sharpsteen (12/31/24), Al Fiorille (12/31/25), Dean Shea (12/31/26), Sandra Dennis Conlon (12/31/27), Thomas Butler (12/31/28), and Johnathan Licitra (12/31/29)

#### **RESOLUTION 24-**

**RESOLVED**, that, subject to training requirements and formal resolutions for reappointment, the following residents are members of the Town of Lansing Zoning Board of Appeals and the Chairperson is John (Jack) Young.

Mary Stoe (12/31/24), Richard Hayes (12/31/25), John (Jack) Young (12/31/26), and Susan Tabrizi (12/31/27)

#### **RESOLUTION 24-**

**RESOLVED**, that the following residents are members of the Town of Lansing Housing Authority with the following dates for terms expiring.

David Stoyell (12/31/27), Richard Hayes (12/31/27), Connie Wilcox (12/31/25), George Gesselein (12/31/24), Charla Hayes (12/31/27), and Sharon Jaenson (12/31/28)

#### **RESOLUTION 24-**

**RESOLVED**, that the following people are members of the Town of Lansing Ethics Board and the Chairperson is Jamie Ferris.

John Dann (12/31/27), Jamie Ferris (12/31/26) and Gregg Travis (12/31/24)

#### **RESOLUTION 24-**

**RESOLVED**, that the following people are members of the Town of Lansing Water and Sewer Working Group.

Mike Moseley, Mark Tyrrell, Guy Krogh, David Herrick, Scott Russell, John Zepko, Ruth Groff, Gregg Weatherby, Steve Riddle, and John Gutenberger

#### **RESOLUTION 24-**

**RESOLVED**, that the following people are members of the Town of Lansing Project Review Committee.

Al Fiorille, Donald Harner, David Herrick, Guy Krogh, Mike Moseley, Scott Russell, and John Zepko

#### **RESOLUTION 24-**

**RESOLVED**, that the following persons are appointed as members of the Town of Lansing Parks, Recreation, and Trails Working Group formed pursuant to the Comprehensive Plan of the Town of Lansing and memorialized in Resolution #19-160, Resolution # 23-70 amended group name and number of members.

Steve Lauzun (Chairperson-12/31/24), Bruce Barber (12/31/24), Chris Pettograsso (12/31/24), Christie Thornton (12/31/24), Michael Ariel (12/31/24), Patrick Tyrrell (12/31/25), Carolyn Greenwald (12/31/25), Kristin Hopkins (12/31/25), Jack Young (12/31/25), Laura Morse (12/31/25), Ruth Hopkins (12/31/25), and Ruth Groff (12/31/24)

#### **RESOLUTION 24-**

**RESOLVED**, that the following persons remain as members of the Agricultural and Farmland Protection Committee, formed pursuant to the Agricultural and Comprehensive

Plans of the Town of Lansing with each appointee to serve for a concurrent three-year term expiring upon December 31, 2025:

Connie Wilcox (Chairperson), John Fleming (Vice Chairperson), Adam Buck, Todd Eldred, James Hatfield, Christine Haas, Jeannine Kirby, Peter Larson III, Larry Moore, Steve Nedrow, and Ken Patchen

#### **RESOLUTION 24-**

**RESOLVED**, that the following persons remain as members of the Conservation Advisory Council and the Chair is Edward Dubovi.

Robyn Bailey (12/31/24), Adam Buck (12/31/24), Gabrielle Desnoes (12/31/24), Edward Dubovi (12/31/25), John Fleming (12/31/25), and Todd Walter (12/31/25)

#### **RESOLUTION 24-**

**RESOLVED**, there is hereby created the Town of Lansing Capital Improvement Working Group. The working group shall consist of not less than five nor more than nine members, each to be appointed by the Town Board annually, to serve one-year terms based upon a calendar year, with no restriction upon the number of terms, consecutive or otherwise, a member may serve. The chair (and any vice-chair) of the working group is (are) to be recommended and proposed by the group annually to the Town in December, and the Town Board shall review and approve or appoint such chair (and vice-chair, if applicable) annually at its organizational meeting. Absent a recommendation being received on or before January 1, annually, the Town Board may select such officers as it elects irrespective of the working group's recommendations or lack thereof. The following persons are members of the Capital Improvement Working Group, and the Chair is Ruth Groff (Town Supervisor). All members' terms expire December 31, 2024.

