

## **2025 TOWN BOARD ORGANIZATIONAL RESOLUTIONS**

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## **2025 TOWN BOARD ORGANIZATIONAL RESOLUTIONS**

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

### **RESOLUTION 25-01**

#### **RESOLUTION APPROVING FINANCIAL AND BANKING DIRECTIVES**

**RESOLVED**, that the following financial and banking resolutions and directives be approved and so adopted:

1. The Town Supervisor is authorized and directed to have all Town financial records and Justice Court records and dockets audited in accord with law, and thereafter the Town Supervisor shall make a report thereof to the Town Board, file 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. The Town Supervisor is further and alternatively authorized and permitted, in lieu of preparing her financial report under Town Law § 29(10), to submit to the Town Clerk, by March 31, 2025, a copy of the report to the State Comptroller required by § 30 of the General Municipal Law.
2. The following banking and financial institutions are hereby designated as official depositories for the Town of Lansing: Tompkins Community Bank, HSBC, M&T Bank, JPMorgan Chase Bank, and Cayuga Lake National Bank.
3. The Town Clerk's Office be the official depositories for all Town accounts except the Town Justice accounts.
4. The Town Supervisor and Deputy Supervisor are 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.
5. 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 Clerk and Deputy Town Clerk are further 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. Further, 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 and Sewer District checking accounts. And further, 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 and the Lansing Receiver of Taxes checking and savings accounts. The Town Clerk, Deputy Town Clerk, and Information Aide in the Clerk's Office are also authorized to make inquiries on the Lansing Water and Sewer District checking accounts.

6. The Town Justices are authorized to sign checks on the Town Justice accounts at the Tompkins Community Bank and the Court Clerks are authorized to make inquiries on the Town Justice accounts.
7. The Town Supervisor, Bookkeeper, and Accountant be authorized to make transfers on all Town accounts and any 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. The Town Supervisor, Bookkeeper, and Accountant are hereby further authorized to use the services provided by the Tompkins Community Bank entitled "Treasury Management" on all Town accounts except the Town Justice accounts. The Town Supervisor, Bookkeeper, and Accountant are hereby further authorized to use internet banking services provided by the Cayuga Lake National Bank, except for the Town Clerk's checking and Lansing Receiver of Taxes checking and savings accounts.
8. All Town Public Officers and other authorized personnel designated by resolution of the Town Board are to be reimbursed for mileage at the IRS rate for the use of personal automobiles in the performance of official duties.
9. The 2025 § 184 Agreement for the Expenditure of Highway Money be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent. Further, the Highway Superintendent is authorized to purchase equipment, tools, and implements not to exceed the amount of \$5,000.00 per purchase without prior notice or approval, whenever such amount is available in the appropriate budget line for such purchase.
10. Vouchers for claims for the General, Highway, Capital Projects, Drainage Districts, Lighting Districts, Sewer Districts, Water Districts, and Trust and Agency funds be presented and audited in accordance with the Town Law Article 8 and the requirements of the State Comptroller, said presentation and audit to take place by the Town Board at each regular Town Board meeting. Further, in compliance with Town Law §118, the Town Supervisor may make payment upon utility bills and postage prior to the audit of vouchers.
11. The Town 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.
12. A Municipal Crime Policy be obtained from and underwritten by NYMIR to provide the following additional coverages: (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.

13. Payments for permits, fees, and like matters involving fees and payments may be made and accepted as follows:
  - i. Town Clerk's Office payments may be made by cash, check, or credit card for all services. Payments for water/sewer and taxes may be made by credit card or e-check on the Town of Lansing's website.
  - ii. The Parks and Recreation Department payments may be made 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.
  - iii. DPW and the Planning Department payments may be made by cash, check, or credit card. Payment for certain permits and fees may be made by credit card on the Town of Lansing's OpenGov website.
  - iv. Lansing Court Offices payments may be made by cash, credit card, certified bank check, or money order.
  - v. The Town Clerk's Office, Courts, Planning, DPW, 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.
  - vi. The charge for a dishonored or returned check is \$20.00.
  - vii. Deposits may be made remotely by using digital check scanners from Tompkins Community Bank or Cayuga Lake National Bank.
  - viii. All banking service agreements are reviewed annually, and each is thus hereby re-approved.
  
