

## TOWN BOARD MEETING

Town of Ulysses

May 10, 2016

Audio of the minutes are available on the website at [ulysses.ny.us](http://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.

### **ATTENDANCE:**

#### **PRESENT:**

Supervisor- Liz Thomas

1<sup>st</sup> Deputy Supervisor- Nancy Zahler

2<sup>nd</sup> Deputy Supervisor- Michelle Wright

Board members- John Hertzler (at 7:45pm), Michael Boggs, Rich Goldman

Town Clerk- Carissa Parlato

Attorney for the Town- Mariette Geldenhuis

Environmental Planner- Darby Kiley

#### **OTHERS PRESENT:**

John G. Wertis, Roxanne Marino, Phil Antweiler, Glynis Hart,

### **CALL TO ORDER:**

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

### **GENERAL BUSINESS:**

#### **APPROVAL OF MEETING AGENDA**

##### **RESOLUTION 2016-97: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for May 10, 2016 with the addition of appointment of a Town Board liaison to the Ag Committee; deletion of the Sustainability Committee; add an executive session for the purpose of discussing a personnel matter and acquisition of real property; addition of sidewalk discussion.

Moved: Ms. Zahler

Seconded: Mr. Boggs

Ms. Thomas            aye

Ms. Zahler            aye

Mr. Hertzler           absent

Mr. Boggs            aye

Mr. Goldman           aye

Vote: 4-0

Date Adopted: 5/10/16

### **PRIVILEGE OF THE FLOOR:**

John G. Wertis requested that the board look at another possibility for the Route 96 sidewalk due to concerns about safety. He encouraged the board to consider moving the sidewalk to the fairgrounds side of the road, specifically further in on the fairgrounds property, on the other side of the trees.

Mr. Antweiler presented the flyer for the 50<sup>th</sup> anniversary celebration of the Jacksonville Community Park.

Ms. Marino encouraged the board to consider purchasing an electric vehicle as they look for a new vehicle.

**REPORTS FROM REPRESENTATIVES:**

*(none)*

**TOWN REPORTS:**

*(see Appendix A)*

**OLD BUSINESS:**

**SIDEWALK DISCUSSION:**

Mr. Wertis asked further questions and reiterated his requests. He also expressed concern about the lack of communication and the placement of crosswalks in the current plan.

**UPDATE ON ZONING UPDATE PROJECT**

Ms. Zahler reported the following:

- The Zoning Update Committee has been meeting since last fall.
- The consultants will soon be working on draft zoning recommendations for the Ag district that can be shared with farmers/landowners so that they can add their suggestions/comments.
- A focus group for Jacksonville residents is scheduled for Monday, June 6.

**TOWN BOARD LIAISON TO AG COMMITTEE**

**RESOLUTION 2016-98:**

BE IT RESOLVED that Liz Thomas be appointed as the liaison to the Agricultural Committee.

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas                      abstain

Ms. Zahler                        aye

Mr. Hertzler                      aye

Mr. Boggs                         aye

Mr. Goldman                      aye

Vote: 4-0

Date Adopted: 5/10/16

**NEW BUSINESS:**

**ACCEPTANCE OF BID FOR VEHICLE FOR TOWN VEHICLE**

Ms. Thomas distributed information on the bids that were received.

**RESOLUTION 2016-99: ACCEPTANCE OF BID FOR VEHICLE FOR TOWN VEHICLE**

WHEREAS, the Town of Ulysses needs to replace the vehicle used by Town employees for code enforcement, planning, zoning and other town business, and

WHEREAS, the Town has budgeted funds for vehicle replacement and has solicited competitive bids for a fuel-efficient vehicle to meet Town needs while reducing our impact on the environment, now therefore, be it

RESOLVED, that the Town accept the bid for a 2016 Toyota RAV 4 Hybrid from Maguire Toyota, dated May 5th in the amount of \$27,576.50 and further

RESOLVED, that the Town authorize payment of \$27,576.50 from the budgeted B Fund account.

Moved: Ms. Thomas                      Seconded: Mr. Zahler

The group entered into a discussion on leasing a vehicle.

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

Vote: 3-0  
Date Adopted: 5/10/16

**PRIVILEGE OF THE FLOOR:**

*(none)*

**MONTHLY BUSINESS**

**APPROVAL OF MINUTES**

**RESOLUTION 2016-100: APPROVAL OF MINUTES: 4/25, 4/26**

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 4/25 and 4/26.

