

TOWN BOARD MEETING

Town of Ulysses

November 10, 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.

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

PRESENT:

Supervisor- Liz Thomas
1st Deputy Supervisor- Nancy Zahler
2nd Deputy Supervisor- Michelle Wright
Board members- John Hertzler, Rich Goldman, Dave Kerness
Town Clerk- Carissa Parlato
Deputy Clerk- Sarah Koski
Highway Superintendent- Jim Meeker
Planner/Zoning Officer- Darby Kiley

OTHERS PRESENT:

Melissa Kemp, Michael Boggs, Jason Fulton, Phil Antweiler, Glynnis Hart

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2015-169:

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Nov. 10, 2015 with the following changes: checking calendars for upcoming meetings, approval of confidentiality/non-disclosure agreement with Exxon Mobil, and an executive session.

Moved: Mr. Goldman Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 11/10/15

BUDGET MODS:

RESOLUTION 2015-170:

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BUDGET MODIFICATIONS

BE IT RESOLVED that the Ulysses Town Board approve the budget modifications as outlined by the Bookkeeper and Town Supervisor.

A FUND BUDGET MODIFICATIONS

A1220.4	Supervisor CE	Increase	\$549.90
<i>Planned increase to this account line to cover costs associated with transition to new accounting system.</i>			

A1220.11	Bookkeeper PS	Decrease	\$549.90
<i>Planned decrease to this account line to cover costs associated with transition to new accounting system.</i>			

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A1460.4	Records Management CE	Increase	\$12.30
<i>Overage due to completion of General Code contract</i>			

A1990.4	Contingency Account	Decrease	\$12.30
<i>Available balance of contingency after modification = \$7,136.56</i>			

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A8810.4	Cemeteries CE	Increase	\$520
<i>Overage due to disconnect in annual communication with vendor who maintains cemeteries.</i>			

A1990.4	Contingency Account	Decrease	\$520
<i>Available balance of contingency after modification = \$6,616.56</i>			

DA FUND BUDGET MODIFICATIONS

DA9010.8	Employee Benefits: NYS Retirement	Increase	\$3893
<i>Overage of employer contributions to NYS Retirement system due to adjustments made by NYS mid-year. This budget line is based on an estimate provided by NYS. In 2014 the estimate was higher than the actual, this year it was lower than the actual.</i>			

DA8029	DA Fund Balance	Decrease	\$3893
<i>EOY projections, which inform fund balance estimates used in the 2016 budget creation process, accounted for this overage.</i>			

DB FUND BUDGET MODIFICATIONS

DB9010.8	Employee Benefits: NYS Retirement	Increase	\$2335
<i>Overage of employer contributions to NYS Retirement system due to adjustments made by NYS mid-year. This budget line is based on an estimate provided by NYS. In 2014 the estimate was higher than the actual, this year it was lower than the actual.</i>			

DB8029	DB Fund Balance	Decrease	\$2335
<i>EOY projections, which inform fund balance estimates used in the 2016 budget creation process, accounted for this overage.</i>			

Moved: Ms. Thomas

Seconded: Mr. Goldman

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- There were 2 fires in Jacksonville
- Gutters are being replaced at the fire department
- The Village will be asking for a town representative to join the committee for the firehouse building expansion
- 23 fire calls and 61 EMS calls in October
- 670 total training hours for October between fire and EMS

Mr. Meeker added that about 30,000 gallons were pulled from the hydrants during the fire.

TOWN REPORTS: *(see appendix)*

OLD BUSINESS:

APPROVAL OF LETTER OF INTENT TO PURCHASE WATER TRUCK

RESOLUTION 2015-172:

LETTER OF INTENT FOR WATER/HIGHWAY TRUCK

RESOLVED that the Town Board of the Town of Ulysses authorizes Town Supervisor Thomas to sign a letter of intent to purchase a 2016 Chevrolet Silverado in accordance with the quote number 18950 from VanBortel Chevrolet on 10/29/2015 with extra negotiated options for a total not to exceed \$32,000 as recommended by Ulysses Highway Superintendent James Meeker.