Ruth Groff (Town Supervisor), David Herrick (Town Engineer), John Zepko (Director of Planning), Al Fiorille (Planning Board Chairperson), Mary Ellen Albrecht (Bookkeeper), Jenn Schneck (Accountant), Mike Moseley (Highway Superintendent) and Patrick Tyrrell (Parks & Recreation Supervisor).

#### **RESOLUTION 24-**

**RESOLVED**, there is hereby created the Town of Lansing Code Revision Working Group. The working group shall consist of not less than five nor more than nine members, each to be appointed by the Town Board annually, to serve one-year terms based upon a calendar year, with no restriction upon the number of terms, consecutive or otherwise, a member may serve. The chair (and any vice-chair) of the working group is (are) to be recommended and proposed by the working group annually to the Town in December, and the Town Board shall review and approve or appoint such chair (and vice-chair, if applicable) annually at its organizational meeting. Absent a

recommendation being received on or before January 1, annually, the Town Board may select such officers as it elects irrespective of the working group's recommendations or lack thereof. The following persons are members of the Code Revision Working Group, and the chair is Ruth Groff (Town Supervisor). All members' terms expire December 31, 2024.

Jack Young (Zoning Board of Appeals Chair), Al Fiorille (Planning Board Chair), Ruth Groff (Town Supervisor), John Zepko (Director of Planning), Scott Russell (Code Enforcement Officer), and Joseph Wetmore (Town Board Member)

#### **RESOLUTION 24-**

**RESOLVED**, that in reference to the Town's Procurement Policy, Department Heads will adhere to Town of Lansing's Procurement Policy.

#### **RESOLUTION 24-**

**RESOLVED**, that Town Board, Planning Board, and Zoning Board of Appeals Members will attend a mandatory training session on handling conflict / facilitating heated meetings.

#### **RESOLUTION 24-**

### **RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH TOMPKINS COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR STORMWATER TECHNICAL SERVICES**

**WHEREAS**, the Town of Lansing is in need of alternate stormwater review services and the Tompkins County Soil and Water Conservation District works cooperatively with MS4 members of the Tompkins County Stormwater Coalition and assists them in complying with the EPA Phase II Stormwater regulations; and

**WHEREAS**, the Agreement with Tompkins County Soil and Water Conservation District furthers the goals of the Town of Lansing Stormwater Management and Erosion Control Local Law #6 of 2009; and

**WHEREAS**, the Tompkins County Soil and Water Conservation District Agreement for Services stipulates an hourly rate of \$57 for Stormwater Inspection and Technical Services; and

**WHEREAS**, the duties of the "Stormwater Technical Advisor" will adhere to all New York State, Federal laws, and the Certified Professional in Erosion and Sediment Control (CPESC) Code of Ethics and Professional Conduct;

The Town Board of the Town of Lansing does hereby:

**RESOLVED**, that the Town Board of the Town of Lansing authorizes the Town Supervisor to execute the Agreement for Services with Tompkins County Soil and Water Conservation District which shall commence January 1, 2024 and terminate on December 31, 2024.

## **RESOLUTION 24-**

**RESOLVED**, that, in addition to any enforcement (or similar) officers identified in the Town Code of the Town of Lansing (the “Town Code”), the following officers and employees are confirmed and appointed as enforcement officers for the following Chapters of the Town Code for all interpretations, applications, enforcement, permitting, and other matters contained in each Chapter therein:

**Town Code Chapter 60, Smoking:** Town Code Enforcement Officer, Town Building Inspector, Town Constable (whether an employee or contractor) and any police officer (employee and contractor Constables and police officers hereinafter collectively a “Town Constable”).

**Town Code Chapter 108, Building Codes (Code Enforcement):** Town Code Enforcement Officer and Town Building Inspector.

**Town Code Chapter 103, Bingo and Games of Chance:** Town Clerk and any Deputy Town Clerk.

**Town Code Chapter 112, Unsafe Buildings:** Town Code Enforcement Officer and Town Building Inspector.

**Town Code Chapter 119, Communications Towers:** Town Code Enforcement Officer, Town Building Inspector, Town Planner (such term to hereinafter include all planning consultants, unless otherwise stated), and any Zoning Officer.