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: 5/10/16

**BUDGET MODIFICATIONS**

**RESOLUTION 2016-101: BUDGET MODIFICATIONS**

BE IT RESOLVED that the Ulysses Town Board approve the attached budget modifications to transfer existing funds to pay for the town’s audit and for ergonomic office equipment for the court.

**A FUND BUDGET MODIFICATIONS**

A1320.4	Auditor CE	Increase	\$2000
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*This was a planned expense, however \$2000 was put in the Auditor CE line and \$3000 was put in the assigned funds A915 Audit "reserve". The total bill for the audit was \$4000*

A915	Audit portion	Decrease	\$2000
<i>The balance in the audit portion of A915 assigned fund will be \$7,762 after this \$2000 appropriation.</i>			

A1620.4	Town Hall Equipment	Increase	\$367
<i>There is a small amount of money left over from a previously awarded court grant. It was set aside to offset future cost of court office equipment. A sit-stand desk was purchased for the court clerk to address action items previously identified in an office-wide ergonomic assessment</i>			

A915	Court grant portion	Decrease	\$367
<i>The balance in court grant portion of A915 assigned fund will be \$0 after this \$367 appropriation.</i>			

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: 5/10/16

#### **APPROVAL OF CLAIMS**

##### **RESOLUTION 2016-101: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims # 256-298 in the amount of \$56,979.54, noting that voucher #267 has been held.

Moved: Ms. Thomas                      Seconded: Mr. Goldman

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

Vote: 3-0  
Date Adopted: 4/12/16

#### **EXECUTIVE SESSION:**

Ms. Zahler made a motion to move into Executive Session at 8:43pm for the purpose of discussing the employment history and matters leading to the promotion, demotion, or suspension of a particular person; and discussing possible acquisition of real estate where a public discussion may affect the price or terms. This was seconded by Mr. Hertzler and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:36pm, seconded by Mr. Goldman and passed unanimously.

**ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 9:37pm; seconded by Ms. Zahler and passed unanimously.

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**APPENDIX A:**

**TOWN REPORTS:**

**PLANNING BOARD/ZONING OFFICER- submitted by Ms. Kiley**

**Planning Board**

May 4 - The PB discussed a 3-lot subdivision on Trumansburg Rd (#1631 and 1635) and scheduled a public hearing for May 17th.

The PB also discussed the sidewalk project from the village line to ShurSave. One member recommended an option where the sidewalk would go through the fairgrounds property. No formal resolution or recommendation was considered by the board.

**Board of Zoning Appeals**

No April meeting

**Grants**

Residential Energy Score Project – Working on revisions to the first draft. The revised draft will be presented at the May 24th Town Board meeting.

Zoning Updates Grant – Low turnout for the farmland focused meeting on Thursday, April 14th, but it was a good discussion of different subdivision scenarios.

**Other meetings/issues**

Cayuga Lake Watershed Intermunicipal Organization (IO) – Members are discussing ideas for a grant proposal for this year’s CFA.

Water Resources Council (WRC) – 4/18: the WRC heard a presentation on emerging contaminants in our watersheds, including better methods for detecting contaminants.

Planning Advisory Board (PAB) – 4/26: Discussed outreach strategy for the Energy Road Map; adaptation planning related to flooding; and other projects around the county.

ITCTC – 4/19: Discussed the 2017-2021 TIP update and other administrative updates.

Smart Growth workshop – 4/21: Attended workshop where realtors were the target audience. Good information on smart growth principles; good hands-on exercises.g options.

Planning Advisory Board- Met on March 23rd and discussed the Agricultural District update, the County’s energy roadmap recommendations, the County’s Plan measures regarding job diversity in the County, and heard updates on the microgrid feasibility project and the DOT relocation.

**TOWN CLERK- submitted by Ms. Parlato**

<b>LICENSES issued:</b>	
Sporting licenses	12
Disabled parking permits	8
Dog licenses and renewals	43
Marriage licenses	1
Plumbing permits	1

FINANCIAL REPORT:	
\$1172.50	TOTAL Collected for fees & licenses
\$830.91	stays in the town
\$341.59	goes to the state

**CLERK’S OFFICE TASKS:**

- Continued research on history of town reserve funds
- Sent out bid for landscaping
- Coordinated with other local clerks to send tax letter to escrow company with suggestions for next year’s tax payments
- Updated Water District 3 address list for G&G’s income survey
- Routine tasks:
  - Retrieved, sorted, vouchered mail
  - Answered inquiries on various topics
  - Took and wrote up meeting minutes
  - Kept website current
  - Sent listserv mssgs. to keep residents updated. (And received more requests to be added to list)

**TAX COLLECTION:**

- Completed town collection. Tompkins County takes over now
- Answered various inquiries about tax payments/receipts

**RECORDS MANAGEMENT:**

- Continued reorganization of electronic files
- Created cheat sheets for staff on which records need to be saved and for how long

**WATER DISTRICT TASKS:**

- Posted water bills
- Worked with Water District Operator on new plumbing permits
- Updated reports for TTHM running averages and water usage
- Submitted Annual Water Quality Report

**CONFERENCES:**

Attended annual NYS Town Clerks Association conference in Saratoga Springs, NY from April 17-20. (See attached report.)

