

ORGANIZATIONAL MEETING

Town of Ulysses

January 6, 2014

Held at the Ulysses Town Hall at 10 Elm Street on January 6, 2014.

PRESENT:

Supervisor- Liz Thomas

Board members: Rich Goldman, John Hertzler, Nancy Zahler

Clerk: Carissa Parlato

ABSENT:

Board member- Dave Kerness

OTHERS PRESENT:

Greg Reynolds, town resident

Rob Montana, reporter for Ithaca Journal

Notice of the meeting was published in the Ithaca Journal on December 27, 2013. Notice was also posted on the website and clerk's board.

Supervisor Thomas called the meeting to order at 7 p.m.

Discussion of upcoming Newly-Elected Officials Training (through the Assoc. of Towns) and travel logistics. The board, supervisor and clerk are planning to attend.

RESOLUTION 2014-1: BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7:00 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A monthly working meeting will be held on the 4th Tuesday of each month at 7:00 p.m.

Moved: Ms. Zahler

Seconded: Mr. Hertzler

ADOPTED:

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Kerness (absent)

Mr. Goldman aye

RESOLUTION 2014-2: BE IT RESOLVED the designated news media is advised of the foregoing schedule and meeting notices will be posted, in accordance with the Open Meetings Law, on the Town Clerk's bulletin board and the Town Website.

FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of Town of Ulysses.

NOTE: It was also suggested that the Trumansburg Free Press be alerted to important things.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Kerness (absent)

Mr. Goldman aye

Vote 4-0

ADOPTED 1/6/14

RESOLUTION 2014-3: BE IT RESOLVED, the Town Board will use the following procedure for review and audit of the monthly claims before presentation for Board approval at the Regular Monthly Meeting of the Ulysses Town Board:

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1. Invoices are received in the Town Clerk's Office, through the mail, electronically, or personally delivered.
2. Town Clerk obtains approval of the expense, which is evidenced on the invoice with the initials or signature of the department head or person who gave rise to the claim. The Town Clerk or the department head also indicates on the invoice the general ledger account that should be charged for the expense and checks to see that each invoice is properly itemized, mathematically accurate, and contains sufficient detail to ensure that the Board members auditing the claim can determine whether the proposed payment is proper and just.
3. Town Clerk gives invoices to the Bookkeeper who inputs the invoices into the accounting software and produces a listing of all vouchers (Abstract of Vouchers) for Town Board approval at the Regular Monthly meeting. The Bookkeeper keeps an updated file of claims to be audited before the meeting, which the Town Board members can access. All claims to be submitted for approval by Board vote at the Regular Meeting shall, if at all possible, be processed and in the file of claims by the end of the day on the Monday before the Regular Meeting.
4. In addition to the Supervisor, a sub-committee of 2 Town Board members will audit the vouchers on behalf of the full board. Any other Town Board members who wish to audit the claims are welcome to do so as well. The sub-committee will rotate membership every 6 months (January to June, July to December) with Nancy Zahler and Rich Goldman serving from January to June and John Hertzler and Dave Kerness serving from July to December. Each sub-committee member will initial each invoice after review is complete. Any questions should be brought to the attention of the Town Supervisor or Bookkeeper.
5. Audit by the Town Board does not have to happen all at once. Invoices will be entered throughout the month and can be approved periodically throughout the month. All claims shall be audited by board members by 5 p.m. on the day of the Regular Board meeting.
6. The Bookkeeper produces a final Abstract of Vouchers the day of the Town Board meeting, after audit of claims is completed.
7. After Town Board votes to approve payment of the claims, the Town Clerk signs the Abstract of Vouchers and the Bookkeeper cuts checks.
8. Supervisor signs checks. Checks are given to the Clerk's office and should be double checked for accuracy against the abstract before mailing.
9. Invoices are then filed by vendor by the Town Clerk, with the most recent payment in front of the file.

All claims must be approved for payment by the Town Board except for: (1) fixed salaries or compensation for services of offices or employees regularly engaged at agreed wages by the hour, day, week, or year; (2) principal or interest on indebtedness; (3) amounts becoming due on lawful contracts for periods exceeding one year; (4) certain welfare payments (Town Law 125 & Social Services Law 86); (5) payments made pursuant to a court order; (6) mandatory payments to the State Comptroller for retirement.

