

TOWN BOARD MEETING

Town of Ulysses

February 9, 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

Acting Highway Superintendent- Dave Reynolds

Planner/Zoning Officer- Darby Kiley

Attorney for the Town- Mariette Geldenhuys

ABSENT:

Town Clerk- Carissa Parlato

OTHERS PRESENT:

Jim Dennis (Tompkins County legislator representing Ulysses)

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2016-52: Approval of Meeting Agenda

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Feb.9, 2016 with the deletion of the resolutions to purchase a used truck and the appointment of a Planning Board member.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman absent (stepped away temporarily)

Vote: 4-0

Date Adopted: 2/9/16

PRIVILEGE OF THE FLOOR:

(no comments spoken nor submitted)

REPORTS FROM REPRESENTATIVES:

Mr. Dennis gave the following updates from Tompkins County:

- A committee has been studying court efficiency. Ms. Thomas is a part of this committee. No decisions to take action have been made yet.
- They are hoping to get a 2016 grant to study police and consider consolidation as there are several police departments in the county (including university police).
- Budget updates:
 - The legislature has been dealing with tax cap with regards to the budget
 - Mr. Dennis is the chair of the budget committee
- Mr. Dennis is also the chair of the IDA (Industrial Development Agency). The committee has been working on downtown Ithaca issues as well as a problem of lack of energy to development areas.
- The police contract was passed. This is the first time since 2004.

Ms. Thomas inquired about Tompkins County's road paving schedule as there are several county roads in Ulysses that are in rough shape. Mr. Dennis said that he will get more information on this.

Mr. Dennis continued:

- A meeting last week brought 50 people from Enfield to voice their support/concerns about wind towers.

TOWN REPORTS:

(see Appendix A)

NEW BUSINESS:

DECLARING WATER TRUCK AS SURPLUS EQUIPMENT

RESOLUTION 2016-53: Declaring Water Truck As Surplus Equipment

BE IT RESOLVED that the Ulysses Town Board declares that the following equipment belonging to the town is surplus and can be sent to auction, sold or disposed of by the Acting Highway Superintendent: 2003 Chevrolet 1/2 ton pickup truck (minimum accepted sale figure: \$2,500).

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: 2/9/16

OLD BUSINESS:

DISCUSSION OF CHANGING ELECTED HIGHWAY SUPERINTENDENT AND TOWN CLERK TO APPOINTED POSITIONS

Ms. Thomas distributed a document outlining the characteristics of elected and appointed positions.

Ms. Geldenhuys distributed a sample timeline for changing the positions from elected to appointed that includes the following actions:

- The Town Board must hold a public hearing.
- Although the town plans to also include a public information session at the time of the hearing, this is not required by law.
- After the public hearing, a local law will need to be adopted by the board.
- Then, the general public will vote on the issue (referendum).

The board further discussed the logistics.

CHANGE OF MEETING DATE

RESOLUTION 2016-54: Changing Meeting Dates

BE IT RESOLVED that the Ulysses Town Board move the March 22 meeting to March 29.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 2/9/16

CONTINUED DISCUSSION OF CHANGING ELECTED HIGHWAY SUPERINTENDENT AND TOWN CLERK TO APPOINTED POSITIONS

Ms. Geldenhuys and the board continued to discuss the timeline and process.

INTERMUNICIPAL AGREEMENT- Village Water Transmission Line on Falls Rd.

RESOLUTION 2016-55: Intermunicipal Agreement for the Village Water Transmission Line On Falls Rd.

RESOLVED that the Ulysses Town Board authorizes the Ulysses Town Supervisor to sign the Water Line Intermunicipal Agreement between the Town of Ulysses and the Village of Trumansburg.

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: 2/9/16

AUTHORIZATION TO CONTRACT WITH GEOLOGIC FOR ESA PHASE I ASSESSMENT

RESOLUTION 2016-56: AUTHORIZATION TO CONTRACT WITH GEOLOGIC FOR ESA PHASE I ASSESSMENT

WHEREAS, the Town of Ulysses is in discussion with the Exxon Mobil Oil Corporation about the status of the seven properties they own in Jacksonville and

WHEREAS, the Town wants to exercise due diligence and learn more about the environmental properties of the parcels in Jacksonville to inform future discussions regarding the health, safety, and best interests of the Town and its residents, and

WHEREAS, the Town does not have staff with the certifications needed to conduct a Phase I Assessment consistent with standards required by the Environmental Protection Agency, and

WHEREAS, the Town solicited and reviewed two proposals from qualified firms with the specific expertise to conduct Phase I Assessments, now therefore be it

RESOLVED, the Supervisor of the Town of Ulysses is hereby authorized to contract with the environmental engineering firm of GeoLogic to conduct a Phase I Assessment for a cost not to exceed \$3,000.

