

TOWN BOARD MEETING

Town of Ulysses

January 12, 2016

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, Michael Boggs
Deputy Town Clerk- Sarah Koski
Acting Highway Superintendent- Dave Reynolds
Planner/Zoning Officer- Darby Kiley
Attorney for the Town- Mariette Geldenhuys

OTHERS PRESENT:

Tom Myers, Don Ellis, Phil Antweiler

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2016-34:

BE IT RESOLVED that the Ulysses Town Board approve the agenda for January 12, 2016 with the removal of OPEN DEVELOPMENT DISTRICTS and ADMINISTRATIVE ASSISTANT FOR HIGHWAY and the addition of MEMORANDIUM OF UNDERSTANDING WITH YOUTH PROGRAM, APPOINTING PLANNING BOARD MEMBER, and EMS FIRE CONSTRUCTION PROJECT REPRESENTATIVE

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/12/16

PRIVILEGE OF THE FLOOR:

(see Appendix)

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS:

(see Appendix)

OLD BUSINESS:

FINISH ORGANIZATIONAL MEETING RESOLUTIONS

RESOLUTION 2016-34:

BE IT RESOLVED that the Ulysses Town Board appoints David Blake as the Planning Board Chair for 2016.

Discussion: Ms. Thomas thanked John Wertis for his years of service. Mr. Blake is ready to step into the chair position.

Moved: Mr. Goldman Seconded: Ms. Zahler

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

Vote: 5-0
Date Adopted: 1/12/16

NEW BUSINESS:

AUTHORIZATION OF STORMWATER CONTRACT

RESOLUTION 2016-35:

RESOLVED that the Town Board of the Town of Ulysses authorizes the Town Supervisor to enter into the annual contract with the Tompkins County Soil and Water Conservation District for services related to stormwater management.

Moved: Mr. Goldman Seconded: Mr. Hertzler

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

Vote: 5-0
Date Adopted: 1/12/16

PAY RATE FOR ACTING HIGHWAY SUPERINTENDENT

RESOLUTION 2016-36:

WHEREAS David Reynolds was appointed as the Acting Highway Superintendent on 1/7/2016 and,
WHEREAS there is an increased level of duties and responsibilities for the position of Highway Superintendent over his previous position.

THEREFORE BE IT RESOLVED that the Ulysses Town Board establishes a salary of \$52,296.19 for the newly appointed Acting Highway Superintendent for the period of time he serves in this position.

Moved: Ms. Thomas. Seconded: Mr. Goldman

Discussion: Mr. Reynolds said that with overtime his last year's salary was \$50k, and he has made as much as \$55K with overtime. Mr. Goldman asked if he would rather be salaried or hourly. Mr. Reynolds said that he prefers salary because it is a hassle to punch in/out/ keep track of hours during busy times. Town Board members agreed the position should be salaried.

Mr. Goldman made a friendly amendment to the motion to set the pay for Acting Highway Superintendent at \$56,000. seconded Ms. Zahler

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

Vote: 5-0

Date Adopted: 1/12/16

PAY RATE FOR DEPUTY HIGHWAY SUPERINTENDENT

RESOLUTION 2016-37:

WHEREAS Chris Stevenson was appointed as Deputy Highway Superintendent by the acting Highway Superintendent and,

WHEREAS there is an increased level of duties and responsibilities for the position of Deputy Highway Superintendent over his previous position.

THEREFORE BE IT RESOLVED that the Ulysses Town Board establishes an hourly rate of \$20.96 for the Deputy Highway Superintendent for the time he serves in that position.

Moved: Ms. Thomas Seconded: Ms. Zahler

Mr. Boggs: When is the effective date for this new rate? Mr. Reynolds: January 1st, 2016

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

Vote: 5-0

Date Adopted: 1/12/16

CELL PHONE REIMBURSEMENT FOR CODE ENFORCEMENT AND HIGHWAY DEPARTMENTS

RESOLUTION 2016-38:

WHEREAS the Code/Fire Enforcement Officer and both the Highway Superintendent and Water District Operator are frequently out of their offices and away from their stationary phones during their regular duty hours, and

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response.

THEREFORE BE IT RESOLVED that the Town of Ulysses hereby allows people who hold the positions of Code/Fire Enforcement Officer, Highway Superintendent, and Water District Operator to either

- Have and use a town-owned cell phone at the town's expense which will only be used only for town purposes OR
- Be reimbursed for part of the cost of their personal cell phone at the rate of \$40/month.