FURTHER RESOLVED that the Town Board authorizes the Supervisor to pay in advance of audit of claims for utilities, postage, and approved contractual agreements which if delayed may result in loss of discounts, the accrual of service charges, or cancellation of service. All such claims shall be presented at the next regular meeting, as per Town Law section 118.

FRIENDLY AMENDMENT by Supervisor Thomas:

5. Audit by the Town Board does not have to happen all at once. Invoices will be entered throughout the month and can be approved periodically throughout the month. All claims shall be audited by board members by 5 p.m. on the day of the Regular Board meeting *if at all possible*.

Discussion on the process of approving vouchers, and whether a deadline other than 5 p.m. prior to the board meeting is sufficient for the board to approve claims.

Moved: Mr. Hertzler

Seconded: Mr. Goldman

Ms. Thomas aye

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Date Adopted: 1/6/14

RESOLUTION 2014-7: BE IT RESOLVED that the following crime coverage for Town officials, appointees and employees is hereby approved:

Money inside premises \$100,000 (\$1,000 deductible)
Money outside premises \$100,000 (\$1,000 deductible)
Forgery and alteration \$100,000 (\$1,000 deductible)
Employee Theft - Per Loss \$50,000 (\$2,500 deductible)
Excess Coverage:
Deputy Supervisor \$650,000
Supervisor \$650,000
Tax Collector/Town Clerk \$650,000
Includes Faithful Performance

Discussion: The group wanted clarification on this policy and further investigation in cost-effectiveness.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas
Ms. Zahler
Mr. Hertzler
Mr. Kerness (absent)
Mr. Goldman

Vote: TABLED

Amendment: Adopted 1/14/14:

Moved: Mr. Goldman

Seconded: Ms. Thomas

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

RESOLUTION 2014-8: BE IT RESOLVED in lieu of the annual financial report required by Town Law Section 29(10), the Supervisor is hereby authorized to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his/her annual report to the State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)). If the time for filing the annual report is extended 60 days by the State Comptroller, the Supervisor's time for filing a copy of the report with the Town Clerk is extended for a like period.

Moved: Ms. Zahler

Seconded: Ms. Thomas

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Date Adopted: 1/6/14

RESOLUTION 2014-9: BE IT RESOLVED the Town follow the recommendation of auditor Ciaschi, Dietershagen, Litte, Mickleson and Company and have the Supervisor or Bookkeeper review the reconciliation of the Town Clerk's bank statements and the Town Clerk's office review the reconciliation of the Supervisor's bank statements in order to safeguard the town's finances.

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Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Date Adopted: 1/6/14

RESOLUTION 2014-10: BE IT RESOLVED the Tompkins Trust Company is designated as depository in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands and,

FURTHER RESOLVED the Town investments can be made at other banks and institutions as outlined in the Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board during the year and revised as necessary.

Discussion: Mr. Goldman would like to look into putting funds into CDs.

Moved: Mr. Hertzler

Seconded: Ms. Thomas

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-11: BE IT RESOLVED that the Town Board of the Town of Ulysses will do the Annual Audit of the books for each department on January 21, 2014 at 8 a.m.

Moved: Mr. Goldman

Seconded: Mr. Hertzler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Adopted date: 1/6/14

PROCUREMENT POLICY FOR THE TOWN OF ULYSSES:

RESOLUTION 2014-12: BE IT RESOLVED that the Town Procurement policy as adopted on November 17, 2010 is the ruling document for purchases. The Town Clerk will direct all department heads and Town Board members to review the Procurement Policy on the internal side of the Town website at <http://ulysses.ny.us/pages/intranet/> or provide a hard copy upon request.

Moved: Ms. Zahler

Seconded: Ms. Thomas

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

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Vote:4-0

Adopted date: 1/6/14

ESTABLISHMENT OF APPOINTED OFFICES AND SALARIES:

RESOLUTION 2014-13: BE IT RESOLVED that the Supervisor is authorized to appoint a Town Bookkeeper, with an annual budgeted salary as set by the Town Board. The Supervisor hereby appoints Mary Bouchard, CPA as the Town Bookkeeper.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-14: BE IT RESOLVED that the Town Board established the Office of first Deputy Supervisor and second Deputy Supervisor in 2012. The first Deputy Supervisor acts for and in place of the Supervisor in her/his absence. The annual budgeted salary of the first Deputy Supervisor and the second Deputy Supervisor is set by the Town Board. In accordance with Town Law, the Supervisor appoints Nancy Zahler as the first Deputy Supervisor and Michelle Wright as the second Deputy Supervisor.

Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-15: BE IT RESOLVED that the Town Board has established the Office of Deputy Town Clerk, to continue in 2014 at an annual budgeted salary as set by the Town Board.

FURTHER RESOLVED that the responsibilities of this office are to assist the Town Clerk in carrying out the administrative responsibilities of the office including those related to records management and tax collection, water billing, and to act for and in place of the Clerk during her / his absence. Details of the Deputy Clerk job description are set and revised by resolution of the Town Board and are outlined in Section I (Elected Officials and their Appointments) of the Town Manual of Position Descriptions. In accordance with Town Law, the Town Clerk appoints the Deputy Town Clerk. The Town Clerk appoints Patricia Halloran as Deputy Town Clerk for 2014.

Moved: Mr. Hertzler

Seconded: Mr. Goldman

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote:4-0

Adopted date: 1/6/14

RESOLUTION 2014-16: BE IT RESOLVED that the Town Board has established the office of Deputy Highway Superintendent, to continue in 2014. The Deputy Highway Superintendent acts for and in place

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of the Highway Superintendent in her/his absence. In accordance with Town Law, the Highway Superintendent appoints the Deputy Highway Superintendent. The Highway Superintendent shall appoint David Reynolds as Deputy Highway Superintendent.

Moved: Mr. Goldman

Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-17: BE IT RESOLVED that the Town Justices are authorized to employ the services of a Court Clerk to assist in the administration and bookkeeping, at the 2014 budgeted salary as set by the Town Board. The Town Justices shall appoint Angela Champion as Court Clerk for 2014.

Moved: Ms. Zahler

Seconded: Mr. Hertzler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Adopted date: 1/6/14

ESTABLISHMENT OF PAYROLL PERIODS AND PAY RATES FOR ELECTED AND APPOINTED OFFICIALS AND SALARIED AND PART-TIME HOURLY EMPLOYEES:

RESOLUTION 2014-18: BE IT RESOLVED the Town Board hereby establishes the following payroll periods:

Bi-weekly: Town Supervisor, Highway Superintendent, Town Clerk, Justices, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Supervisor, Highway Department Staff, Bookkeeper, Code Enforcement Officer, Zoning Officer, Planning and Zoning Staff, Court Clerk, Temporary student and other employees, part-time Clerical, Administrative, and Support staff, Water Department staff

Monthly: Councilpersons

Annually: Historian & Deputy Historian

Voucher: contractual workers and all others not listed above

Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness (absent)
Mr. Goldman aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-19: BE IT RESOLVED that the Town Board hereby establishes the following pay rates for employees and elected officials in 2014. If necessary to appoint a new employee or replace an elected official during the year of 2014, the Town Board will establish a salary commensurate with the experience and availability of funds:

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Position	2014 Budgeted Appropriation	Hourly rate if applicable
Supervisor	\$15,920	
Budget Officer	\$14,680	
Deputy Supervisor	\$15,000	\$18.00/hr
Bookkeeper	\$19,149	
Councilperson	\$4,199 each	
Town Clerk	\$48,000	
Deputy Town Clerk	\$31,110	\$19.29
Town Justice	\$16,274 each	
Court Clerk	\$38,692	
Enforcement Officer for Building Code	\$30,466	
Deputy Enforcement Officer	\$10,400	\$18.80
Zoning Officer	\$27,316	
Planner	\$27,316	
Planning and Zoning Clerk	\$5,000	\$16.72
Highway Superintendent	\$59,597	
Deputy Highway Superintendent	multiple budget lines	\$21.89
Highway Machine Equipment Operators	multiple budget lines	\$17.13 - \$20.27
Laborer	multiple budget lines	\$13.43
Water Distribution & Maintenance Operator	\$15,387	
Water District Laborer	\$4,515	\$19.17
Historian	\$1,530	

Moved: Mr. Hertzler

Seconded: Ms. Thomas

Ms. Thomas
 Ms. Zahler
 Mr. Hertzler
 Mr. Kerness
 Mr. Goldman

Vote: 4-0
 Adopted date: 1/6/14

RESOLUTION 2014-20: BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card by the end of the last day of the pay period. Salaried employees, and elected officials wishing to participate in the town's benefits programs, shall report time used for vacation, sick time, holiday or other time off on a Town of Ulysses time card to maintain accurate records of benefit time used. No pay will be issued without a time card that has been signed by the employee and employee's supervisor and submitted to the Bookkeeper. If the employee is submitting electronically to the Bookkeeper, the Department Head / Employee Supervisor must give electronic approval as part of the time card submission. Salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off. It is the responsibility of the employee's supervisor to assure the time card is accurate.