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

Vote: 5-0

Date Adopted: 2/9/16

LIVING WAGE RESOLUTION

The board members discussed a potential resolution to support a living wage law at the state and county level and decided to table any action on this topic.

MONTHLY BUSINESS

APPROVAL OF MINUTES

RESOLUTION 2016-57: Approval Of Minutes

BE IT RESOLVED that the Ulysses Town Board approve the minutes of Jan. 26, 2015.

Moved: Ms. Zahler Seconded: Ms. Thomas

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

Vote: 5-0

Date Adopted: 2/9/16

APPROVAL OF CLAIMS

RESOLUTION 2016-58: Approval Of Claims

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #45-108 in the amount of \$104,607.20.

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: 2/9/16

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 10:14pm; seconded by Ms. Zahler and passed unanimously.

APPENDIX A:

TOWN REPORTS:

PLANNING BOARD/ZONING OFFICER- submitted by Ms. Kiley

Planning Board

On 1/19, the Planning Board held a public hearing on a 360kW solar project on Agard and Jacksonville Rds. The hearing will continue at the 2/16 meeting. On 2/2, the PB reviewed and amended their rules and procedures.

Board of Zoning Appeals

The BZA granted a variance for the front lot line width of a new parcel on Waterburg Rd.

Grants

Residential Energy Score Project – The project team is finalizing the draft project plan and implementation strategy. The timeline has been delayed so expect a presentation in April.

Zoning Updates Grant – The steering committee continued to work on the presentation for the upcoming 2/27 public meeting on the project.

Other Meetings/Issues

Natural Resources Inventory webinar – Tuned into webinar on 1/14, in which the presenters described why and how to develop a natural resources inventory, and where to find examples and a new guidebook.

Cayuga Lake Watershed Intermunicipal Organization (IO) –

The IO met on 1/27 and discussed outreach to municipalities in order to get their feedback on the watershed issues list. Several members of the IO met with staff from Central New York Regional Planning and Development Board to discuss administrative help with grants and future projects.

Stormwater Coalition of TC – The SWC met on 1/20, appointed the Town of Ithaca as the fiscal office, appointed TC Soil and Water Conservation District as the coordinator, renewed the MOU with TCSWCD, and discussed an upcoming green infrastructure training, and discussed potential outcomes of recent DEC and EPA lawsuits.

Water Resources Council (WRC) – At the WRC meeting on 1/25, the group reviewed the Water Quality Strategy and developed a work plan and committees.

ACTING HIGHWAY SUPERINTENDENT- reported by Mr. Reynolds

- The department has gotten two new trucks. One is shared with the water department.
- They've been dealing with auction equipment.
- Sent mowing tractor off to get a new clutch
- Hauled stone for stock pile and helped county haul stone to town barns to store

TOWN CLERK- submitted by Ms. Parlato

<u>LICENSES issued:</u>	<u>2015:</u>	<u>2016:</u>
Sporting licenses	0	2
Disabled parking permits	11	5
Dog licenses and renewals	80	70
Marriage licenses	3	1
Plumbing permits	0	0

<u>FINANCIAL REPORT:</u>	
\$1077.50	TOTAL Collected for fees & licenses
\$912.80	stays in the town
\$164.70	goes to the state

CLERK's OFFICE TASKS:

- Routine tasks:
 - Retrieved, sorted, vouchered mail using the new system linked to the bookkeeper
 - Answered inquiries on various topics
 - Took and wrote up meeting minutes
 - Updated the website
 - Sent listserv mssgs. to keep residents updated. (Received about 10 requests to be added to list after newsletter was received.

TAX COLLECTION:

- Spent many hours collecting and posting tax payments- \$4.2 million to date: about \$4 million in full payments and \$188,000 in first installments. About \$576,000 is still outstanding.
- Accepted 14 on-line payments totaling \$29,644. Last year the town paid the fees associated with this.
- Responded to inquiries and encouraged folks to use the on-line records for info.
- Extended hours to accommodate residents- staying until 5pm on some weeknights and working Saturdays 1/23 and 1/30. Next year we will advertise extended hours for the final week.

RECORDS MANAGEMENT:

- Attended Laserfiche conference in CA with Angie and 7 other Tompkins County municipal officials. The software program specializes in enterprise content management, business process

automation, workflow, records management, document imaging and webform software, with offices in Mexico, United Kingdom, Hong Kong, Shanghai and Canada. We will start using it for records management and organizing and accessing town records and archives, but there are many more possibilities for its use. The program is free to us due to grants written by the county clerk. Once the dust clears from tax season, we will delve more deeply into this and bring staff up to speed.