**Town Code Chapter 125, Dogs:** Town Clerk, any Deputy Town Clerk, and any Animal Control Officer or Dog Control Officer (including any Dog Warden).

**Town Code Chapter 137, Fire Prevention (Lock Boxes):** Town Code Enforcement Officer, Town Building Inspector, any Fire Inspector, Fire Captain, or Fire Marshal of the Town or any Fire District (or similar geographic district or area) affecting or located within the Town.

**Town Code Chapter 142, Flood Damage Prevention:** Director of Planning as Local Administrator.

**Town Code Chapter 158, Junkyards and Outdoor Storage:** Town Code Enforcement Officer, Town Building Inspector, Town Planner, and Zoning Officer.

**Town Code Chapter 170, Mobile Home Parks:** Town Code Enforcement Officer, Town Building Inspector, Town Planner, and Zoning Officer.

**Town Code Chapter 174, Motorcades, Parades, and Assemblies (Mass Gatherings):** Town Code Enforcement Officer, Town Building Inspector, Town Constable, and Recreation Supervisor (or other officer or employee functioning as the Department Head of the Town of Lansing Department of Parks and Recreation, hereinafter collectively the “Recreation Supervisor”).

**Town Code Chapter 190, Parks and Recreation Areas:** Recreation Supervisor, or his or her designees, and Town Constable.

**Town Code Chapter 206, Sewers:** Town Code Enforcement Officer, Town Building Inspector, Town Highway Superintendent and Deputy Highway Superintendent, or their designees, and Town Constable.

**Town Code Chapter 210, Signs:** Town Code Enforcement Officer, Town Building Inspector, Town Planner, and Zoning Officer.

**Town Code Chapter 225, Stormwater Management (Stormwater and Illicit Discharges):** Stormwater Management Officer (“SMO”). The Town's Planner be and hereby is appointed and designated as the Town’s SMO.

**Town Code Chapter 230, Streets and Sidewalks:** Town Highway Superintendent and Deputy Highway Superintendent, or their designees, Town Code Enforcement Officer, and Town Constable.

**Town Code Chapter 235, Subdivision of Land:** Town Planner.

**Town Code Chapter 270, Zoning:** Town Code Enforcement Officer is hereby appointed as Zoning Officer of the Town.

Under town code Chapters 108 (code enforcement), 112 (unsafe buildings), 158 (junkyards), 210 (signs) and 270 (zoning), an enforcement officer shall also be, and such term shall include, any NYS code enforcement officer engaged by the town for code enforcement or building inspection services.

## **RESOLUTION 24-**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby approve the following Town Clerk’s 2023 Annual Report, Water and Sewer Collection Report, and Receiver of Taxes Report, as set forth below.

### **TOWN CLERK’S 2023 ANNUAL REPORT**

<b>RECEIPTS</b>	
Marriage Transcripts	\$ 280.00
Marriage Licenses	\$ 1,250.00
Decals	\$ 16,930.00
Photocopies	\$ 31.25
Outgoing Faxes	\$ 8.00
Dog Licenses	<u>\$ 21,930.00</u>

**TOTAL RECEIPTS** **\$ 40,429.25**

<b>DISBURSEMENTS</b>	
Paid to Supervisor for General Fund	\$ 21,946.64
Paid to NYS DEC for DECALS	\$ 16,170.61
Paid to Ag & Markets for Animal Population Control	\$ 1,637.00
Paid to NYS Health Dept. for Marriage Licenses	<u>\$ 675.00</u>

**TOTAL DISBURSEMENTS** **\$ 40,429.25**

Dog Tickets Issued – 41  
 Accessible Parking Permits Issued/Renewed – 251  
 Notary Signatures –1229  
 FOIL Requests – 41