RESOLVED that the Town Clerk will provide a copy of this resolution to each of the three people to whom this resolution refers.

Moved: Ms. Thomas Seconded: Mr. Zahler

Discussion: Ms. Zahler asked if there was anything already in the personnel policy about this. Ms. Thomas said that there was not a specific reimbursement plan referenced in the personnel policy. Mr. Reynolds said that he uses his cell phone for work very little but that might not be the case for other Highway workers. Mr. Boggs pointed out that if the personal phones were used for Town business, then they would be subject to FOIL. Ms. Thomas said that every employee would be made aware of that, and they could still choose to use a town cell phone.

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

Vote: 5-0
Date Adopted: 1/12/16

DISCUSSION OF CHANGING ELECTED HIGHWAY SUPERINTENDENT AND TOWN CLERK TO APPOINTED POSITION:

Mrs. Geldenhuys summarized the process of changing the positions: a public vote (referendum) is required.
Ms. Thomas thinks the cost to the town for a special election will be around \$6,000.
Ms. Zahler compiled a list of advantages and disadvantages of elected versus appointed Highway Superintendent.
Ms. Zahler distributed her chart of advantages and disadvantages.

Board members continued to discuss the pros and cons of the issue.
 All agreed that they would like more information on how other municipalities have handled appointments, but will move forward with pursuing a referendum.

MEMORANDUM OF UNDERSTANDING WITH THE YOUTH PROGRAM

There is an unexpected surplus from the Youth Commission Summer Rec. Program resulting in an updated Memorandum of Understanding (MOU).

RESOLUTION 2016-39:

RESOLVED that the Town Board adopt the Memorandum of Understanding with the Youth Program with the updated date on the signature line.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye
 Ms. Zahler aye
 Mr. Hertzler nay
 Mr. Boggs aye
 Mr. Goldman aye

Vote: 4-1
 Date Adopted: 1/12/16

BUDGET MODIFICATIONS

RESOLUTION 2016-40:

BE IT RESOLVED that the Ulysses Town Board approve the budget modifications as follows:

A FUND BUDGET MODIFICATIONS

A1220.13	Budget Officer PS	Increase	\$417
<i>Incorrect proportion in accounting, end result balances</i>			
A1220.1	Supervisor PS	Decrease	\$417
<i>Incorrect proportion in accounting, end result balances</i>			
A1220.4	Supervisor CE	Increase	\$246.60
<i>Planned increase to this account line to cover costs associated with transition to new accounting system.</i>			
A1220.11	Bookkeeper PS	Decrease	\$246.60
<i>Planned decrease to this account line to cover costs associated with transition to new accounting system.</i>			
A1410.11	Deputy Town Clerk PS	Increase	\$298.06
<i>Increased cost associated with transition of new employee and unused vacation reimbursement of previous employee.</i>			
A1410.4	Town Clerk CE	Decrease	\$298.06
<i>Sufficient funds available in this line.</i>			
A1460.4	Records Management CE	Increase	\$219.57

Overage due to completion of General Code contract and travel expenses for 2016

A1410.4	Town Clerk CE	Decrease	\$219.57
<i>Sufficient funds available in this line.</i>			

A5010.4	Highway Superintendent CE	Increase	\$27.98
<i>Minor overage</i>			

A5132.4	Highway Barn CE	Decrease	\$27.98
<i>Sufficient funds available in this line.</i>			

A7310.4	Youth Program CE	Increase	\$8,856.76
<i>This overage is due to the fact that an overlooked bill from 2014 was paid in 2015.</i>			

A1990.4	A Fund Contingency Account	Decrease	\$6,147.36
<i>Using the rest of contingency to offset overage</i>			
A Fund Balance		Decrease	\$2,709.40
<i>This overage was accounted for when estimating end of year fund balance for 2015</i>			

DA FUND BUDGET MODIFICATIONS

DA5130.1	Machinery PS	Increase	\$9,224.38
<i>Overage on salary lines due to labor distribution</i>			

DA5130.4	Machinery CE	Decrease	\$9,224.38
<i>Funds available in this line.</i>			

DA5148.4	Snow Removal OG CE	Increase	\$257.06

DA5148.4	Snow Removal OG PS	Decrease	\$257.06
<i>Funds available in this line.</i>			