14. Town petty cash funds shall be managed as follows:
  - i. Town Clerk/Receiver of Taxes is appointed the keeper and auditor of the three (3) Petty Cash Funds in the Town Clerk Office, one for Water and Sewer (\$75.00), one for Town Clerk (\$200.00) and one for Receiver of Taxes (\$200.00).
  - ii. The Director of Parks is appointed the keeper and auditor of the Petty Cash Fund in the Parks and Recreation Department (\$400.00).
  - iii. The Bookkeeper is appointed the keeper and auditor of the Petty Cash Fund in the Supervisor's Office (\$250.00).
  - iv. The Senior Court Clerk is appointed the keeper and auditor of the Petty Cash Fund in the Court Office (\$50.00).

## **RESOLUTION 25-02**

### **RESOLUTION ACKNOWLEDGING APPOINTMENT OF DEPUTY SUPERVISOR AND FIXING 2025 SALARY THEREOF**

**RESOLVED**, that Joseph Wetmore is acknowledged and re-appointed as Deputy Supervisor to serve at the pleasure of the Town Supervisor, and the sum of \$0 be and hereby is approved as a salary incident to such office.

**RESOLUTION 25-03**

**RESOLUTION ESTABLISHING SCHEDULE OF REGULAR  
TOWN BOARD MEETINGS**

**RESOLVED**, that the Lansing Town Board will hold the Regular Town Board Meetings at the Town Hall Board Room, 29 Auburn Road, Lansing, New York on the third Wednesday of each month at 6:30 PM except for: (i) the February meeting, which shall be held on February 20, 2025 at 4:30 PM; and (ii) budget meetings to be held upon September 24, 2025 and November 5, 2025, each at 6:30 PM.

**RESOLUTION 25-04**

**RESOLUTION AUTHORIZING ISSUING OF ACCESSIBLE PARKING PERMITS**

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

**RESOLUTION 25-05**

**RESOLUTION DESIGNATING OFFICIAL TOWN NEWSPAPER**

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

**RESOLUTION 25-06**

**RESOLUTION STATING 2025 LIAISONS AND APPOINTMENTS**

**RESOLVED**, that the following designations and appointments made by the Supervisor and Town Board be accepted and so approved:

<b>2025 LIAISONS</b>	
Agriculture & Farmland Protection (Alternate)	Ruth Groff (Judy Drake)
Conservation Advisory Council (Alternate)	Christine Montague (Judy Drake)
Fire Department	Judy Drake
Lansing Community Library (Alternate)	Laurie Hemmings (Ruth Groff)
Lansing Housing Authority (Alternate)	Christine Montague (Laurie Hemmings)

Lansing Youth Services	Laurie Hemmings
Parks, Recreation and Trails Working Group	Joseph Wetmore
Planning Board	Joseph Wetmore
Water, Sewer, and Stormwater Committee	Ruth Groff
Zoning Board of Appeals (Alternate)	Judy Drake (Joseph Wetmore)
<b>2025 APPOINTMENTS</b>	
Association of Towns Voting Delegate (Alternate)	Joseph Wetmore (Christine Montague)
Bolton Point Commissioners	Ruth Groff and Mike Moseley
Budget Officers	Town Supervisor and Accountant
Flood Plain Administrator	John Zepko
Cayuga Lake Watershed IO (Alternate)	Joseph Wetmore (Tom Vawter)
Friends of Lansing Center Trail	Patrick Tyrrell
Friends of Salt Point	Patrick Tyrrell
GTC Muni. Health Ins. Consortium Board (Alternate)	Mary Ellen Albrecht (Ruth Groff)
GTCMHIC Delegate to Joint Commission (Alternate)	Mary Ellen Albrecht
Ithaca Tompkins Co. Transportation Council (Alternate)	Ruth Groff (John Zepko)
Owasco Lake Watershed Management Council	Joseph Wetmore
Stormwater Management Officer	John Zepko
Superintendent of Fires (Alternates)	Town Fire Chief (Company Captains)
Tompkins County Council of Governments (Alternate)	Ruth Groff (Joseph Wetmore)
Tompkins County Environmental Management Council	Edward Dubovi
Tompkins County Youth Services Board	Christine Montague
Zoning Officer (Alternate)	John Zepko (Scott Russell)
Ag. & Farmland Protection Committee Chair (Alternate)	Connie Wilcox (John Fleming)
Board of Ethics Chair (Vice Chair)	Jamie Ferris (Gregg Travis)
Capital Improvement Committee Chair	Ruth Groff
Operations & Code Revision Committee Chair	Ruth Groff
Conservation Advisory Council Chair	Edward Dubovi
Personnel Management Committee Chair (Vice Chair)	Ruth Groff (Judy Drake)
Planning Board Chair (Vice Chair)	Dean Shea (Thomas Butler)
Parks, Recreation & Trails Committee Chair	Steve Lauzun
Water, Sewer Stormwater Committee Chair	Mike Moseley
Zoning Board Chair (Vice Chair)	John Young (Susan Tabrizi)