Moved: Mr. Kerness Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 11/10/15

2016 BUDGET ADOPTION:

RESOLUTION 2015-173:

RESOLUTION TO ADOPT THE 2016 BUDGET

WHEREAS the Town Board of the Town of Ulysses has reviewed and modified the 2016 budget, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Ulysses adopts the Preliminary Budget as the Final Budget for 2016 with a resulting 4.1% increase in town levy and a 0.03% increase in tax rate.

Moved: Ms. Thomas Seconded: Mr. Kerness

Discussion: Ms. Zahler noted that in the future the town plans to move to a different type of water billing.

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(A roll-call vote was called by the clerk as follows:)

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

Vote: 5-0

Date Adopted: 11/10/15

SOLAR DISCUSSION:

Ms. Kiley and the board discussed issues brought up during the public hearing earlier in the evening and made minor edits to the proposed law.

Ms. Geldenhuys stated that with the edits, the board would not be able to vote on the law this evening. By law, the board needs to have a final copy at least 10 days prior to voting.

Mr. Meeker was excused at 8:20pm.

STATE ENVIRONMENTAL QUALITY REVIEW (SEQR) DETERMINATION FOR LL#3 OF 2015

RESOLUTION 2015-174:

RESOLUTION OF THE ULYSSES TOWN BOARD MAKING SEQR DETERMINATION FOR LOCAL LAW NO. 3 OF 2015: A LOCAL LAW TO AMEND THE CODE OF THE TOWN OF ULYSSES, CHAPTER 212, TO ADD SOLAR ENERGY SYSTEMS DEFINITIONS, ALLOWANCES IN ZONING DISTRICTS AND STANDARDS

WHEREAS, this action is the adoption of a Local Law to amend the Code of the Town of Ulysses, Chapter 212 to add solar energy systems definitions, allowances in zoning districts and standards; and

WHEREAS, this as a Type I action for which the Town of Ulysses Town Board is Lead Agency in an environmental review with respect to the enactment of the proposed local law; and

WHEREAS, the Town Board, at a public meeting held on November 10, 2015, has reviewed and accepted as adequate the Full Environmental Assessment Form (FEAF), Parts 1, 2 and 3 for this action;

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Town of Ulysses Town Board hereby makes a negative determination of environmental significance in accordance with New York State Environmental Quality Review Act for the above referenced action as proposed, based on the information in the FEAF Part 1 and for the reasons set forth in the FEAF Parts 2 and 3, and, therefore, an Environmental Impact Statement will not be required.

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Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 11/10/15

CONSIDER ADOPTION OF A LOCAL LAW

Tabled.

AG COMMITTEE – Revision to the number of committee members

RESOLUTION 2015-175:

AG COMMITTEE – Revision to the number of committee members

BE IT RESOLVED that the Town Board of the Town of Ulysses has revised the original resolution passed on June 24, 2014 establishing an Agricultural Committee to the following:

TOWN BOARD RESOLUTION Establishing an Agriculture Committee

WHEREAS, on February 26, 2013 the Town of Ulysses adopted an Agriculture and Farmland Protection Plan; and

WHEREAS, the Town of Ulysses Agriculture and Farmland Protection Plan was subsequently reviewed and approved by the Tompkins County Agricultural and Farmland Protection Board and has been approved by the New York State Department of Agriculture and Markets; and

WHEREAS, the Town of Ulysses Agriculture and Farmland Protection Plan lists as a Primary Implementation Strategy to “Establish by resolution an Agriculture Committee to assist the Town Board in implementation of the Plan and to generally advise the Town Board on matters impacting agriculture in the Town of Ulysses”, and designated that the Agriculture Committee will work with Town staff, as well as with County and State agencies and organizations that support agriculture and land conservation;

Now therefore be it RESOLVED, that the Town Board of the Town of Ulysses hereby establishes the

