

2026 TOWN BOARD ORGANIZATIONAL RESOLUTIONS

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

RESOLUTION 26-

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, 2026, 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, and the town may utilize the lawful programs of such lenders relating to IntraFi or Federal Reserve Bank depository, transfer, or wire transfer rules and programs, when authorized by the Town Board, New York State law or regulations, or federal banking laws and requirements.
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 Administrative Assistants 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 Administrative Assistants 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 Administrative Assistants 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, Deputy 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 2026 § 184 Agreement for the Expenditure of Highway Money be approved and signed by the Town Board, Town Supervisor, and Town Highway Superintendent/Director of Public Works. Further, the Highway Superintendent/Director of Public Works 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) \$60,000.00 for Court Clerks, Bookkeeper, and Accountant; (ii) \$30,000.00 for Administrative Assistants and Information Aides, if any; and (iii) \$2,330,000.00 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 & Recreation 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).

15. The Town Bookkeeper and Town Accountant are authorized to make inquiries upon any town accounts, drafts, or deposits, except for the Town Clerk's checking and Lansing Receiver of Taxes accounts and the Town Justice accounts.

RESOLUTION 26-

**RESOLUTION ACKNOWLEDGING APPOINTMENT OF DEPUTY SUPERVISOR
AND FIXING 2026 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 26-

**RESOLUTION AUTHORIZING ISSUING OF ACCESSIBLE
PARKING PERMITS**

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

RESOLUTION 26-

RESOLUTION DESIGNATING OFFICIAL TOWN NEWSPAPER

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

RESOLUTION 26-

RESOLUTION STATING 2026 LIAISONS AND APPOINTMENTS

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

2026 LIAISONS	
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)
Zoning Advisory Committee	Ruth Groff

2026 APPOINTMENTS

Association of Towns Voting Delegate (Alternate)	Joseph Wetmore (Christine Montague)
Bolton Point Commissioners	Ruth Groff and Mike Moseley
Budget Officers	Town Supervisor and Accountant
Cayuga Lake Watershed IO (Alternate)	Joseph Wetmore (Tom Vawter)
Flood Plain Administrator	Any appointed Code Enforcement Officer
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 (Nathaniel Rogers)
Owasco Lake Watershed Management Council	Joseph Wetmore
Stormwater Management Officer	Mike Moseley
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)	Scott Russell (Heather Dries)
Ag. & Farmland Protection Committee Chair (Alternate)	VACANT (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
Parks, Recreation & Trails Committee Chair	Patrick Tyrrell
Personnel Management Committee Chair (Vice Chair)	Judy Drake (Ruth Groff)
Planning Board Chair (Vice Chair)	Dean Shea (Thomas Butler)
Water, Sewer Stormwater Committee Chair	Mike Moseley
Zoning Advisory Committee Chair	Nathaniel Rogers
Zoning Board of Appeals Chair (Vice Chair)	John Young (Susan Tabrizi)

RESOLUTION 26-

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 1st or resigns prior to December 31st, 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 1st or resigns prior to December 31st, their pay will be prorated based on the number of full months of service. They will be paid with the December vouchers.

RESOLUTION 26-

**RESOLUTION RECOGNIZING THE CURRENT MEMBERS OF
TOWN OF LANSING GOVERNMENTAL BOARDS, AGENCIES, AND COMMITTEES**

RESOLVED, that the following people are recognized as current members of the following governmental boards, agencies, and committees:

Planning Board Members	Term Expires
7-Year Term	December 31
Butler, Thomas (<i>Vice Chair</i>)	2028
Caffrey, Aimee (Alternate)	2026
Dennis-Conlon, Sandra	2027
Fiorille, Alfonso	2032
Hass, Christine	2030
Hautaniemi, Danielle	2031
Licitra, Johnathan	2029
Shea, Dean (<i>Chair</i>)	2026
Villano, Freddy (Alternate)	2026
Zoning Board of Appeals	Term Expires
5-Year Term	December 31
Bauda, John (Alternate)	2026
Jones, Jamie	2030
Stoe, Mary	2029
Tabrizi, Susan (<i>Vice Chair</i>)	2027
VandePoel, Roger	2028
Young, John "Jack" (<i>Chair</i>)	2026
Agriculture & Farmland Protection Committee	Term Expires
3-Year Term	December 31
Buck, Adam	2028
Eldred, Todd	2028
Fleming, John (<i>Vice Chair</i>)	2028
Hass, Christine	2028