**2023 TOWN OF LANSING**  
**WATER AND SEWER COLLECTION**

<b>MONTH</b>	<b>WATER</b>	<b>PENALTY</b>	<b>TOTAL</b>
January	\$1,482.41	\$105.80	\$1,588.21
February	\$214,601.35	\$1,134.78	\$215,736.13
March	\$12,519.77	\$849.60	\$13,369.37
April	\$2,310.95	\$198.54	\$2,509.49
May	\$200,916.46	\$730.89	\$201,647.35
June	\$10,718.60	\$888.85	\$11,607.45
July	\$2,459.22	\$189.21	\$2,648.43
August	\$235,647.13	\$1,247.82	\$236,894.95
September	\$33,370.40	\$2,285.01	\$35,655.41
October	\$10,243.07	\$1,551.36	\$11,794.43
November	\$221,051.19	\$106.14	\$221,157.33
December	\$12,671.13	\$902.55	\$13,573.68
<b>TOTAL</b>	<b>\$957,991.68</b>	<b>\$10,190.55</b>	<b>\$968,182.23</b>

**CHERRY ROAD SEWER COLLECTION**

<b>MONTH</b>	<b>SEWER</b>	<b>PENALTY</b>	<b>TOTAL</b>
January	\$177.50	\$11.76	\$189.26
February	\$6,471.33	\$7.38	\$6,478.71
March	\$382.50	\$14.76	\$397.26
April	\$281.25	\$0.00	\$281.25
May	\$6,822.09	\$14.76	\$6,836.85
June	\$207.43	\$20.75	\$228.18
July	\$73.75	\$0.00	\$73.75
August	\$6,682.62	\$23.52	\$6,706.14
September	\$1,180.00	\$88.56	\$1,268.56
October	\$398.75	\$44.28	\$443.03
November	\$5,881.57	\$0.00	\$5,881.57
December	\$632.18	\$41.12	\$673.30
<b>TOTAL</b>	<b>\$29,190.97</b>	<b>\$266.89</b>	<b>\$29,457.86</b>

**WARREN ROAD SEWER COLLECTION**

<b>MONTH</b>	<b>SEWER</b>	<b>PENALTY</b>	<b>TOTAL</b>
January	\$0.00	\$0.00	\$0.00
February	\$37,686.28	\$16.59	\$37,702.87
March	\$96.80	\$7.38	\$104.18
April	\$0.00	\$0.00	\$0.00
May	\$37,919.08	\$36.90	\$37,955.98
June	\$0.00	\$0.00	\$0.00
July	\$172.09	\$0.00	\$172.09
August	\$37,936.73	\$39.21	\$37,975.94
September	\$295.00	\$29.51	\$324.51
October	\$313.44	\$31.36	\$344.80
November	\$39,505.43	\$0.00	\$39,505.43
December	\$96.80	\$0.00	\$96.80
<b>TOTAL</b>	<b>\$154,021.65</b>	<b>\$160.95</b>	<b>\$154,182.60</b>
	<b>WATER/SEWER</b>	<b>PENALTY</b>	<b>TOTAL</b>
<b>GRAND TOTALS</b>	<b>\$1,141,204.30</b>	<b>\$10,618.39</b>	<b>\$1,151,822.69</b>

***2023 Return of Taxes - Town of Lansing***

<b>ORIGINAL WARRANT</b>	<b>\$15,638,702.13</b>		
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<b>DUE TO SUPERVISOR</b>	<b>\$4,944,071.08</b>	<b>DUE TO COUNTY</b>	<b>\$10,694,631.05</b>
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Adjustments