Purpose, Structure, Operational Parameters, and Membership of the Town of Ulysses Agriculture Committee

Section 1

The purpose of the Agriculture Committee is to advise the Town Board and other Town agencies on matters pertaining to the preservation, promotion, and ongoing operation of agricultural activity and

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enterprises in the Town of Ulysses. As described in the Agriculture and Farmland Protection Plan Section 6, the Agriculture Committee will work with Town Staff, Cooperative Extension, and other knowledgeable organizations and individuals to strengthen the agricultural economy, to improve public understanding of farming, to establish appropriate tax policies that support agriculture, and to enhance land use policies to better protect farmland.

Section 2

A. Committee; Personnel; Appointment; Organization. There is hereby established in the Town of Ulysses a permanent committee to be known and designated as the "Town of Ulysses Agriculture Committee" which shall consist of citizens appointed by the Town Board representing a broad range of agricultural experience. The committee shall consist of five (5) individuals who are engaged in farming agri-business, an agriculture-or agriculture support-related vocation, or generally knowledgeable about land use planning and / or agricultural land conservation, or own large tracts of agricultural land in the Town. One of the committee members may be a farmer in the Town of Ulysses who owns or rents farmland in Ulysses but does not reside in the Town; all other members of the committee shall be Ulysses residents. Three of the five (5) members of the committee should be farmers as defined by Ag and Markets law, article 25AA, section 301. A Town Board member will serve as a non-voting ex-officio member and will only be eligible to serve on the committee while he/she holds the Town office. The Committee may choose to have liaisons from the Planning Board, Town Staff, Cornell Cooperative Extension or reach out to others in the agricultural community. Such liaisons will not be members of the Committee and will not be able to vote. The voting members of the said committee first appointed, shall serve for terms as follows: one (1) appointee for one (1) year term; two (2) appointees for two (2) year terms and two (2) appointees for a three (3) year term. Thereafter, all appointments shall be for terms of three (3) years and vacancies shall be filled for the unexpired term only. The members of the committee shall receive no compensation for their services.

Additionally, (an) owner(s) of an agricultural operation or their designated employee can be considered as a shared committee member with singular voting power. If multiple representatives of a shared seat are present at a meeting where a vote will take place, only one can vote.

The committee shall organize within sixty (60) days after the appointment of its total membership for the remainder of that calendar year and thereafter annually and select from among its voting members a chairperson and such other officers as it may deem necessary. Said committee may establish rules of order and should meet at least twice annually. Additional Committee meetings will be set according to its rules of order and as needed to complete tasks and meet its general responsibilities. The Agriculture Committee shall report to the Town Board at least annually on its activities and interface with other boards or agencies as may request its assistance.

B. Assistance. The Agriculture Committee may request technical assistance and/or specialized advice from any resource it may deem appropriate, including but not limited to other local residents; other Town of Ulysses officials; Tompkins County Planning; Tompkins County Soil and Water Conservation; Tompkins County Agriculture and Farmland Protection Board; Finger Lakes Land Trust; American Farmland Trust; New York Agricultural Land Trust; and NYS

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Department of Agriculture and Markets. The Town Board shall authorize a clerk to assist with committee work.

- C. Funds for Committee Operations.** As a citizen advisory committee, the Agriculture Committee may not authorize any expenditure of Town funds or enter into any contract arrangements for payment of services. Funds necessary for proper committee operation or technical assistance may be requested by the committee from the Town Board and, in accordance with customary procedures, the Town Board may authorize such funds and approve the expenditure thereof, and execute contracts in support of approved expenditures. Any budget requests should be submitted to the Town Supervisor by August 31 annually.