**CITIZEN COMMENTS/INQUIRIES:**

<b><u>Comment/inquiry</u></b>	<b><u>Answer/referral</u></b>
What to do with asphalt that was sprayed into yard during paving?	Had highway department contact resident to collect/dispose of asphalt (County had done paving).
STAR Exemptions – not sure how to apply	Referred to County Assessment office

**CODE OFFICER- Submitted Mr. Myers:**

In April 2016, 9 Building Permits were applied for. 2 Permits have not been issued due to incomplete applications. The 9 permits include 2 new houses and a 360 kW solar installation. Total project costs amount to \$1,145,690. The fees collected for these projects are \$3,832. The bulk of the fees came from the large solar installation: \$2,127.

**ATTORNEY FOR THE TOWN- Ms. Geldenhuys**

Ms. Geldenhuys reported that Mr. Sarachan will have a draft of the code enforcement law update available for the board soon.

## **SUPERVISOR REPORT- submitted by Ms. Thomas**

### **Zoning update**

- Review and comment on presentation for agricultural community outreach meeting.

### **Water Districts**

#### **WD3**

- Analyze and respond to news from the Town of Ithaca that water tank aerator expenses need to be split. Discuss with town Engineers.
- Attend meeting with Town of Ithaca Facilities Committee about aerator. Hold special meeting for public, TTHM Working Group and Town Board to assist in decision-making about TTHM remediation method.
- Income survey – assist survey firm with letter going out to residents in WD3

#### **Falls Road**

- Notify residents of Falls Road by mail of upcoming construction activity.
- Set up meeting for Falls Road residents to discuss forming a water district.

### **Ag Committee**

- Notify and thank all Ag Committee applicants of the Town Board appointment of members.
- Send email to members reminding them of committee procedures.

### **Sidewalks**

- Respond to residents about 10' proposed sidewalk width.
- Attend public outreach meeting. Based on input from meeting and email/phone calls from residents, draft resolution indicating preferences for sidewalk placement.

### **Other**

- **Meetings:**
  - Court Shared services (4/13)
  - General Code (4/14)
  - Ag outreach (4/14)
  - Meet with Town of Ithaca Facilities Committee (4/19)
  - Comprehensive Plan review (4/19)
  - Sidewalk public outreach meeting (4/21)
  - Jacksonville Park cleanup (4/23)
  - TTHM meeting (4/25)
  - Town Board meeting (4/26)
- **Sustainability Committee** – review and comment on objectives.
  - Have dialog about the difference between sustainability committee and conservation advisory council

- **Wetlands** – review new wetlands map and discuss how this fits into land preservation and UNAs.
- **Historic preservation** – requirements for deed restrictions on historic buildings.
- **Highway** – enforce IMA on Falls Road.
- **Enforcement vehicle** – assist in replacement of Jeep for code enforcement office.
- **Stormwater** – participate in webinar on effect of proper ditch and drainage management on water quality.
- **Time off** – 8 days
- **Comprehensive Plan review** – assist Darby and Sue with presentation.
- **Budget** – careful review of operating statement; review of financial impact on budget from changes in personnel in 2016. Review detail of specific fund lines.

#### **Resident communications**

- Falls Road – 1 residents.
- BDT – complaint about survey crew
- Speed limit requests (2)
- Sidewalk along Rt 96 – many comments about 10’ width. One about which side of road.
- WD3 – comments on TTHM remediation options (7 residents).