WATER DISTRICT TASKS:

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

COMMITTEES:

(None this month)

CITIZEN COMMENTS/INQUIRIES:

<u>General comments/inquiries</u>	<u>Answer/referral</u>
How to record a Release of gas lease	Referred to County Clerk
What do the colors on the map in the newsletter mean?	Referred to Darby then later found map key
<u>Tax questions:</u>	
What services does a farmer who owns vacant land get besides roads for his tax payment?	Not answered yet
A hunter inquired whether the town had any public land for hunting.	Not at this time.
Why is water bill so high? What is payment schedule for loan? Very expensive for owners with multiple units. Why don't we bill O&M according to water usage?	Referred to Liz
Why are my taxes so high?	Usually due to relievs of water, village, or school taxes. Also EMS for town budget.
What is the solid waste fee?	Referred to TC website- covers the cost of the county recycling program and facility.
Can I get a copy or receipt of my tax bill?	Referral to website if possible. If not, can print, mail or e-mail copy.
Am I eligible for any exemptions?	Gave copies of exemption application forms.

CODE OFFICER:

Ms. Thomas reported that Mr. Myers did not realize that a report was needed for this meeting but he will submit one for next month. Ms. Thomas added that Mr. Myers has been working on an inventory of properties that need code attention and recently met with code officials at the state level. He has also scheduled a meeting with the attorneys Mr. Sarachan and Ms. Geldenhuys to discuss things further.

Ms. Zahler noted that she and Mr. Antweiler met with Mr. Myers to discuss Jacksonville properties.

SUPERVISOR- submitted by Ms. Thomas:

Zoning update

- Read through analysis of zoning done by Randall and West. Prepare comments.

Grant - Trails

- More compilation of trail criteria. Conference call with others in management team to be ready for web design programmer starting in March.

Newsletter

- Write articles, edit submitted articles to fit format. Send out for edits, proof.

Court

- Attend meetings to hear input Court Clerks (2 sessions)

Budget

- Sales tax – calculate for year to date
- Tax freeze – submit form to NYS Comptroller's office.

Jacksonville

- **Water District 3-** Help organize TTHM readings for quarter.

Personnel:

- Retirement of Building Code Enforcement Officer and Highway Superintendent
 - Work on replacements, HR, pay rates, insurance, phones, administration assistance, etc.
 - Work with employees affected by retirements to make sure they have all needed.
- Help compile differences of appointed or elected Town Clerk and Highway Superintendent.

Highway Dept.

- Review and edit capital plan with Dave Reynolds and Bill Conroy, adjust several times based on discussions
- Arrange for equipment to be declared surplus
- Arrange for purchase of used truck.

Other

- **Meetings:**
 - Organizational (1/7)
 - Insurance Agent from NYMIR (1/19)
 - Coal Ash from Cayuga Power Plant – meet with DEC (1/20)
 - Town board (1/12, 1/26)
 - Court Task Force (1/13, 1/27)
 - TCCOG (1/26)
 - History and Historic Preservation (1/28)
 - Emergency Management training (1/28)
 - State of the Village (1/30)
 - Town Hall – sidewalk in front of building (2/3)
- **TCCOG** – as Co-Chair for 2016, help coordinate agendas.
- **IMA with Village on Falls Road** – Review and edit
- **Municipal Restructuring Fund** – New initiative by Governor Cuomo to combine services and govts. Read through the 57 page RFP and send questions to the DoS
- **Work Plan** – organize, edit on-line version, rate, finalize.
- **Historical preservation** – discuss with preservationist and Town Historian.
- **Time off** – Martin Luther King day, off on 2/4 and 2/8

- **Agenda details:**
 - Pay rates for Highway Superintendent and Deputy, Cell phone reimbursement; delegate to Association of Towns; Appointed/Elected positions; Work plan; Highway Capital Plan; Cayuga Lake Restoration and Protection Plan; Surplus Equipment; IMA for Falls Road; GeoLogic Phase Assessment; Living Wage
- **Insurance** – Review policy with agent and add solar panels.

Resident communications

- Complaint that 45 mph speed limit by ShurSave being too high
- 3 residents asking about the 11% increase in DA fund.
- Complaint about internet speed.
- Water District 3 – why did cost go up (2 residents)
- Zoning – resident want to make sure zoning update includes more protections for open lands.
- Elected/appointed – 2 residents.
- 1 resident – supporting consolidation.