Section 3

Responsibilities of Committee. In accordance with the Town of Ulysses Agriculture and Farmland Protection Plan, the tasks of the committee may include, but are not limited to (not listed in order of priority):

1. Recommend methods, review proposals, and develop plans for the implementation of the goals of the Plan and, report their findings to the Town Board.
2. Develop an annual work plan, in accordance with Section 6 of the Plan, "Maintenance of the Plan". As deemed necessary, work with the Town Board to amend and update the Plan. A formal review of the document should be considered every five years.
3. Monitor trends in agriculture and local farming activity and determine existing issues facing farmers and those in related endeavors and recommend reasonable and desirable solutions to the Town Board.
4. Monitor local development so as to identify future issues and pressures on agricultural land, and recommend reasonable and desirable solutions to the Town Board to preserve such lands.
5. Identify opportunities to help promote, and possibly assist in implementation of, direct marketing and commodity marketing opportunities for local farmers and to expand value-added agricultural operations in the Town.
6. Identify, and possibly assist in implementation of, methods whereby the Town Board, County or State governments can encourage existing farmers to continue in active agricultural operation, and that can help connect people interested in farming with available farmland in the Town of Ulysses.
7. When requested by the Town Board or other agencies engaged in and environmental review of proposed private or public development and/or infrastructure projects, provide input regarding the impacts on agriculture of such projects. Study and comment on proposals by local, county, state or federal governments that may impact on local farms and farmlands, including zoning and other land use policies.

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- 8. Inform local farmers that the Agriculture Committee exists and can offer advice and assistance in many cases, and invite participation in Committee activities. Facilitate the local presentation of educational programs by Cooperative Extension and other experts.
- 9. Encourage and assist applications to farmland preservation programs and, when such applications are submitted provide input into the review thereof.
- 10. Encourage appropriate conservation strategies, best-practice, and sustainable agricultural activities.
- 11. Address any other issue referred to it by the Town Board or other local agencies having to do with agricultural related activities.
- 12. Recommend to the Town Board reasonable and desirable changes to this listing of responsibilities.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0
Date Adopted: 11/10/15

NEW BUSINESS:

RENEWAL OF POLICE CONTRACT WITH VILLAGE

RESOLUTION 2015-176:

RENEWAL OF POLICE CONTRACT WITH VILLAGE OF TRUMANSBURG

WHEREAS, the Village of Trumansburg wishes to be able to protect its police officers when they are assisting other law enforcement agencies or Tompkins County Emergency Management to respond to incidents originating in the Town of Ulysses, outside the Village, and

WHEREAS, to provide such protections the Village needs the Town of Ulysses to authorize the Village of Trumansburg to have jurisdiction in the Town of Ulysses when responding to requests from other law enforcement agencies, or Tompkins County Emergency Management; and

WHEREAS, the Village and the Town have developed an intermunicipal agreement to grant and define said jurisdiction, now therefore be it

RESOLVED, that the Town of Ulysses approve the proposed Intermunicipal Agreement on Policing as presented /amended to take effect January 1, 2016.

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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
Date Adopted: 11/10/15

APPROVAL OF MINUTES: 10/27, 10/27 PH on Budget, 10/27 PH on General Code

RESOLUTION 2015-177:

APPROVAL OF MINUTES: 10/27, 10/27 PH on Budget, 10/27 PH on General Code
BE IT RESOLVED that the Ulysses Town Board approve the minutes of 10/27, 10/27 PH on Budget, 10/27 PH on General Code.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0
Date Adopted: 11/10/15

CANCELLING DECEMBER MEETING DATE:

RESOLUTION 2015-178:

RESOLVED that the Ulysses Town Board cancels the meeting on Dec. 22, 2015.

Moved: Ms. Zahler Seconded: Mr. Kerness

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

Vote: 5-0
Date Adopted: 11/10/15

AUTHORIZING DIST BY E-MAIL

RESOLUTION 2015-179:

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RESOLUTION AUTHORIZING DISTRIBUTION OF LOCAL LAWS BY EMAIL

WHEREAS, section 20(4) of the Municipal Home Rule Law provides that a Town may deliver proposed local laws in PDF format by email to the email inbox of each Town Board Member, provided that the Town Board has unanimously adopted a resolution authorizing such electronic delivery;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board hereby authorizes the delivery of proposed local laws to Town Board members in PDF format by email to the email inbox of each Town Board member, pursuant to Municipal Home Rule Law section 20(4).