<b>ADJUSTED DUE SUPERVISOR</b>	<b>\$4,944,071.08</b>	<b>ADJUSTED DUE COUNTY</b>	<b>\$10,694,631.05</b>
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<b>TOTAL ADJUSTED WARRANT</b>	<b>\$15,638,702.13</b>		
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<b>COLLECTED</b>			
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1st Installments	\$358,649.59		
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Service Charge (for 1st installments)	\$17,932.47		
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Full Payments	\$14,427,964.26		
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Penalties	\$8,273.81		
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Late Notice Fees	\$88.00		
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Bad Check Fees			
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<b>TOTAL COLLECTED</b>	<b>\$14,812,908.13</b>		
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Bank Interest	\$21,302.51		
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<b>TOTAL COLLECTED PLUS INTEREST</b>	<b>\$14,834,210.64</b>		
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<b>PAYMENTS TO SUPERVISOR</b>		<b>RECONCILE WITH COUNTY</b>	
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1/25/2023 ck #1002	\$4,944,071.08		
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Franchise Tax	\$354,758.76		
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2nd Install Due	\$358,648.29		
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paid ck #1006	\$7,500,000.00		
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paid ck #1008	\$1,600,000.00		
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paid ck #1010	\$387,784.01		
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Unpaid Taxes Returned to County	\$493,439.99		
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Sub Total	\$10,694,631.05		
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<b>TOTAL FOR RECONCILE</b>	<b>\$10,694,631.05</b>		
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(Subtract from Adjusted County Warrant)			
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<b>TOTAL PAID SUPERVISOR</b>	<b>\$4,944,071.08</b>		
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<b>BALANCE DUE TOWN</b>	<b>\$0.00</b>	<b>BALANCE DUE TO COUNTY</b>	<b>\$0.00</b>
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<b>OTHER PAYMENTS TO TOWN</b>		<b>OTHER PAYMENTS TO COUNTY</b>	
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Penalties	\$8,273.81		
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Late Notice Fees	\$88.00		
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Bad Check Fees	\$0.00		
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<b>SUB TOTAL</b>	<b>\$8,361.81</b>		
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Interest in checking account	\$21,302.51		
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Service Charge (for 1st install) paid ck#1007	\$17,932.47		
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<b>Total Other to Town</b>	<b>\$29,664.32</b>		
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Paid to Supervisor-4/13/23 #1009	\$29,009.63		
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Paid to Supervisor-5/4/23 #1011	\$654.41		
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Paid to Supervisor-6/8/23 #1012	\$0.28		
<b>Balance due to Supervisor (other payments)</b>	<b>\$0.00</b>		
<b>BEGINNING TOTAL IN CHECKING</b>	<b>\$0.00</b>		
Total Collected plus interest	\$14,834,210.64		
Warrant Paid to Town	\$4,944,071.08		
Other Payments to Town	\$29,664.32		
Warrant Paid to County	\$9,487,784.01		
Franchises	\$354,758.76		
Other Payments to County	\$17,932.47		
<b>ENDING TOTAL IN CHECKING</b>	<b>\$0.00</b>		
Full Payment Bills Collected	4,361	New Apportioned Bills	24
First Installments Collected	241	Total In Lieu of Taxes	\$14,745.39
Unpaid Bills	110		

**RESOLUTION 24-**

**RESOLVED**, that the Town Board of the Town of Lansing does hereby approve the following 2024 Town of Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees.

**BE IT FURTHER RESOLVED**, that these 2024 Lansing Parks and Recreation Department Fees and Code Office Subdivision and Building Permit Fees be and remain subject to amendment throughout the year by the Town Board.

2023-2025 Myers Park Marina Fee Schedule				
Resident Rate: \$74/FT			Non-Resident Rate: \$84/FT	
Boat Length Per FT	If paid in full by February 9th	Installment: 1st Payment: Feb. 9, 2024 2nd Payment March 8, 2024	If paid in full by February 9th	Installment: 1st Payment: Feb. 9, 2024 2nd Payment March 8, 2024
Min. 20'	\$ 1,480.00	1st: \$740 2nd: \$740	\$ 1,680.00	1st: \$840 2nd: \$840
21'	\$ 1,554.00	1st: \$777 2nd: \$777	\$ 1,764.00	1st: \$882 2nd: \$882
22'	\$ 1,628.00	1st: \$814	\$ 1,848.00	1st: \$924

		2nd: \$814		2nd: \$924
23'	\$ 1,702.00	1st: \$851 2nd: \$851	\$ 1,932.00	1st: \$966 2nd: \$966
24'	\$ 1,776.00	1st: \$888 2nd: \$888	\$ 2,016.00	1st: \$1008 2nd: \$1008
25'	\$ 1,850.00	1st: \$925 2nd: \$925	\$ 2,100.00	1st: \$1050 2nd: \$1050
26'	\$ 1,924.00	1st: \$962 2nd: \$962	\$ 2,184.00	1st: \$1092 2nd: \$1092
27'	\$ 1,998.00	1st: \$999 2nd: \$999	\$ 2,268.00	1st: \$1134 2nd: \$1134
28'	\$ 2,072.00	1st: \$1036 2nd: \$1036	\$ 2,352.00	1st: \$1176 2nd: \$1176
29'	\$ 2,146.00	1st: \$1073 2nd: \$1073	\$ 2,436.00	1st: \$1218 2nd: \$1218
30'	\$ 2,220.00	1st: \$1110 2nd: \$1110	\$ 2,520.00	1st: \$1260 2nd: \$1260
31'	\$ 2,294.00	1st: \$1147 2nd: \$1147	\$ 2,604.00	1st: \$1302 2nd: \$1302
32'	\$ 2,368.00	1st: \$1184 2nd: \$1184	\$ 2,688.00	1st: \$1344 2nd: \$1344
<b>Boat Slips with Electric add \$200</b>				