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.
- Monthly review of county actions.
- 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- submitted by Ms. Wright:

- Newsletter
 - Picked up newsletter and delivered to P.O.
 - Confirmed costs from Arnold's, The Mailbox and postage from USPS via Village postage meter
 - Hand delivered newsletters to village locations
- Development of plan and process to more closely monitor electricity use and production
- Retirees who receive benefits
 - Organization for retirees who receive benefits
 - Initial modeling for retiree costs, 10 year projection
- Insurance related activities
- AOT conference communications and logistics
- New email for Michael Boggs
- Zoning/Code violation complaint form: document formatting and placement on website
- Code/zoning vehicle purchase research through NYS centralized purchasing

BOOKKEEPER- submitted by Ms. Wright

- New software transition
 - Ongoing work related to transition: this is the vast majority of my work during this period
 - Work with Clerk's office regarding new voucher system onboarding
- Work with the Highway on transition
 - Payroll and voucher work
- Payroll
 - Our payroll company had various errors in the transition to the new year, this resulted in extra work on my end
 - Once the new accounting system is fully implemented I will investigate using their payroll module to assess the costs and benefits of doing payroll 100% in-house
- Calendar year transition: there are many tasks related to the new year
- Regular duties
 - Payroll
 - Processing and accounting
 - Banking
 - 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- submitted by Ms. Zahler:

Exxon Mobil

- Received and distributed fully executed Confidentiality Agreement.
- Had phone call with EM representative to outline next steps in discussion re: the status of Jacksonville properties.
- Re-confirmed bid price from lowest bidder for EPA Phase I Assessment and added resolution to contract to Feb. 9th Agenda.

Elected vs Appointed

- Contacted Association of Towns and County Personnel to get more details about options and procedures if the Town decided to change the Highway Superintendent and Clerk positions to appointed vs elected.
- Prepared several drafts as background on the issue to inform Town Board discussion.

Zoning Update

- Committee met on Feb. 4th to review 2nd draft of presentation for public meeting scheduled for Saturday, Feb. 27th at 9:30AM at the Trumansburg Fire Hall.

- Raised the question of how the committee can continue to solicit input from and engage others from the Town with interest and expertise as the Zoning Update committee begins to review zoning proposals.

Village

- Worked with Village and Supervisor to finalize Intermunicipal Water Main Agreement.
- Village budget process is underway for 2016-17.

Youth Commission

- New Town representative Heidi Dawes joined the Commission at its monthly meeting 2/2/16.
- Programs, including a day of activity during the winter break, were reviewed. Program Manager Ethan Crampton is focused on middle schoolers and is also organizing college visits for small groups of high school students.
- The Commission continues to be interested in having the community do a better job of coordinating sports and recreation programs in addition to offering baseball, track, sports camps and day camp in the summer.

Health Consortium

- Attended Jan 28th meeting. Financial report indicates strong management and balance. Efforts continue to expand education about wellness to increase the health of employees and eventually lower costs of coverage. Conveyed the Town's interest in having the joint plan committee explore lower cost Medicare Supplemental plans.

Housing & Land

- Met with Tom Myers and Phil Antweiler re: background on Jacksonville properties.
- Wrote to Neighborhood Housing to request info and help on grants for housing upgrades.

Walked the Salo Drive property owned by Habitat for Humanity.

MR. GOLDMAN's report:

The Planning Board has been meeting to work on the first commercial solar installation in Ulysses. A second public hearing on the issue will take place next week. There is a question on whether the Town Board liaison can sit at the table with the Planning Board.

Ms. Geldenhuys responded to the question by saying that it is not advisable as it may create the appearance that the Town Board is part of the Planning Board, and it is important that the Planning Board function as a separate entity.

MR. HERTZLER's submitted report:

Attended a meeting with Brett Seafuse, owner/manager of ShurSave along Route 96 regarding the economics and environmental effects of the store's offering of free disposable plastic bags and paper bags, compared to charging for reusable plastic bags. Meeting lasted about 2 hours, great discussion focusing on attached statement and questionnaire that had mailed to him regarding the issue. Followed up with a meeting with Jim Dennis of the County Legislature who has worked on the same issue in 2010 and 2013. Also a very informative meeting.

Based on the information gained in these two meetings, I found the potential of removing disposable plastic bags from distribution in Ulysses, very possible. The predisposition of these two gentlemen, representing both commercial and environmental interests of Ulysses, was encouraging indeed.

I will continue to expand the questionnaire and work with the EMC on forwarding the project beginning with a meeting on Thursday with Thomas Shelly of the EMC immediately preceding our regular EMC meeting this week.

I will be attending the Monday School Board meeting this week, with some question about the dangers of the ZIKA Virus to our high school Spanish Club members who are scheduled to visit Costa Rica the April. Have already voiced the concerns of some parents regarding the trip with School Board President Jane Gallagher.

Regarding the "THIRD ALTERNATIVE" to solutions of the Total Trihalomethane issues in Water District #3, I have put in calls to Steve Maybee, who is currently working for the Tompkins County Environmental Health department from his Florida base...and to Liz Cameron on the same question but have heard nothing as of yet. In researching the potential of existing water wells located across the street from the end of our Cold Spring Road water line, on the property formerly owned by Babcock Breeding corporation, ISA and Cayuga Breeders....I have not been able to identify the location, history and viability of those wells, but I was assured there were water wells on the property. Will continuing pursuing this question of viable water wells on the old Babcock property.

Respectfully submitted by Carissa Parlato on 3/2/16.