Moved: Mr. Goldman Seconded: Mr. Kerness

Mr. Goldman made a friendly amendment to change the subsection from 3 to 4.

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

Vote: 5-0

Date Adopted: 10/13/15

ENGAGE ATTORNEY AS MUNICIPAL PROSECUTOR

RESOLUTION 2015-180:

ENGAGE ATTORNEY AS MUNICIPAL PROSECUTOR

BE IT RESOLVED that the Town Board of the Town of Ulysses engage Robert Sarachan, Esq. to render legal services as a municipal prosecutor, prosecuting violations of state and local laws, ordinances and codes, and other violations and crimes that are not prosecuted by the District Attorney, prosecutions as directed to the attorney by the Town Supervisor, and other services as agreed to by the Town and Mr. Sarachan. Activities will include, but are not limited to making court appearances; drafting accusatory instruments, motions, memos and pleadings; conducting investigations; and meeting with witnesses, law enforcement representatives, and client employees, as needed. Mr. Sarachan will not be expected to attend routine court sessions or regular Town Board meetings, except when they are directly related to a matter involving him. Mr. Sarachan will not be expected to conduct other general legal counsel activities except when related to prosecutions, such as drafting relevant code provisions, or when the other activities are agreed to by the Town and Mr. Sarachan. The Board authorizes the Supervisor to sign a retainer agreement for such legal services.

Moved: Ms. Thomas Seconded: Ms. Zahler

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Discussion: Ms. Zahler would like to make a friendly amendment to line 4 and change “some officer or representative of the Town” to “the Town Supervisor”.

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

Vote: 5-0

Date Adopted: 11/10/15

PRIVILEGE OF THE FLOOR

(no comments spoken nor submitted)

EXECUTIVE SESSION:

Mr. Goldman made a motion to move into Executive Session at 8:54pm to discuss matters leading the appointment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person; as well as the acquisition of real property. This was seconded by seconded by Ms. Zahler and passed unanimously.

Mr. Kerness moved to end Executive Session at 10:05pm, seconded by Mr. Goldman and passed unanimously.

RESOLUTION TO AUTHORIZE TOWN SUPERVISOR TO SIGN NON-DISCLOSURE CONFIDENTIALITY AGREEMENT WITH EXXON MOBIL OIL CORPORATION

RESOLUTION 2015-181:

RESOLUTION TO AUTHORIZE TOWN SUPERVISOR TO SIGN NON-DISCLOSURE CONFIDENTIALITY AGREEMENT WITH EXXON MOBIL OIL CORPORATION

WHEREAS, Exxon Mobil Oil Corporation (EMOC) owns properties in Jacksonville, NY that EMOC considers surplus and

WHEREAS, EMOC and the Town of Ulysses are interested in discussing the disposition of those properties and

WHEREAS, there may be a public benefit to residents of the Town if a mutually acceptable agreement can be negotiated and

WHEREAS, EMOC requires a Non-Disclosure Confidentiality Agreement to continue any further discussion or negotiation, and

WHEREAS, the Non-Disclosure Confidentiality Agreement has been reviewed by the Attorney for the Town and revised;

NOW THEREFORE BE IT RESOLVED, that the Town of Ulysses Supervisor is authorized to sign the Non-Disclosure Confidentiality Agreement.

Moved: Ms. Zahler Seconded: Mr. Goldman

Ms. Thomas aye

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

Vote: 4-1

Date Adopted: 11/10/15

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 10:08pm; seconded by Ms. Zahler and passed unanimously.

APPENDIX:

TOWN REPORTS:

PLANNING BOARD/ZONING OFFICER- Darby Kiley

Planning Board

On October 20th, the PB discussed open development areas and made revisions to the draft regulations.