FURTHER RESOLVED that to maintain accountability of all employees who work for the town, and to clarify supervisory roles, the following listing specifies employee supervisors. Each employee supervisor is responsible for approving time cards (if required), vacation, personal, and sick days used by each employee. Time off for each employee must be reported to Bookkeeper who will maintain records.

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Employee	Employee Supervisor
Deputy Supervisor	Town Supervisor
Bookkeeper	Town Supervisor
Deputy Town Clerk	Town Clerk
Court Clerk	Town Justices
Enforcement Officer for Building Code	Town Supervisor
Deputy Enforcement Officer	Enforcement Officer
Zoning Officer/Planner	Town Supervisor
Planning and Zoning Clerk	Zoning Officer/Planner
Deputy Highway Superintendent	Highway Superintendent
Highway Machine Equipment Operators	Highway Superintendent
Laborer	
Water Distribution & Maintenance Operator	Town Supervisor
Water District Laborer	Water Distribution and Maintenance Operator

Moved: Mr. Goldman

Seconded: Ms. Thomas

Ms. Thomas aye
 Ms. Zahler aye
 Mr. Hertzler aye
 Mr. Kerness (absent)
 Mr. Goldman aye

Vote: 4-0
 Adopted date: 1/6/14

TOWN BOARD AND LIAISON APPOINTMENTS:

RESOLUTION 2014-21: BE IT RESOLVED that the Supervisor proposes the following Town Board liaison appointments and request that each appointee report to the Town Board at least annually:

- | | |
|---|---------------------|
| A. Highway Department | Mr. Kerness |
| B. Trumansburg Village Board of Trustees | Ms. Zahler |
| C. Personnel | Mr. Kerness |
| D. Health Insurance Consortium Board | Mr. Goldman |
| E. Planning Board and Board of Zoning Appeals | Members will rotate |
| F. Fire Department | Mr. Hertzler |
| G. County and other Emergency Management | Mr. Hertzler |
| H. Town Court | Mr. Goldman |
| I. Trumansburg Ulysses Youth Commission | Ms. Zahler |

Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas aye
 Ms. Zahler aye
 Mr. Hertzler aye
 Mr. Kerness (absent)
 Mr. Goldman aye

Vote: 4-0

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Adopted date: 1/6/14

RESOLUTION 2014-22 BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee report to the Town Board at least annually:

- | | |
|---|--|
| A. Planning Board Chairperson | Rod Hawkes |
| B. Board of Zoning Appeals Chairperson | George Tselekis |
| C. Clerk for Planning Board and Board of Zoning Appeals | Robin Carlisle-Peck |
| D. Board of Assessment Review | Cheryl Thompson,
David Means |
| E. Tompkins County Environmental Management Council (EMC) | John Hertzler |
| F. Tompkins County Water Resources Council (WRC) | Bill George & Darby Kiley |
| G. Tompkins County Stormwater Coalition | Darby Kiley |
| H. Trumansburg Ulysses Youth Commission Reps | Sharon Bilotta & Andrea Murray |
| I. Recreation Partnership representative | Durand VanDoren |
| J. Tompkins County Youth Services Board | Nancy Zahler working on this
with TCYS Director |
| K. Ithaca/Tompkins County Transportation Council Planning Committee | Darby Kiley |
| L. Ithaca/Tompkins County Transportation Council Policy Committee | Darby Kiley |
| M. Tompkins County Council of Governments | Liz Thomas / Nancy Zahler |
| N. Tompkins County Area Development | (vacant) |
| O. Fair Board liaison | John Hertzler |
| P. Historian and Deputy Historian | John Wertis, Michelle Mitrani |
| Q. Water District Advisory Board Chairperson | Diane Hillman |
| R. Tompkins County Animal Control | Liz Thomas |
| S. Cayuga Lake Water Shed Intermunicipal Org. | Darby Kiley |
| T. Trumansburg Chamber of Commerce | Nancy Zahler/Rich Goldman
(alternate) |

Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(Absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

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RESOLUTION 2014-23: BE IT RESOLVED that the Town Board has appointed the following Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2013 may be either replaced or reappointed. The following members being reappointed for 2014:

Currently 2 members are needed for the ZBA, 2 + an alternate are needed for the PB. Applications will be accepted through Jan. 20, 2014.

