

REGULAR TOWN BOARD MEETING

Town of Ulysses

May 12, 2015

Audio of the minutes are available on the website at ulysses.ny.us.

The meeting was held at the Ulysses Town Hall at 10 Elm Street, Trumansburg.

PRESENT:

Supervisor- Liz Thomas
2nd Deputy Supervisor- Michelle Wright
Board members- John Hertzler, Rich Goldman
Clerk- Carissa Parlato
Highway Superintendent- Jim Meeker
Planner/Zoning Officer- Darby Kiley
Attorney for the Town- Mariette Geldenhuys

ABSENT:

1st Deputy Supervisor- Nancy Zahler
Board member- Dave Kerness

OTHERS PRESENT: Diane Hillman, Phillip Antweiler, Jacksonville Community Association (JCA), Glynis Hart

Notice of Town Board meetings are posted on the town's website and clerk's board.

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

Ms. Thomas made the following changes to the agenda:

- Removal of public hearing resolution
- Add a discussion of elected/appointed officials
- Move up approval of claims
- Add NYSERDA grant info

RESOLUTION 2015-82:

BE IT RESOLVED that the Ulysses Town Board approve the agenda for May 12, 2015 with those changes.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye
Ms. Zahler absent
Mr. Hertzler aye

REGULAR TOWN BOARD

May 12, 2015

Mr. Kerness absent
Mr. Goldman aye

Vote: 3-0
Date Adopted: 5/12/15

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS: *(see appendix)*

OLD BUSINESS:

APPROVAL OF CLAIMS

RESOLUTION 2015-83:

BE IT RESOLVED that the Ulysses Town Board approve payment of claims, 139-170, in the amount of \$98,850.46.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 3-0
Date Adopted: 5/12/15

NEW BUSINESS:

RECOMMENDED ZONING CHANGES FOR GENERAL CODE PROJECT

RESOLUTION 2015-84:

BE IT RESOLVED that the Ulysses Town Board recommends that the amendments to the Town of Ulysses Zoning Law pertaining to zoning enforcement, penalties and building permits; and changes to the definition of “agriculture” and “farm,” as provided to the Town Board, be added to the final draft of the General Code manuscript.

Moved: Ms. Thomas Seconded: Mr. Goldman

REGULAR TOWN BOARD

May 12, 2015

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

Vote: 3-0

Date Adopted: 5/12/15

DEVELOPING CODE ENFORCEMENT PRIORITIES

Mr. Hertzler described the list of properties that he and Mr. Kerness have identified.

Ms. Thomas relayed that Mr. Wertis (Town Historian) wanted to be sure that historical buildings be considered in the process.

Ms. Geldenhuys discussed the new Code Enforcement local law passed last year and the procedures in enforcing.

The board discussed the options moving forward and considered starting by addressing the properties that have received complaints.

REVIEW OF FEES

Ms. Thomas distributed a list of town fees for various purposes. Once they are verified and updated, the fees will be set by the board when the General Code codification project is passed.

ENGAGE SERVICES OF SOLAR TOMPKINS FOR HEATSMART PROGRAM

RESOLUTION 2015-85:

WHEREAS the Town of Ulysses recognizes climate change as a pressing issue to which we must respond by reducing energy consumption and greenhouse gas emissions; and

WHEREAS according to the U.S. Energy Information Administration, residential space and hot water heating in New York accounts for 66% - 75% of energy consumption in single-family homes; approximately one- third for domestic hot water and two-thirds for space heating; and

WHEREAS energy efficiency improvements such as air-sealing, improved insulation and sustainable technologies such as air-source and ground-source heat pumps can reduce energy consumption and greenhouse gas emissions by 25% - 85% while making the home more comfortable and saving the owner money over the long term; and

WHEREAS NY State General Municipal Law § 119-ee states that, “the legislature finds and declares that it is the policy of the state to achieve statewide energy efficiency and renewable energy goals, reduce greenhouse gas emissions and mitigate the effect of global climate change, and advance a clean energy economy; and that to achieve such policy and goals the state must promote the deployment of renewable energy systems and energy efficiency measures throughout the state; and that municipalities would fulfill an important public purpose

REGULAR TOWN BOARD

May 12, 2015

by providing loans to property owners for the installation of renewable energy systems and energy efficiency measures;” and

WHEREAS Solar Tompkins has developed a new program called HeatSmart Tompkins, which will use the Solar Tompkins model to educate the public about energy efficiencies that can be achieved with air-sealing, insulation and heat pumps for space and water heating; will identify qualified local installers who use best management practices; and will help homeowners identify incentives and financing options such as those described by GML § 119-ee; and will help homeowners achieve cost reductions through volume pricing; and