Ag Districts: On 10/20, Debbie Teeter from CCE-TC held an informational meeting on the County Agricultural Districts. On 11/3, the Planning Board held its own one hour training session to further discuss ag districts.

Board of Zoning Appeals

On October 22nd, the BZA heard the following appeals (1) for the purpose of a two-lot subdivision on Searsburg Rd, the applicant requested lot width and lot area variances, and the appeal was denied; (2) for the purpose of constructing an accessory building on Albrechtsen Rd, the applicant requested a height variance, and the variance was denied; (3) for the purpose of constructing an accessory building on Hinging Post Rd, the applicant requested variances for lot coverage and building height, and after compromise with the BZA, the variances were granted.

Board training

Three Planning Board, two Zoning Board members, and I attended the 10/29 SEQR training.

Grants

Residential Energy Score Project – The project team is making progress on the draft project plan and implementation strategy.

Zoning Amendments Grant – The steering committee held its first meeting on 11/2 and discussed the public outreach strategy and existing documents. The committee appointed Nancy Zahler as the chair, and established a meeting schedule where they will meet on the first Thursdays of the month, except the next meeting in December will be on 12/10.

Other Meetings/Issues

Cayuga Lake Watershed Intermunicipal Organization (IO) – At the 10/28/15 meeting, the IO discussed the 2016 budget, outreach to regional planning councils for help on grant applications, and the Restoration and Protection issues and implementation.

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Water Resources Council (WRC) – At the 10/19/15 meeting, the WRC adopted the 2016-2018 Water Quality Strategy that includes 9 action items:

- participate in NYS Section 303(d) List of Impaired/TMDL waters;
- keep officials informed of wetlands regulations and changes;
- provide comment on high hazard pipeline inventory;
- encourage completion of watershed assessments;
- continue participation in DEC's modeling study;
- develop a systematic approach to data collection and analysis for potential pollutants;
- review existing watershed rules and recommend appropriate changes;
- develop a workshop for municipal officials on the importance of local action to protect stream corridors, wetlands, and aquifer recharge areas; and
- evaluate the level of protection of existing groundwater sources used for municipal and individual supplies.

Environmental Financing Boot Camp – Held on 10/15/15, heard about how Environmental Finance Centers help communities implement sustainable finance options for issues such as stormwater and flooding; discussed how to develop a resilient program, determine costs and create a realistic budget, and funding opportunities. Was geared toward Danby, Caroline, Newfield.

Stormwater Coalition – On 10/21 the coalition discussed the 2016 budget, ideas for outreach, and funding opportunities.

ITCTC – There was an emergency meeting of the Ithaca-Tompkins County Transportation Council, so that State funding could be allocated to State work on Route 13.

Stormwater inspections – With assistance from Tompkins County Soil and Water Conservation District, two sites were inspected per compliance requirements.

Follow-up from Zoning/Code public hearing on 10/27

I received a call from Lin Davidson the day after the 10/27 Town Board meeting. He wanted to follow-up on his comments from last night's meeting. His letter as Farm Bureau president stated, "The statement that agricultural operations will minimize impacts to neighbors of dust, noise, glare, odor, and hours of operation . . ."

He apologized that he misread the section on animals in residential areas, which states, "Animal waste shall be managed according to current best management practices to minimize odors, dust, leaching and water runoff."

He said he wasn't sure what he was referencing. He is in agreement that the language adopted by the Town is appropriate and not a concern for ag operations.