DA9030.8	Employee Benefits Social Security	Increase	\$212.92
<i>Likely due to overtime hours not estimated in the 2015 budget creation process.</i>			

DA9040.8	Employee Benefits Workers Comp	Decrease	\$212.92
<i>Funds available in this line.</i>			

DB FUND BUDGET MODIFICATIONS

DB5110.1	Highway Maintenance PS	Increase	\$82.85
<i>Overage on this line.</i>			

DB5110.4	Highway Maintenance CE	Decrease	\$82.85
<i>Funds available in this line.</i>			

DB9030	Social Security	Increase	\$227.47
<i>Likely due to overtime hours not estimated in the 2015 budget creation process.</i>			

DB9040	Workers Comp	Decrease	\$93.80
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Funds available in this line.

SW3 FUND BUDGET MODIFICATIONS

SW3 9030.83	Social Security	Increase	\$172.25
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Overage on this line.

SW3 9040.83	Workers Comp	Decrease	\$172.25
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Funds available in this line.

SW3 8340.4	WD3 Trans/Dist CE	Increase	\$707.57
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Overage on this line.

SW3 8340.2	WD3 Trans/Dist EQ	Decrease	\$707.57
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Funds available in this line.

SW3 8340.1	WD3 Laborer PS	Increase	\$928.11
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Overage on this line.

SW3 8310.1	WD3 Administration PS	Decrease	\$928.11
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Funds available in this line.

Moved: Ms. Thomas Seconded: Ms. Zahler

- Ms. Thomas aye
- Ms. Zahler aye
- Mr. Hertzler aye
- Mr. Boggs aye
- Mr. Goldman aye

Vote: 5-0
Date Adopted: 1/12/16

APPROVAL OF CLAIMS

RESOLUTION 2016-41:

BE IT RESOLVED that the Ulysses Town Board approve payment of claims 470-495 (2015) to 1-41 (2016) in the amount of \$224,869.79.

Moved: Ms. Thomas Seconded: Mr. Goldman

- Ms. Thomas aye
- Ms. Zahler aye
- Mr. Hertzler aye
- Mr. Boggs aye
- Mr. Goldman aye

Vote: 5-0
Date Adopted: 1/12/16

EMS AND FIRE BUILDING REPRESENTATIVE

RESOLUTION 2016-42:

BE IT RESOLVED that Michael Boggs be the Town representative the EMS and Fire Hall Building Project Committee.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 5-0
Date Adopted: 1/12/16

APPOINTING PLANNING BOARD

RESOLUTION 2016-43:

BE IT RESOLVED that the Ulysses Town Board appoint David Tyler as the alternate member of the Ulysses Town Planning Board.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 5-0
Date Adopted: 1/12/16

PRIVILEGE OF THE FLOOR

(no comments spoken nor submitted)

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:59pm; seconded by Mr. Boggs and passed unanimously.

Respectfully submitted by Sarah Koski on 1/21/16.

APPENDIX A:

PRIVILEGE OF THE FLOOR:

Don Ellis, 35 Bradley Street, has created a “Town of Trumansburg” website. It is online blog and website to create more communication between the town and village and promote consolidation. Mr. Hertzler asked if the website was live; Mr. Ellis said that it was not yet live. Ms. Thomas suggested that they can continue the discussion at another time.

Phil Antweiler, 1836 Trumansburg Road, reported that the white building in Jacksonville is in an advanced state of deterioration. The building showed up on a November list of tax delinquency for the second year in a row.

Ms. Thomas welcomed new Building Code Enforcer Tom Myers and introduced him to Phil Antweiler. Mr. Myers is replacing Alex Rachun, who has retired. Ms. Thomas also welcomed Acting Highway Superintendent Dave Reynolds, who is replacing Jim Meeker, who has retired. Ms. Thomas also welcomed new Town Board member Michael Boggs.

Mr. Goldman asked if Mr. Antweiler's comment can be considered a formal complaint to the code enforcer. Ms. Geldenhuys said there would need to be a record of the complaint, and Ms. Thomas noted that the complaint would be in the meeting minutes so a record will exist.

Mr. Myers noted that he is also the code enforcer for the village of Trumansburg. He has set up an online complaint form for the Village. Before the online form existed, complaints were more of a more personal nature but once the complaint form was in place the complaints became more substantial. Ms. Thomas suggested Mr. Myers and Mr. Antweiler should continue the discussion.