WHEREAS the Town of Ulysses wishes to encourage homeowners to make these sort of energy efficiency improvements, and to take advantage of on-bill financing and other State incentives; and

WHEREAS Solar Tompkins has proven to be an effective program model for educating the community about energy conservation options, incentives, and financing methods and has been very successful in stimulating the Solar market in Tompkins County – including the installation of \$12 million in solar energy infrastructure on 400 homes and creation of over 50 full-time living wage jobs; and

WHEREAS Solar Tompkins is a non-profit organization that has served and will continue to serve the public interest by increasing the quality and value of the housing stock; educating the community and achieving energy efficiency and greenhouse gas reductions; and strengthening the local economy and creating local jobs; and

WHEREAS Solar Tompkins will provide specific services to the Town of Ulysses as detailed in their Proposal of Services;

Now, therefore be it

RESOLVED that the Town of Ulysses will contract with Solar Tompkins for HeatSmart programming in the Town of Ulysses in the summer and fall of 2015.

Moved: Ms. Thomas

Seconded: Mr. Hertzler

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

Vote: 3-0

Date Adopted: 5/12/15

Mr. Meeker was excused at this time (8:20pm).

APPOINTED VS. ELECTED POSITIONS

REGULAR TOWN BOARD

May 12, 2015

Mr. Goldman distributed information to the board on the topic of whether the Town Clerk and Highway Superintendent positions should be switched from elected to appointed.

The board discussed the issue.

MONTHLY BUSINESS:

APPROVAL OF MINUTES: 4/28

RESOLUTION 2015-86:

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 4/28.

Moved: Ms. Thomas

Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 5/12/15

PRIVILEGE OF THE FLOOR:

Mr. Antweiler thanked the board for making code enforcement a priority.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 8:45pm; seconded by Mr. Hertzler and passed unanimously.

APPENDIX:

TOWN REPORTS:

TOWN ENGINEER: *(no report)*

HIGHWAY SUPERINTENDENT- Jim Meeker

Mr. Meeker reported the following:

- Sod work done
- Cleaned ditch on Albrechtsen Road
- Performed shoulder work on Garrett Road
- The 2003 pick-up and 550 truck were sold at the Palmyra auction for a total of about \$8K

REGULAR TOWN BOARD

May 12, 2015

- Purchased a used Volvo plow truck
- Cleaned up cemetery
- Had water tank reading problems from lightning storm and trees to clean up also from storm

Ms. Thomas added that she drove around with Mr. Meeker in response to complaints about certain roads and saw no issues.

Mr. Meeker also reported that he must submit his winter salt request by end of month.

PLANNING BOARD / ZONING OFFICER- Darby Kiley

Planning Board

At the April 21st meeting, the Planning Board revised their meeting schedule and will be reviewing applications at the first meeting of the month and working on planning and zoning proposals at the meeting on the third Tuesday of the month. The Planning Board discussed the procedure for reviewing signs. In the B1-Business District, site plan approval is required for new signs. There was a proposal to remove that requirement but that did not move forward. Part 3 of the SEQR Environmental Assessment Form was also discussed.

At the April 21st and May 5th meeting, the PB discussed an open development area proposal for five properties along the lakeshore that do not have access to an official road. The PB voiced concerns about the access road condition. Additional information is needed.

BZA

The applicant did not show up for the April BZA meeting, so the appeal was postponed until May.

Enforcement actions

- Zoning violation: 1942 Trumansburg Rd – Keith Dodge appealed the zoning violation, which is now under review by the County Court.

Grants

Residential Energy Score Project Grant –The project consultant is preparing a report summarizing the research conducted on existing home energy laws and programs. A Technical Advisory Group is meeting on Friday, May 8.

Zoning Amendments Grant – NYSERDA is reviewing the contract documents.

Other Meetings/Issues

Water Resources Council (WRC) – The WRC heard a presentation on micro-beads and an update on hydrilla.

Cayuga Lake Watershed Intermunicipal Organization (IO) – The IO and the Cayuga Lake Watershed Networks discussed the update to the Cayuga Lake Restoration and Protection Plan. The IO discussed options for a new website.

Tompkins County Trails Network – the members provided updates on the Gateway Trail, Dryden Trail, South Hill Train, Black Diamond Trail, and Pine Tree Rd project.