HIGHWAY SUPERINTENDENT- Jim Meeker

Mr. Meeker reported that the highway department performed the following tasks this month:

- finished paving on Garrett Road
- shimming on Durling Road
- mixed up some gravel for stabilizing shoulders on Garrett Road
- helped Tompkins County with a shoulder on Perry City Road
- getting trucks/equipment ready for winter
- stoned/oiled Garrett Road and Durling Road
- still waiting on some new equipment
- received updated specs on new pick-up truck for the water district

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TOWN CLERK- Carissa Parlato

LICENSES issued in Oct.	2014:	2015:
Sporting licenses	15	17
Disabled parking permits	8	17
Dog licenses and renewals	49	48
Marriage licenses	6	2
Plumbing permits	2	1

FINANCIAL REPORT for Oct.:	
\$2218.50	TOTAL Collected for fees & licenses
868.79	stays in the town
1362.21	goes to the state

Clerk's office tasks:

- Hired and trained new Deputy Clerk, Sarah Koski
- Notified neighboring municipalities and appropriate media of public hearing on 10/27
- Received two after-hours appointment requests and granted them
- Performed off-site notary service (2 houses down)
- Routine tasks:
 - Retrieved, sorted, vouchered mail
 - Answered inquiries on various topics
 - Cross –reconciliation of town bank accounts with Michelle
 - Took and wrote up meeting minutes
 - Updated the website
 - Sent listserv mssgs. to keep residents updated.

Tax collection:

Tax collection only takes place from Jan.-March. For the rest of the year, we respond to inquiries from property owners, law firms, etc. for parcel information, referring them to the website if possible.

Records management:

We have been going through old files to determine retention times and either disposing of it or organizing as needed.

Water district tasks:

- Worked with BAS to sort out bugs due to water software update
- Worked with county personnel to formalize water district operator position
- Posted incoming bills
- Releived bills delinquent for at least 60 days
- Updated reports for TTHM running averages and water usage

Committees:

Health Consortium- attended 11/6 meeting. Notes:

- Still deciding how to handle Medicare- whether to make it mandatory through consortium

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Winterfest- Deputy Clerk Sarah Koski met on 10/21/15 with Winterfest Organizers (Nana Monaco, Jessica Giles, Anette Birdsall, Elaine Springer, Suzy Gutenburger). Winterfest will be held on Saturday, December 5th on Main Street, from 4-8pm.

Several events are planned to occur during the festival:

- 4-4:45pm: Vitamin L performance (stage between Napa and Bank)
- 5pm: Santa arrives, lights tree on Island in front of Ron Don’s, heads to Children’s Village to greet children
- 6pm: Blind Spots performance
- 7pm: “The Mitten” reading and activity at Library
- The festival has obtained a permit to close the road during the festival.
- Many Main Street businesses will be open during the festival and vendors will also set up along the street.
- Decorations for the Children’s Village and along Main Street are planned also.
- Also a possibility: a historic walk led by Historians

Citizen comments/inquiries:

<u>Comment/inquiry</u>	<u>Answer/referral</u>
Where to find historic information on local homes	Historic Ithaca
Concern over potential rat problem due to abundance of trash- from neighbor of house that burned down on T-burg Rd.	Ulysses Code Enforcement, Health Dept.
Do we have a way to track the number of military veterans in Ulysses?	TC Assessment
Blind driveway (Halseyville Rd.) issue	Ulysses Highway
Request for Town map	Printed highway map from website
Inquiry about how to get an annulment	Neighborhood Legal Svcs, Ulysses court

SUPERVISOR- Liz Thomas:

Grants - Sidewalks

- Review revised contract (2 times) and meet with Michelle and Marty to collect comments to submit
- Conference call with village and Fisher Associates and Michelle to finalize contract and determine next steps.

Grant - Trails

- Review all proposals and rank.
- Meet with team to choose firms to interview
- Notify all firms of progress.

Grant - Planning

- Meet with planning firm and steering committee to discuss process and outreach.

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General Code

- Prep for adoption: SEQR; resolution to adopt; collect dates of notification, 239 review, verification of notification of neighboring munis; public hearing script, etc.

Solar

- Prep for adoption: SEQR; resolution to adopt; collect dates of notification, 239 review, verification of notification of neighboring munis; public hearing script, etc.

Task Force on Courts

- Attend meetings to hear input from law enforcement, bail for low income defendants, and schools.