ZONING BOARD OF APPEALS (5 year terms)				
Name/phone/email	Address	Date Appointed	Date of Oath	Term Expiration
GEORGE TSELEKIS, Chair Phone: 272-1808 GTSELEK1@twcny.rr.com	1575 Trumansburg Road Ithaca, NY 14850	1/3/2013	2/16/2013	12/2017
ROBERT HOWARTH Phone: 387-3318 howarth@cornell.edu	4124 Reynolds road Trumansburg NY 14886	2/11/2014	2/18/2014	12/2014
CARL MANN Phone: 387-3883 fawnsoda@yahoo.com	49 Cayuga St. Trumansburg, NY 14886	9/11/2012	10/11/2012	12/2015
ANDY GLASNER Phone : 266-5052 aglasner@borgwarner.com	4260 South St. Ext. Trumansburg, NY 14886	12/19/2011	3/2012	12/2016
ANDREW HILLMAN Phone: 351-7085 andrew.hillman@davey.com	3315 Swamp College Road Trumansburg NY 14886	1/28/2014	2/6/2014	12/2018
PLANNING BOARD (7 year term)				
ROD HAWKES, Chair Phone : 387-3726 hawkesrod@gmail.com	1554 Taughannock Blvd Ithaca, NY 14850	2/12/2008	2/2008	12/2016
JOHN WERTIS Phone : 387- 4331 BWWFarmtoday@aol.com	8144 Searsburg Rd. Trumansburg, NY 14886	2008	1/2008	12/2014
SARAH ADAMS Phone : 387-5696 H sarahadams85@gmail.com	4 Falls Road Trumansburg, NY 14886	2/8/2011	2/2011	12/2015
BRIAN CUTLER Phone : CELL 342-5952 briancutler1@gmail.com	4065 South St. Ext. Trumansburg, NY 14886	8/2013	9/2013	12/2017
STANLEY BEAMES Phone: 387-3930 Cell: 229-9157 stboomer24@yahoo.com	3011 Halseyville Road Trumansburg, NY 14886	12/19/2011	3/2012	12/2018
REBECCA SCHNEIDER Phone : 387-3816 RLS11@cornell.edu	5630 Pine Ridge Road Trumansburg, NY 14886	1/3/2013	2/5/13	12/2019
ANDY RICE Phone : 387-5446/216-5780 andrewrcss@rackercenters.org	5360 Rice Road Trumansburg NY 14886	1/28/14	2/4/2014	12/2020
RICHARD GARNER (alternate) Phone : 387-5326/592-8381 Rgbox18@yahoo.com	103 Maplewood Rd., Ithaca 18 Congress St., Trumansburg	1/28/2014	1/30/2014	12/2014
Robin Carlisle Peck, PB&ZB Clerk rjcp019@yahoo.com	8458 Main St, PO Box 244 Interlaken, NY 14847	N/A	N/A	N/A
Darby Kiley, Environmental Planner/Zoning Officer Ulysses.planner@gmail.com		N/A	N/A	N/A

Corrections: Peter Fry was removed from list as he is no longer on the Planning Board, Brian Cutler added.

(TABLED)

Amended:

Andy Hillman appointed to the Board of Zoning Appeals on 1/28/14:

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Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness aye
Mr. Goldman aye

Vote: 5-0

Andy Rice appointed to the Planning Board on 1/28/14:

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness aye
Mr. Goldman aye

Vote: 5-0

Richard Garner appointed to the Planning Board as an alternate on 1/28/14:

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness aye
Mr. Goldman aye

Vote: 5-0

Amended:

Robert Howarth appointed to the Board of Zoning Appeals on 2/11/14:

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye
Mr. Kerness aye
Mr. Goldman aye

Vote: 5-0

CONTRACT APPOINTMENTS:

RESOLUTION 2014-24: BE IT RESOLVED that the Town Attorney for the Town be Mariette Goldenhuys, Esq. and that she and her associates be consulted in accordance with the Retainer Agreement with the Town of Ulysses signed April 20, 2009 and

Further Resolved that the 2014 Addendum to Retainer Agreement which sets hourly fees for billing at \$190 (Attorney) and \$125, (Paralegals) is adopted. All other provisions for the 2009 Retainer Agreement shall remain in full force and effect subject to revision.