TOWN CLERK- Carissa Parlato

REGULAR TOWN BOARD

May 12, 2015

FINANCIAL REPORT for April:

\$1425.00	Collected in fees for licenses (dog, marriage, sporting)
\$934.01	Stays in the town

LICENSES issued in April:

Sporting licenses	12
Disabled parking permits	13
Dog licenses and renewals	68
Marriage licenses	0
Plumbing permits	0

TASKS:

- Briefly attended NYS Town Clerk's Conference in Rochester. Participated in classes on:
 - MS Excel, Records Mgmt & Cyber Security
 - Policies and Procedures; What to Expect from an Audit- both presented by the Comptroller's Office
 - Freedom of Information Laws- presented by Bob FreemanAlso spent time networking with other clerks and attended a General Code dinner event
- Sent a listserv message to keep residents updated. After newsletter was sent, I received several requests from people who wanted to be added to listserv. We now have a little over 400 people.
- Energy accounts inquiries
- Met with county tax collectors regarding new bills/tax collection software options.
- Working on creating personnel binders for staff members with new personnel policy information, health care, and more.
- Routine tasks:
 - retrieving, sorting, vouchering mail
 - Answering inquiries on various topics
 - Cross –reconciliation of town bank accounts with Michelle
 - Meeting minutes

MEETINGS:

- The Health Consortium hosted a Benefit Clerk's luncheon with Beth Miller from Excellus to discuss
 - rates/premiums
 - why costs have gone up
 - available plans
 - the claims process
 - wellness options

COMMITTEES:

REGULAR TOWN BOARD

May 12, 2015

- Health Consortium- attended the May 7 meeting. They released the annual report and voted on recommending a Bronze “look-alike” plan to the Board of Directors for implementation. Labor is opposed to this.

TRAINING:

- Participating in TCCOG Leadership/Supervisory Training Program which met on April 8, 24 and May 6.

CODE ENFORCEMENT OFFICER- Alex Rachun:

Date	Tax Parcel	Owner Name	Project	Cost	permit No.	Fee
9-Apr-15	25.-2-1.6	J. Cone	daycare renovation	\$1,000	3517	\$58
15-Apr-15	34.-2-12	J. Cope	bathroom plumbing	\$800	3518	\$55
22-Apr-15	30.-3-16.12	M Newman	accessory building	\$20,000	3519	\$110
23-Apr-15	28.-1-2	C. Hilton	foundation repair	\$9,000	3520	\$91
23-Apr-15	34.-1-21	G. Cameron	photovoltaic solar	\$8,000	3521	\$82
26-Apr-15	23.-2-6	R. Loz	photovoltaic solar	\$11,700	3522	\$91
28-Apr-15	22.-5-5.1	M Masters	addition/renovation	\$40,000	3523	\$200
29-Apr-15	27.-1-2.1	J. Morse	photovoltaic solar	\$9,000	3524	\$76
29-Apr-15	12.-1-13.2	S. Soboroff	photovoltaic solar	\$12,000	3525	\$97
30-Apr-15	27.-3-8.2	I. Shapiro	photovoltaic solar	\$27,000	3526	\$139
30-Apr-15	21.-1-9.3	A Withiam	photovoltaic solar	\$42,000	3527	\$184
1-May-15	11.-4-4.2	J. Podkaminer	photovoltaic solar	\$20,000	3528	\$115
2-May-15	20.-2-7.2	PAS Excavating	storage building	\$112,000	3529	\$845
5-May-15	13.-7-2.11	F. Randall	accessory building	\$165,000	3530	\$325
6-May-15	19.-3-26.3	M. Baehre	single family house	\$400,000	3531	\$425
8-May-15	27.-3-2.11	S. Pape	photovoltaic solar	\$29,000	3532	\$132

SUPERVISOR- Liz Thomas:

Shared Services

- Attend county-wide meeting on shared services reporting requirement for state tax cap legislation.
- Agree to be on task force looking at shared services or consolidation of courts across the county.

Planning and Zoning

- Work with Darby, Mariette and Alex on potential changes to enforcement language in zoning law.

REGULAR TOWN BOARD

May 12, 2015

- Open Development Districts – work to understand the nuances of this requirement. Review with Mariette, Darby, John and attend Planning Board meeting on topic.
- Attend Village meeting to give input on the potential dissolution of their Planning Board. Provide written follow-up. Look into joint training opportunities for our PB and the Village PB, also county-wide training for Planning Boards. Talk to members of both Planning Boards to see what training options would be most useful.

Trails

- Begin RFP for computer programmer and web design specialist to work on trails grant.
- Attend Parks and Trails Network meeting.
- Speak at ground-breaking ceremony at the Taughannock Falls Overlook with state, regional, and local representatives.

Stormwater and Flood Control

- Attend half day workshop on flood prevention and stormwater control.
- Agree to be on Cayuga Lake Watershed Intermunicipal Organization with Ken Zeserson as alternate. Review expectations and clarify role.

Newsletter

- Continue to make edits and proof newsletter, again and again and again. Give mailing ok.
- Send out electronic version to Ulysses listserv. Post on web.