Budget

- Continue budgeting process—,
- Revise numerous times based on Town Board input,
- review 10/8 meeting with Nancy,
- Tax Freeze – investigate why our government efficiency plan was rejected by the state.
- Research change of water charges to fee only or partial fee structure.
- Adjust budget based on TB input (10/19)
- Convert tentative budget to preliminary.
- Write budget narrative (2x)
- Conduct public hearing with explanation of budget narrative.

Jacksonville

- **Water District 3** o Meet with Carissa and Chris to divide up responsibilities of quarterly reporting. Assemble pieces of report, write letter to WD3 users, calculate by-product averages,
- **Jacksonville – other** o Attend JCA meeting
 - o Review Woodford Bros quote

Other

- **Meetings:** o Sidewalk contract talks (10/14)
 - o Budget (10/15, 10/19)
 - o Jacksonville Association meeting (10/20)
 - o Trails (10/21, 11/4)
 - o TCCOG (10/22)
 - o Town board (10/27)
 - o Building Code meeting with Alex, Darby and Village Code officer (10/28)
 - o Court Task Force (10/28, 11/4)
 - o Planning update – kickoff meeting with steering committee (11/2)
 - o Community Choice Aggregation of energy purchases (11/3)
 - o UNA tour (11/5)

ULYSSES TOWN BOARD

November 10, 2015

- **Ag Committee:** rewrite resolution for a smaller committee and more flexible membership. o Meet with John and Michelle to move forward

- o Review applications.

- **Personnel:**

- o Retirement of the Deputy Clerk and hire of new Deputy Clerk.
- o Retirement of Building Code Enforcement Officer

- **Falls Road** water construction.

- **Tour** of UNA on Rt 89.

- **Highway:** letter of intent and resolution for purchase 2016 Silverado .

- **Computer backup problem**

Repeating daily/weekly/monthly tasks:

- 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, and 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.

2nd DEPUTY SUPERVISOR- Michelle Wright:

TAP Sidewalk project

- Continued work with Fisher agreement
- Report to the County regarding timeline and expenses associated with project

Assist Darby with parameters of calculations sent to NYSERDA

BOOKKEEPER

2016 budget work- majority of time spent in the past month

Personnel

- Employee retirement paperwork and accounting

New software transition

- Timeline for implementation changes related to:
 - o Training availability and communication
 - o Nuances of our current system and procedures and how to retrofit them (and documenting changes to these processes moving forward) to the new system that functions entirely under governmental accounting standards
- Working with Williamson to convert our Quickbooks system to governmental accounting standards
- New target of full implementation: December

ULYSSES TOWN BOARD

November 10, 2015

Regular duties

- Payroll
 - Processing and accounting
 - Creation of active employees list to assist with payroll related items
- Banking
 - Fund transfers to cover appropriations
 - Statement reconciliation
 - Water district accounting
- NYSLRS (retirement system)
 - Annual payment calculation
 - Monthly reporting
- Payments: regular appropriations & vouchers
 - Vouchered expenses
 - Health Insurance
 - Other regular payments

The group discussed the Operating Statement

TOWN BOARD MEMBERS AND COMMITTEES-

1ST DEPUTY SUPERVISOR- MS. ZAHLER:

Village-

- The Intermunicipal Police Agreement is up for renewal
- State approval for the new water source is still stuck in the State Comptroller's office with bonding. March- April is soonest that they will start on the project.
- The village will donate cost of policing for Winterfest
- Speed limits may get lowered on side streets
- A Design Connect project may get submitted for a community center

Youth Commission-

- Community forum will be held soon to share results of a survey done with Trumansburg 7th-12th grade students
- Representatives will meet soon to reconcile the Summer Recreation Program costs

Health consortium-

- Meeting is coming up soon

Meeting with Senator O'Mara on Tuesday evening

Mr. Hertzler:

- REV (Reforming NY's Energy Vision) meeting is scheduled for Tuesday

Respectfully submitted by Carissa Parlato on 11/20/15.