# Town of Lansing Parks & Recreation

## 2024 PAVILION INFORMATION

PAVILION	SIZE	CAPACITY	RES.FEE	NON-RES FEE
<b>A</b>	<b>40' X 30'</b>	<b>150</b>	<b>\$55.00</b>	<b>\$60.00</b>
<b>B</b>	<b>50' X 30'</b>	<b>200</b>	<b>\$75.00</b>	<b>\$80.00</b>
<b>C</b>	<b>40' X 34'</b>	<b>150</b>	<b>\$55.00</b>	<b>\$60.00</b>
<b>D</b>	<b>48' X 36'</b>	<b>200</b>	<b>\$75.00</b>	<b>\$80.00</b>
<b>E</b>	<b>36' X 28'</b>	<b>100</b>	<b>\$55.00</b>	<b>\$60.00</b>
<b>F</b>	<b>36' X 28'</b>	<b>100</b>	<b>\$55.00</b>	<b>\$60.00</b>
<b>G</b>	<b>36' X 28'</b>	<b>100</b>	<b>\$55.00</b>	<b>\$60.00</b>

<b>BALLFIELD</b>		<b>150</b>	<b>\$55.00</b>	<b>\$60.00</b>
<b>LUDLOWVILLE</b>		<b>75</b>	<b>\$30.00</b>	<b>\$35.00</b>

**2024 PARK AND MARINA FEE SCHEDULE**

	<b>RESIDENTS</b>	<b>NON-RESIDENTS</b>
<b>PARK ADMISSION</b> (per car) -Admission will be charged daily	FREE with Myers Park resident sticker	\$7.00
-Non-Resident Season Admission Pass		\$40.00
-Non-Resident Season Admission Pass Sr. Citizen		\$25.00
<b>LAUNCHING</b>		
- per launch	\$6.00	\$8.00
- season permit	\$50.00	\$70.00
- Sr. Citizen season permit	\$40.00	\$60.00
<b>DRY DOCK</b>		
Seasonal – April 1 <sup>st</sup> – Nov. 1 <sup>st</sup>	\$400.00	\$500.00
<b>KAYAK</b> Seasonal – April 1 <sup>st</sup> – Nov. 1 <sup>st</sup>	\$100.00	\$125.00
<b>TRANSIENT DOCKING</b> Must dock in designated area only!	\$5 (4 hr Max)	
<b>CAMPING</b> (per night) Water, Electric & WIFI included on every site.	\$42.00	\$46.00
- Weekly Rate (7 Nights)	\$275.00	\$295.00
- Monthly Rate (30 OR 31 Nights)	\$1,000	\$1,000
<b>BOATS</b>	\$74/FT	\$84/FT

**Extra Season Launch sticker** – Customers with multiple boats may purchase an extra season launch sticker for an additional \$5.00. Registration for the additional boat must be shown at the time of purchase along with the additional trailer license plate number.

Senior Citizen prices are for anyone 62 & older. There is no discount rate for camping, dry dock, kayak racks or pavilions.

**Rules and Regulations for Use of Lansing Community Center**

**RULES:**

1. **To reserve** the Community Center, contact the Parks and Recreation Office at 607-533-7388, or stop by the office at 29 Auburn Road, Monday – Thursday 7:30am to 4:00pm, Friday 7:30am to Noon.
2. **FEE:** for rental of the building is **\$75**. A deposit of \$25 will be needed to hold the space. There is no charge for non-profit organizations.
3. All organizations must provide a Certificate of Insurance in the amount of \$500,000 combined single limit and the Town of Lansing named additionally insured.
4. **Renting party must remain on designated floor only.** Other areas of the building may be rented simultaneously.
5. **NOTICE:** Play area equipment and toys are property of the *Lansing Drop-In* and are **off limits to all users** other than the participants of the Lansing Drop-In.