Water District 3

- Work with Hunt and MRB Group engineers plus Fred Dean and Jim Meeker to decide the best options to evaluate and how to proceed. Check what work still needs to be done as far as data gathering.
- Coordinate meeting with TTHM Working Group, present, provide background information to group, edit minutes, send out Department of Health letter from December,
- Write draft progress report for Dept of Health and draft letter to WD3 users. Have reviewed by engineer.
- Calculate annual quarterly average levels of HAA and TTHM
- Meet with Fred and Carissa to discuss all reporting requirements and designate lead person.
- Get word from Environmental Finance Center that they may have funding for WD3 remediation.
- Organize all water district folders. Create table of reporting requirements, timelines for reports, and designated lead person for all reports.

Other

- **Highway:** respond to several complaints about roads. Tour roads with Highway Superintendent. Respond to complaints.
- **Bookkeeping and accounting** – review AUD calculations, discuss new accounting software that will offer a more transparent system which is geared toward municipal rather than business accounting. Review fund
- **Admin:** Comp time – how is it calculated and can we streamline the process. Create new time sheet template.

REGULAR TOWN BOARD

May 12, 2015

- **Hydrofracking:** Provide 2 hour interview for a documentary on the NYS ban on hydrofracking and the town of Ulysses role.
- **Town hall:** landscape maintenance – interview landscape company putting in bid for work on Town Hall plantings.
- **Budget:** Review budget for youth recreation programming.
- **Historic preservation:** double check historic inventory of buildings. Work with Carissa to complete.
- **Transportation:** respond to request from business owners in Trumansburg to investigate extended bus service into the evening to encourage more restaurant patrons.
- **Ergonomics** – use new ergonomic keyboard and encourage other staff members to try. Encourage group order of additional keyboards for those who desire one.
- Respond to constant flow of questions from residents, volunteers and staff.
- Weekly review of topics with attorney for the town.
- Daily check-in with Town Hall staff.
- Periodic discussions with Zoning Officer over a variety of topics.
- Prepare agendas, resolutions, background documents, review topics with TB members, conduct meetings, and review minutes.
- Review claims and budget, make suggested budget modifications to be approved by TB, review payroll, sign checks,
- Periodic check in with Town Clerk and Deputy Supervisor re work load and coordination.

DEPUTY SUPERVISOR- Michelle Wright:

Updates from Village meeting:

- HC meeting on June 12 for benefit plans
- They are updating housing part of comp plan
- Open container LL passed
- Police report- looking into getting body cams
- Was a broken part at treatment plant
- Old well rehab was a success
- Newsletter
 - Communications with printer and processing company
 - Distribution around the Village
- Emergency prep plan:
 - Continued work on an internal quick sheet
 - Signed up for free training on May 14th
 - Obtained example copy for contact made at April conference
- Attended Environmental Finance Center conference (report submitted for last board meeting)
- Agriculture advisory board support
- TAP Sidewalk project
 - Continued work on the development of draft MOU between village and town
 - Review of engineer applications
- Miscellaneous items (not time consuming but worth note)
 - Review of Comp Plan content that refers directly to areas where we are seeking funding/grants
 - Set up email for

REGULAR TOWN BOARD

May 12, 2015

- water@ulysses.ny.us
- ulyssescourt@gmail.com

BOOKKEEPER- Michelle Wright:

- Research of accounting software that is a more appropriate fit with our accounting needs
 - Attended web-based demos for several software options
 - Systematic review of possible software in collaboration with the Clerk's office
 - Meeting with Leslie Spurgin from CPA firm regarding transition to new software
- Communications with OSC re: posting odd revenues and expenses
- AUD submission: see additional report
 - Subsequent fund balance research/work/communications
- Youth program work
 - Assistance with youth employees for county required paperwork
- Regular duties
 - Payroll
 - Several changes in in federal withholdings and direct deposit
 - FICA calculations and other accounting
 - Paid time off accrual calculations
 - NYSLRS (retirement system) monthly reporting
 - Error report submission
 - Payments: regular appropriations & vouchers
 - Vouchered expenses
 - Health Insurance
 - Recalculation for retroactive charges and credits
 - SPCA
 - Town Hall Cleaner
 - Disability Insurance (quarterly)

TOWN BOARD MEMBERS AND COMMITTEES-

Mr. Hertzler reported-

- He and Mr. Kerness completed the assessment of properties in town that may be in code violation.
- Microbeads are sometimes used in fracking and called "sand".

ATTORNEY FOR THE TOWN- *(no report beyond what is already on the agenda items)*

Respectfully submitted by Carissa Parlato on -/--/15.