Further Resolved that the Town Board authorizes the Town Supervisor to sign the Addendum to the Retainer Agreement for 2013.

Moved: Mr. Goldman

Seconded: Ms. Thomas

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elected or appointed official or employee these policies, and any other planning documents or local laws upon request and these documents shall be also be maintained on the internal part of the town website. Each employee or elected official shall sign the Code of Ethics form documenting that they have reviewed and understand the policy.

NOTE: The clerk will provide a notebook to new members with said policies.

Moved: Mr. Hertzler

Seconded: Ms. Thomas

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-29: BE IT RESOLVED any member of the public wishing to add a topic to the agenda of a Regular Town Board Meeting advise the Supervisor of that request at least one week prior to the scheduled meeting, if at all possible.

NOTE: Mr. Hertzler was concerned about having enough public access/participation. The group discussed possible ways to make this happen, possibly via a public forum, focus group, etc. This topic will be added to a future agenda for further discussion.

Moved: Mr. Hertzler

Seconded: Ms. Thomas

(Resolution stricken from agenda)

RESOLUTION 2014-30: BE IT RESOLVED any individual having any special needs and wishing to attend a meeting please advise the Town Clerk of the special requirements at least one week prior to the meeting (ADA).

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2013-31: BE IT RESOLVED that the Town Clerk will continue with the Resolution/Motion Index System initiated in 2009, identifying the Resolution/Motion number, date approved, and Title. This index of resolutions will be updated at least quarterly.

FURTHER RESOLVED that the Town Clerk will send a final electronic version of each certified resolution to the Town Board and place the final version on the Town's file sharing network and on the website.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

ORGANIZATIONAL MEETING

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Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-32: BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk as Records Access Officer with the backup Records Access Officer of Michelle Wright.

Moved: Mr. Hertzler

Seconded: Ms. Zahler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-33: BE IT RESOLVED that in accordance with the New York State Constitutional prohibition against gifts by municipalities as described in Article III, Section 1, the Town of Ulysses will not give bonuses, donations, or other gifts of recognition for service (retirement, annual appreciation, or otherwise) to any organizations, volunteers, or other individuals in the employment of the Town or otherwise providing service to the Town or the community. The Town may, however, hold recognition events and provide refreshments.

Moved: Mr. Goldman

Seconded: Mr. Hertzler

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

RESOLUTION 2014-34: BE IT RESOLVED that any and all of these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

The Town Clerk shall provide a certified copy of the finalized Organizational Meeting minutes and any amended versions to all Town Board members, and place the most recent version on the web under Meeting Minutes.

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

SHARED HIGHWAY SERVICES AGREEMENT:

RESOLUTION 2014-35: WHEREAS, Highway Law #142-d allows co-operative agreements for highway services and sharing of labor, equipment and supplies; and

WHEREAS, General Municipal Law Article 5-G allows and encourages municipal co-operations, by joint or contract basis, performance of powers and duties among themselves; and

ORGANIZATIONAL MEETING

Town of Ulysses

January 6, 2014

WHEREAS, it is deemed beneficial to the Town of Ulysses to allow for shared highway agreements of equipment and services with other nearby municipal highway departments;

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor pursuant to Highway Law #283 to enter into agreements for shared services and equipment with other municipalities and authorize, within existing budget constraints, the Town's Highway Superintendent pursuant to Highway Law #284 to take such action to implement said agreements consistent with Town highway needs and availability, and maintain sufficient liability coverage to protect the town in such joint efforts.

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas	aye
Ms. Zahler	aye
Mr. Hertzler	aye
Mr. Kerness	(absent)
Mr. Goldman	aye

Vote: 4-0

Adopted date: 1/6/14

Motion to adjourn the meeting by Ms. Zahler, seconded by Mr. Goldman, carried unanimously.

Meeting adjourned at 9:50 p.m.