**RESOLUTION 25-07**

**RESOLUTION APPROVING EXECUTION OF AGREEMENT WITH TOMPKINS COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR 2025**

**RESOLVED**, that the Town Board authorizes the Town Supervisor to execute the Agreement for Services with Tompkins County Soil and Water Conservation District which shall commence January 1, 2025, and terminate on December 31, 2025.

**RESOLUTION 25-08**

**RESOLUTION STATING SALARIES FOR PUBLIC OFFICERS OF THE PLANNING AND ZONING BOARD OF APPEALS**

**RESOLVED**, the salaries for the public officers that are members 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; and

**RESOLVED**, that the salaries for the public officers that are members 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 25-09**

**RESOLUTION RECOGNIZING THE CURRENT MEMBERS OF TOWN OF LANSING COMMITTEES**

**RESOLVED**, that the following people are recognized as current members of the following committees:

<b><u>Planning Board Members</u></b>	Term Expires
7-Year Term	December 31
Butler, Thomas ( <i>Vice Chair</i> )	2028
Dennis-Conlon, Sandra	2027
Duthie, John (Alternate)	2025
Fiorille, Alfonso	2025
Hass, Christine	2030
Hautaniemi, Danielle	2031
Licitra, Johnathan	2029
Shea, Dean ( <i>Chair</i> )	2026
Villano, Freddy (Alternate)	2025
<b><u>Zoning Board of Appeals</u></b>	Term Expires
5-Year Term	December 31
Hayes, Richard	2025
Jones, Jamie (Alternate)	2025
Stoe, Mary	2029

Tabrizi, Susan ( <i>Vice Chair</i> )	2027
VandePoel, Roger	2028
Young, John “Jack” ( <i>Chair</i> )	2026
<b><u>Agriculture &amp; Farmland Protection Committee</u></b> 3-Year Term	Term Expires December 31
Buck, Adam	2025
Eldred, Todd	2025
Fleming, John ( <i>Vice Chair</i> )	2025
Hass, Christine	2025
Hatfield, James	2025
Kirby, Jeannine	2025
Larson III, Peter	2025
Moore, Larry	2025
Nedrow, Steve	2025
Patchen, Ken	2025
Wilcox, Connie ( <i>Chair</i> )	2025
<b><u>Board of Ethics</u></b> 5-Year Term	Term Expires December 31
Dann, John	2027
Ferris, Jamie ( <i>Chair</i> )	2026
Travis, Gregg	2029
Withiam, Diane	2028
<b><u>Capital Planning Committee</u></b> 1-Year Term	Term Expires December 31
Albrecht, Mary Ellen	2025
Groff, Ruth ( <i>Chair</i> )	2025
Herrick, Dave	2025
Moseley, Mike	2025
Schenck, Jenn	2025
Shea, Dean	2025
Tyrrell, Patrick	2025
Zepko, John	2025
<b><u>Conservation Advisory Council</u></b> 2-Year Term	Term Expires December 31
Bailey, Robin	2026
Boerman, Brian	2025
Dubovi, Edward	2025
Fleming, John	2025
Hatfield, John	2026
Kitch, Travis	2026



Scanlon, Lisa	2025
Walter, Todd	2025
<b><u>Operations &amp; Code Revision Committee</u></b> 1-Year Term	Term Expires December 31
Groff, Ruth ( <i>Chair</i> )	2025
Russell, Scott	2025
Shea, Dean	2025
Wetmore, Joseph	2025
Young, John “Jack”	2025
Zepko, John	2025
<b><u>Personnel Management Committee</u></b> 1-Year Term	Term Expires December 31
Albrecht, Mary Ellen	2025
Drake, Judy ( <i>Vice Chair</i> )	2025
Groff, Ruth ( <i>Chair</i> )	2025
Howell, John	2025
Moseley, Mike	2025
Munson, Debbie	2025
Tyrrell, Patrick	2025
Zepko, John	2025
<b><u>Parks, Recreation &amp; Trails Committee</u></b>	Term Expires December 31
Anderson, Sharon	2025
Barber, Bruce	2025
Greenwald, Carolyn	2025
Hopkins, Kristin	2025
Lauzen, Steve ( <i>Chair</i> )	2025
Licitra, Johnathan	2025
Morse, Laura	2025
Pettograsso, Chris	2025
Tyrrell, Patrick	2025
Wetmore, Joseph	2025
Young, John “Jack”	2025
<b><u>Workplace Violence Threat Assessment Team</u></b> 1-Year Term	Term Expires December 31
Albrecht, Mary Ellen	2025
Drake, Judy (Town Board Member)	2025
Lombardo, Melody	2025
Moseley, Mike	2025