Mr. Hertzler asked if the complaint form could be used for the Town. Ms. Thomas said that changes are forthcoming as Mr. Myers comes on board.

TOWN REPORTS:

PLANNING BOARD/ZONING OFFICER- Darby Kiley

Planning Board

On 12/15, the Planning Board began the site plan review process for two projects: a single-family residence on Maplewood Rd, and a 360kW solar project on Agard and Jacksonville Rds (a public hearing will be held on 1/19). At the 1/5 meeting, the PB reviewed the board's rules and procedures.

Board of Zoning Appeals

The BZA discussed and tabled the application for a rear yard setback variance for the single-family residence on Maplewood Rd that is also under review by the Planning Board.

Grants

Residential Energy Score Project – The project team is finalizing on the draft project plan and implementation strategy. Expect a presentation in February.

Zoning Updates Grant – On 12/10, the steering committee discussed public outreach and existing plans, and on 1/7 held a pre-screening of the public meeting for a few stakeholders.

Other Meetings/Issues

Cayuga Lake Watershed Intermunicipal Organization (IO) – The IO met on 12/9 and worked on an issues prioritization list that was distributed to municipalities in late December.

ITCTC – met on 12/15 and heard a presentation on Form Ithaca and discussed a number of budget amendments.

Stormwater Coalition of TC – met on 12/16 and discussed MS4 responsibility for reviewing pipelines, post-construction practices, and upcoming projects funded with recently awarded grant funding.

Water Resources Council (WRC) – At the 12/21 meeting, the WRC discussed hydrilla work and committee reports.

HIGHWAY SUPERINTENDENT- Acting Superintendent, Dave Reynolds

Mr. Reynolds, Acting Highway Superintendent, thanked Ms. Wright for her help during his transition to Acting Highway Superintendent. Mr. Reynolds invited all Town Board members to visit the Town Barn anytime.

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

- Painted plows and wings
- Trimmed problem trees
- Trucks inspected
- Plowed 6-7 times
- Cleaned up fallen branches following high wind storm
- Ongoing evaluation of equipment to identify surplus

CARISSA PARLATO – TOWN CLERK

LICENSES issued	2014:	2015:
Sporting licenses	1	4
Disabled parking permits	8	11
Dog licenses and renewals	82	72
Marriage licenses	2	4
Plumbing permits	1	0

FINANCIAL REPORT for Dec.:	
\$1317.00	TOTAL Collected for fees & licenses
\$989.43	stays in the town
\$327.57	goes to the state

CLERK’S OFFICE TASKS:

- Routine tasks:
 - Retrieved, sorted, vouchered mail
 - Answered inquiries on various topics
 - Took and wrote up meeting minutes
 - Updated the website
 - Sent listserv mssgs. to keep residents updated.
- Accommodated a resident needing a disabled parking permit on Sat. 12/19.

TAX COLLECTION:

- Worked with County Assessment office to get tax bills out to the public.
- Started collecting taxes on Dec. 30.
- Enabled tax payments through website by credit card or e-check, both for a fee.
- Responded to inquiries
- Daily processing and depositing of payments from in-person or mailed payments

RECORDS MANAGEMENT:

- Continued to work on creating organizing/disposing of old files.

WATER DISTRICT TASKS:

- Periodic check ins with Water District Operator
- Posted incoming bills
- Updated reports for TTHM running averages and water usage

COMMITTEES:

Attended Dec. Health Consortium mtg. Next meeting scheduled for March 2016.

CITIZEN COMMENTS/INQUIRIES:

<u>Comment/inquiry</u>	<u>Answer/referral</u>
How to file Mechanic's lien	Contacted County Clerk, was told to advise that a legal form could be downloaded and filed with County clerk

CODE ENFORCER- Tom Myers:

- Completed code certification training
- Share first goals in his position: cleaning up 10 "dead in the water" building permits, modernizing paperwork by electronic entry with hardcopy back-up, adding online forms such as complaint form, and to give attention to problem properties in the Town (first create an inventory and prioritize properties)

SUPERVISOR- Liz Thomas:

- **Personnel:** Work with new employees and ironed out Personnel changes
- **Newsletter** created and ready to go to print
- **Drafted** annual organization meeting

2nd DEPUTY SUPERVISOR- Michelle Wright:

2nd Deputy Supervisor & Bookkeeper Report for time period of December 5 2015 – January 12, 2016

Submitted on 1/12/2016 by Michelle E. Wright

Deputy Supervisor

- Newsletter: minor assistance with lining up printing and mail process, editing
- Assistance with the organizational meeting and related tasks
- Work with the Highway on transition
 - Research related to highway department organization
- Youth programming related activities

Bookkeeper

- Personnel
 - Employee retirement paperwork and accounting
 - Medicare supplemental work
 - New staff onboarding activities
- New software transition
 - Ongoing work related to transition: very time consuming
 - Work with Clerk's office regarding new system onboarding
- Calendar year transition: there are many tasks related to the new year
 - Payroll changes
 - Transition to the new budget

- Tracking and accounting for 2015-related expenses that are paid in 2016
- Tax related work:
 - 1099 paperwork for non-payroll vendors
 - 1096 summary
 - W2 processing
- Regular duties
 - Payroll
 - Processing and accounting
 - Creation of active employees list to assist with payroll related items
 - Health care
 - Notices to employees regarding changes in contribution and rate of pay
 - 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

.. TOWN BOARD MEMBERS AND COMMITTEES-

1ST DEPUTY SUPERVISOR- MS. ZAHLER:

- Still waiting for a response from several inquiries to Exxon Mobil
- Attended Village of Trumansburg Board meeting
 - Reported the waste water project is on track to be completed this fall. The Village has received a 2 million dollar grant to develop a second water source. The village will soon accept bids to start the project. The Village will have a pre-construction conference in March and will invite the Town to the conference
 - The village completed a housing survey and shared the findings last night. Ms. Zahler thinks some of the survey techniques may be used in the future by the Town, especially in regards to the Hamlet of Jacksonville.
 - The fire department is in the process of purchasing new equipment (mini-pumper) and remodeling the fire hall building to accommodate EMS and fire trucks. The State of the Village meeting is scheduled for Jan. 30th. The Village Board is going to go through an emergency management training and the Town Board is welcome to join.

RICH GOLDMAN:

- Reported that planning board functioning well but chair (Mr. John Wertis) has stepped down and they are short one member. Mr. Goldman asked what the role of the alternate members is. Mrs. Geldenhuys clarified that they exist in case there is a conflict of interest for board members and an alternate would be needed to make a quorum.

JOHN HERTZLER: Environmental Management Council of Tompkins Co

Our last meeting was Thursday, January 7 at the Old Jail building in Ithaca. There was a presentation by Caleb Scott of SCOT LAND YARD landscaping and maintenance company in Ithaca. The presentation referred to the maintenance of solar farm ground cover that tends to grow high enough to shade the lower tiers of solar panels. The problem seems to be the difficulty in using riding mowers due to the ground supports, little room to turn and reverse...so that gas mowers become too costly for the solar farms to be economically feasible in the summer months. So the potential of putting a herd of sheep into a fenced solar farm area was introduced and is testing extremely well...environmentally and economically. Herds of sheep are being transported to many solar farms located throughout the US. It is 11 th century technology that is suddenly in demand for 21 st Century power.

A second issue came up regarding disposable plastic bags in Tompkins County. I mentioned that it seemed unconscionable that we continued to be offered.. "PAPER or PLASTIC" choices by grocery clerks and others throughout the county. Dooley Keifer reminded the council that the EMC has tried to introduce actions to keep Vendors from offering plastic bags at checkout in 2010 and 2013 without effect. And yet nearly 400 villages and cities , and hundreds of townships and counties across the country have banned or applied a sur-charge on the distribution of disposable plastic bags, resulting in substantial reductions of plastic bag use and decreases in the presence of plastic bags in local streams and lakes as well as municipal landfills. Attempts were made here in Tompkins County in 2010 and 2013 to ban or charge for disposable plastic bags but at some point in the process received enough push back from merchants and others that the attempt died away and has not been re-initiated...until now. A new task force is being created to try again to clean up our own back yard here in Tompkins County in the proliferation of disposable plastic bags. My suggestion is a two pronged approach, the first would be a roundtable with merchants regarding the economic realities of such a ban and the second would be the legality and applicability of governmental action to introduce such a ban under local laws and environmental regulation. I am currently gathering research on instituting such bans, the success and or failure of bans and surcharges across the country and the resultant decreases in use of disposable plastic bags. Stay tuned