Hatfield, James	2028
Kirby, Jeannine	2028
Larson III, Peter	2028
Moore, Larry	2028
Nedrow, Steve	2028
Patchen, Ken	2028
VACANT (<i>Chair</i>)	2028
<u>Board of Ethics</u>	Term Expires December 31
5-Year Term	
Dann, John	2027
Ferris, Jamie (<i>Chair</i>)	2026
Lion, Cynthia	2029
Travis, Gregg (<i>Vice Chair</i>)	2029
Withiam, Diane	2028
<u>Capital Improvement Committee</u>	Term Expires December 31
1-Year Term	
Albrecht, Mary Ellen	2026
Drake, Judy	2026
Groff, Ruth (<i>Chair</i>)	2026
Herrick, Dave	2026
Moseley, Mike	2026
Rogers, Nathaniel	2026
Schenck, Jenn	2026
Shea, Dean	2026
Tyrrell, Patrick	2026
<u>Conservation Advisory Council</u>	Term Expires December 31
2-Year Term	
Bailey, Robin	2026
Benson, Aziza	2027
Boerman, Brian	2027
Dubovi, Edward (<i>Chair</i>)	2027
Fleming, John	2027
Hatfield, John	2026
Kitch, Travis	2026
Maushart, Kristin	2027
Phillips, Emily	2027
<u>Operations & Code Revision Committee</u>	Term Expires December 31
1-Year Term	
Groff, Ruth (<i>Chair</i>)	2026
Rogers, Nathaniel	2026

Russell, Scott	2026
Shea, Dean	2026
Wetmore, Joseph	2026
Young, John "Jack"	2026
<u>Personnel Management Committee</u>	Term Expires December 31
1-Year Term	
Albrecht, Mary Ellen	2026
Drake, Judy (<i>Chair</i>)	2026
Groff, Ruth (<i>Vice Chair</i>)	2026
Howell, John	2026
Moseley, Mike	2026
Munson, Debbie	2026
Tyrrell, Patrick	2026
VACANT	2026
<u>Parks, Recreation & Trails Committee</u>	Term Expires December 31
Anderson, Sharon	2026
Barber, Bruce	2026
Binkewicz, Katrina	2026
Dietershagen, Jay	2026
Greenwald, Carolyn	2026
Hopkins, Kristin	2026
Licitra, Johnathan	2026
Pettograsso, Chris	2026
Pluto, Jenn	2026
Tyrrell, Patrick (<i>Chair</i>)	2026
Wetmore, Joseph	2026
Young, John "Jack"	2026
<u>Zoning Advisory Committee</u>	Term Expires December 31
1-Year Term	
Nathaniel Rogers (<i>Chair</i>)	2026
Lauren Baker	2026
John Duthie	2026
Eric Eisenhut	2026
John Hatfield	2026
Scott Russell	2026
Brandon Siebert	2026
Eileen Stout	2026
David West	2026
<u>Project Review Committee</u>	Term Expires December 31
1-Year Term	

Harner, Donald	2026
Herrick, David	2026
Krogh, Guy	2026
Moseley, Mike	2026
Rogers, Nathaniel (<i>Chair</i>)	2026
Russell, Scott	2026
Shea, Dean	2026

RESOLUTION 26-

**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 & Recreation 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	Any Appointed Code Enforcement Officer
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 26-

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:

6.8 hours/day 34 hours/week
Administrative Assistant II in Clerk's Office

7.3 hours/day 36.5 hours/week
Court Clerk, Deputy Town Clerk, Accountant, Code Enforcement Officer, Administrative Assistants in Code Office, and Administrative Assistant III in Town Clerk's Office

8 hours/day 40 hours/week
Bookkeeper, Town Clerk, Senior Court Clerk, Director of Parks & Recreation, Administrative Assistant in Parks & Recreation Office, Zoning/Code/Fire Enforcement Officer, Director of Planning, Town Planner, Director of Public Works/Highway Superintendent, Deputy Director of Public Works/Highway Superintendent, Working Supervisor, Maintenance Supervisor, Secretary to the Director of Public Works/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 26-

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	Bond Counsel
T.G. Miller, P.C.	Town Engineer – David Herrick
Insoro & Co	Town Accountant

RESOLUTION 26-

RESOLUTION ADOPTING 2026 ORGANIZATIONAL RESOLUTIONS 26-xx through 26-xx

RESOLVED, that Organizational Resolutions **26-xx – 26-xx** 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 Laurie Hemmings –
Councilperson Christine Montague –	Councilperson Joseph Wetmore –
Supervisor Ruth Groff –	

Accordingly, the foregoing Resolutions were approved, carried, and duly adopted on January 21, 2026.