#### **KEYS:**

6. Weekly and bi-weekly users will be assigned one key to the leader of the organization at the beginning of the assigned use date. The key must be signed out in person at the Parks and Recreation Office. At the end of the scheduled season, you must return the key to the Parks and Recreation Office.
7. **All other users must sign out a key in person** at the Parks and Recreation Office and return the key in the *Parks & Recreation Drop Box*, immediately after use, located in the Town Hall Foyer.

#### **KITCHEN USE:**

8. There will be a fee of **\$25** for kitchen use. Must do a “walk-through” of kitchen prior to usage.  
Kitchen use includes the use of the stove, griddle, and/or the dishwasher.  
Usage shall be limited to once per month, **not to exceed a total of 3 uses per calendar year.**

#### **CLEAN UP:**

9. Return tables and chairs to their original spots. Do not drag tables and chairs across the floor. If the kitchen facilities were used, please wipe down and clean all surfaces. If extensive clean-up is required after your use of the Community Center, you will be charged a clean-up fee of \$50 per hour.
10. Turn off lights for the BATHROOMS, THE 2<sup>ND</sup> FLOOR, AND THE FOYER ONLY.  
**All other lights are on sensors and turn off automatically.**
11. **Be sure all doors are locked when you leave.**
12. If there is any abuse to the building, you will lose your privilege to use the building.
13. Youth groups must have an adult supervisor.
14. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
15. If you experience problems during the use of the Community Center with the water, heat, plumbing, or appliances, please call one of the following immediately:

Patrick Tyrrell  
315-246-3575

Owen Davis  
607-793-4212

Parks & Recreation Department  
607-533-7388

Thank You!  
Lansing Parks and Recreation Office

## Town of Lansing Building Permit Fees

**(Effective January 17, 2024)**

**The fees set forth shall be doubled if work is commenced prior to the issuance of a Permit.**

Residential (One- & Two-Family Residences, Modulares, Mobile Homes on private lots, Additions, Finished basements, plumbing)	\$.50 per sq ft \$.20 per sq ft for an attached garage *Basement is not included in sq ft if it is not finished
Mobile Homes on Rental Lots	\$250
Garages, Storage Buildings, Workshops, & Pole Barns	\$.30 per sq ft \$100 minimum
Commercial- New, Remodel, Multi-Res	\$5.60 per thousand of estimated construction cost (\$100 min)
Residential Remodel	\$5.60 per thousand of estimated construction cost when sq ft rule does not apply (\$100 min)
Pools *90 day permit issued for portable/storable pools *180 day permits issued for above & inground pools. Pools shall be completed within 12 months.	\$100 - Portable/ Storable pool \$150 - Above Ground Pool \$200 - Inground Pool
Generators and Hot Tubs	\$75
Prefabricated sheds	\$100 <b>Plans required for review</b>
Deck	\$125
Roof	\$125
Solar (residential- ground and roof mounted)	\$200
Solar (commercial)	Up to 5 acres- \$750 Over 5 acres- \$750 + \$100 per acre
Reinspection	\$75
Failure to cancel appointments	\$50 to be paid before the next inspection can be scheduled
Demolition	\$75
Signs	\$100
Cell Tower Upgrades	\$200
Fireworks Display	\$300 per event
Mass Gathering	\$250 per event

Solid Fuel Burning Appliance- wood, pellet, coal	\$100
Code Compliance Letter	\$100
Zoning Compliance Letter	\$100
Fire & Safety Inspections- Public Assembly, Multi-Residence & Businesses	\$50 with no violations \$100 with violations \$100 Multi-Residence with 5 or more units with no violations \$150 with violations
Inspections outside normal business hours	\$150 per hour (2hr minimum)
Zoning Permit	\$100

\*Note 1: Except for projects noted here, there will be a minimum Fee of \$100.

\*Note 2: Building Permit life span. Building Permits are good for 1 year (unless otherwise noted in Local Law). Permits may be extended for 12 months at a time for a total of 3 years from issued date (unless otherwise noted in Local Law). One month prior to expiring, the Planning and Code Department will send a renewal letter. If the permit is renewed prior to expiring, the fee the same as the original fee. If permit expired and is within 30 days, there will be a \$50 fee added to the original fee. If the expired permit is past due between 31 days and 60 days an additional \$50 fee will be added to the previous month. If the expired permit is past due between 61 and 90 days an additional \$100 will be added to the previous month. An appearance ticket will be issued for any expired permit past due 91 days and a \$100 per month penalty for every month after 91 days.