Munson, Debbie	2025
Tyrrell, Patrick	2025
Zepko, John	2025

**RESOLUTION 25-10**

**RESOLUTION APPOINTING ENFORCEMENT OFFICERS  
IDENTIFIED IN TOWN CODE**

**RESOLVED**, that, in addition to any enforcement (or similar) officers identified in 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. When the term CEO is used it means town code enforcement officers, building inspectors, and people contracted with by the town for such services. When the term “Constables” is used it means any town constables and all NYS police officers. Whenever the Town Clerk, Highway Superintendent, or Director of Parks is referenced, such designation automatically includes appointed deputies and persons designated for enforcement of particular matters by such officers. Similarly, all references to Planners include the Director of Planning.

Chapter 60, Smoking	Code Enforcement Officers, Constables
Chapter 103, Bingo & Games of Chance	Town Clerk
Chapter 108, Code Administration	Code Enforcement Officers
Chapter 112, Unsafe Buildings	Code Enforcement Officers
Chapter 119, Communications Towers	Planners, Code Enforcement Officers, Zoning Officers
Chapter 125, Dogs	Town Clerk, Animal Control Officers and Dog Wardens, Constables
Chapter 137, Fire Prevention (Lock Boxes)	Code Enforcement Officers, Fire Inspectors, Captains, and Marshals of the Town or any Fire District
Chapter 142, Flood Plain Administrator	Planning Director
Chapter 158, Junkyards and Outdoor Storage	Code Enforcement Officers, Planners, Zoning Officers
Chapter 170, Mobile Home Parks	Code Enforcement Officers, Planners, Zoning Officers
Chapter 174, Motorcades, Parades, and Assemblies (Mass Gatherings)	Code Enforcement Officers, Parks Director, Constables
Chapter 190, Parks and Recreation Areas	Parks Director, Constables
Chapter 206, Sewers	Code Enforcement Officers, Highway Superintendent, Constables
Code Chapter 210, Signs	Code Enforcement Officers, Planners, Zoning Officers

Chapter 225, Stormwater	Stormwater Maintenance Officer, Code Enforcement Officers
Chapter 230, Streets and Sidewalks	Highway Superintendent, Code Enforcement Officers, Constables
Chapter 235, Subdivision of Land	Code Enforcement Officers, Planners, Zoning Officers
Chapter 270, Zoning	Planners, Code Enforcement Officers

**RESOLUTION 25-11**

**RESOLUTION ESTABLISHING THE STANDARD WORK HOURS AS REQUIRED FOR DETERMINATION OF RETIREMENT BENEFITS**

**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, 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, Senior Court Clerk, Parks & Recreation Supervisor, Zoning/Code/Fire Enforcement Officer, Director of Planning, Town Planner, Highway Superintendent, Deputy Highway Superintendent, Working Supervisor, Secretary to the Highway Superintendent, Motor Equipment Operator, Heavy Equipment Mechanic, Automotive Mechanic Assistant 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 25-12**

**RESOLUTION TO DESIGNATE PROFESSIONAL SERVICE PROVIDERS**

**RESOLVED**, the Lansing Town Board hereby authorizes Town Supervisor to execute agreements for the following professional service providers:

Harris Beach PLLC  
T.G. Miller, P.C.  
Insero & Co

Bond Counsel  
Town Engineer – David Herrick  
Town Accountant

**RESOLUTION 25-13**

**RESOLUTION ADOPTING 2025 ORGANIZATIONAL  
RESOLUTIONS 25-01 through 25-12**

**RESOLVED**, that Organizational Resolutions **25-01 – 25-12** are hereby approved as presented and amended, and further that each such resolution, designation, or appointment remains subject to amendment by resolution of the Town Board made at any time.

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 Christine Montague –

Supervisor Ruth Groff –

Councilperson Laurie Hemmings –

Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on January 15, 2025.