\*Note 3: Applications will be kept on file for 60 days. Any outstanding applications will be withdrawn. Applicants will be required to reapply. Fees associated with the review of an application are non-refundable and non-transferable.

### **Town Of Lansing Planning Fee Schedule**

**(Effective January 17, 2024)**

#### **SITE PLAN REVIEW**

<b><u>Estimated Project Cost</u></b>	<b><u>Review Fee</u></b>	<b><u>Each Public Hearing</u></b>
\$1 - \$10,000.99	\$100.00	\$100.00
\$10,001 - \$100,000.99	\$250.00	\$100.00
\$100,001 - \$500,000.99	\$500.00	\$100.00
\$500,001 - \$1,000,000.99	\$750.00	\$100.00
\$1,000,001 - \$2,500,000.99	\$1,000.00	\$100.00
\$2,500,001 - \$5,000,000.99	\$1,500.00	\$100.00
\$5,000,001 and up	\$250 escalation per 500,000 EPC	\$100.00

**For Modification of a previously approved Site Plan § 270-27G, if there are no significant changes and no Project Review is deemed necessary, the fee is \$250. Legal, engineering, and technical review fees to be paid via initial escrow or Developer's Agreement in an amount set by the Director of Planning.**

#### **STORMWATER**

Notice of Ground Disturbance Permit – No charge

Stormwater & Erosion Control Application – \$550.00 (Additional costs for legal and/or engineering review per Local Law #9 of 2009, Section 7)

### **SUBDIVISION**

Exempt Subdivision – \$125.00

Lot Line Adjustment – \$125.00

Minor Subdivisions – Preliminary Plat Application – \$175.00 (Includes Notification for one Public Hearing) \$150.00 for each new lot created paid after Final Plat Approval.

Major Subdivisions – Preliminary Plat Application \$225.00 (Includes Notification for Public Hearing) \$250.00 for each new lot created paid after Final Plat Approval. Initial escrow or developer’s agreement determined per Local Law #3 of 2016, Section 7(A).

### **ZONING & REZONING**

Appeal to Zoning Board of Appeals – \$175.00 (Includes Notification for one Public Hearing)

Planned Development Area (PDA) amendment or establishment – Initial fee \$575.00 (Includes Notification for one Public Hearing) plus initial escrow or developer’s agreement of \$2,500 plus any associated Site Plan and/or Subdivision fees. Filing of approved Final development plan per § 270-32H – \$775 (Includes Notification for one Public Hearing).

### **GENERAL**

Cell Tower Application Fee – \$1,500.00 (Additional costs for technical consultant review per Local Law #7 of 2015, Article VIII); cell tower co-location (on existing tower) \$750.00

Floodplain Development Permit – \$250.00 (Additional costs for legal and/or engineering review per Local Law #9 of 2016)

Junkyard Permit or Renewal – \$100.00 (Additional costs for legal and/or engineering review per Local Law #3 of 2014)

Outdoor Storage Exemption Certificate – \$100.00

Public Hearing Notification – \$100.00

Special Permit – \$375.00 (Includes Notification for one Public Hearing)

Utility Availability Letter – \$150.00

Parks and Recreation Fees for New Development – \$1,250 per Dwelling Unit

## **RESOLUTION ADOPTING 2024 ORGANIZATIONAL RESOLUTIONS**

### **24-XX – 24-XX**

#### **RESOLUTION 24-**

#### **RESOLUTION ADOPTING 2024 ORGANIZATIONAL**

**RESOLUTIONS 24-XX – 24-XX**

**WHEREAS**, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

**RESOLVED**, that the Organizational Resolutions **24-XX – 24-XX** are hereby approved as presented and amended, and

**BE IT FURTHER RESOLVED**, that these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

The question of the adoption of such proposed Organizational Resolutions were 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 Christine Montague –	Councilperson Joseph Wetmore –
Supervisor Ruth Groff –	

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on January 17, 2024.