#### **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.
- Review county actions.

#### **ACTING HIGHWAY SUPERINTENDENT-**

- Continued to help the county haul stone- both parties keep track of time so it can be redeemed in trade
- Clean up of shoulders from winter plowing
- Cleaned salt out of trucks
- Helped the Town of Ithaca with a one-day grinding project
- Performed routine maintenance on vehicles
- New employee started
- Replaced two road crossing pipes on W. Seneca Road and one on Houghton Road

#### **1<sup>ST</sup> DEPUTY SUPERVISOR- submitted by Ms. Zahler.**

Youth Commission

- On June 26<sup>th</sup>, the Recreation Partnership would like to make a presentation to the Town Board on the structure, benefits and value of this unique inter-municipal partnership.
- Earth Day Clean Up- close to 100 students from the Middle and High School volunteered to clean up the Village on Thursday, April 21<sup>st</sup> for Earth Day.
- Super Summer Sign Up was held at the Elementary gym for parents/caregivers on 5/4/16
- The Youth Commission will be exploring ways to coordinate youth recreation opportunities for children in the Town and Village.

#### Village of Trumansburg

- Village Board is meeting on May 9<sup>th</sup>. Hopefully, updates on Water Rates and 2<sup>nd</sup> water source progress & 2016-17 approved budget are expected.
- Working with Michelle Wright and Brian Snyder to arrange meeting to review first year billing with MedEx.
- Sidewalk Project- responded to constituent re: speed limit. **Town Board should re-visit its recommendations on speed limits in Town on Rt 96** entering and leaving the Village.

#### Zoning Update

- The Zoning Update committee met on May 5<sup>th</sup> to review Ag Focus group meeting on April 14<sup>th</sup> and to plan for a community meeting in Jacksonville on Monday, June 6<sup>th</sup>.
- The new Ag Committee and Sustainability/Conservation Advisory Council asked the Committee to clarify communication channels re: input on potential zoning changes.
- Recommendations on coordinating input to be proposed at Town Board meeting 5/10.

#### Jacksonville

- Discussions with ExxonMobil continue re: disposition of the properties they own in Jacksonville are continuing.
- Phase I Environmental Assessment Report has been completed by GeoLogic and will be available in the Clerk's office for review, once questions about the report are resolved.
- JCA community spring picnic and celebration of Park scheduled for Sunday, May 5<sup>th</sup>.

#### Health Consortium

- Attended Wellness Committee on April 20<sup>th</sup>.
- Contacted Blue Cross and Blue Shield re: interest in having representative visit Town to review plans and benefits with Town Board members and employees. Date to be scheduled.
- **See attached request to adopt a policy restricting covered employees plan changes.**

#### **March 2016 Request from Health Consortium to adopt a policy to restrict plan changes....**

RESOLUTION NO. 2016 – APPROVAL OF GUIDELINES FOR MEMBERS CHANGING PLANS

WHEREAS, the Consortium has over 100 plan combination options that any of our partners can by resolution add to their list of plans available to their employees, and

WHEREAS, the recently adopted “metal level” plans (platinum, Gold, silver, and bronze) as well as Medicare Supplement have different actuarial conditions for setting premiums than the other Consortium plan offerings, and

WHEREAS, employees frequently changing between these five plans or between any of these five plans and another Consortium plan can have adverse consequences with not enough premium being raised to cover claims, and

WHEREAS, employees staying with their selection of one of these five plans for a period of at least three years will allow for adequate capture of premium for claims, and

WHEREAS, the Consortium does not want to interfere with municipal partners offerings and employees ability to choose, and

WHEREAS, the qualifying events that allow changes in benefit plans at the time of the event are: marriage, divorce, legal separation, annulment, birth, change in legal custody status, dependent ages off, adoption, death, start of or loss of employment, start of or loss of eligibility for Medicare or Medicaid coverage, change in residency, and

WHEREAS, the Consortium Benefit Plans are administered on a calendar year basis, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors recommends to our municipal partners that they each adopt a policy that will restrict changing from the platinum, gold, silver, bronze, and medical supplement plans to another plan for three years after coverage begins,

RESOLVED, further, That the Audit and Finance Committee recommends that the Board of Directors adopts the policy that all non-qualifying event benefit changes are submitted to the medical plan administrator by December 1 for implementation on January 1.

.....  
**3/16 Penalty adopted for municipalities not complying with dependent verification process....**

RESOLVED, further, That should any of these employers not comply with this request (to update dependent eligibility) and complete the dependent verification process with 30 days that the Consortium will assess an additional premium equal to the average cost of claims for one person per month per unresolved contract.

**2nd DEPUTY SUPERVISOR- submitted by Ms. Wright:**

- Emergency Prep Plan Update
  - Continuation of plan development
  - Mediated a panel of experts at Minnowbrook Resiliency for Local Leaders conference in the Adirondacks
    - This helped with development of TOU plan and made professional connections
  - Met with Carissa and Sarah re: team work and action items on plan development
- Code/zoning vehicle purchase research through NYS centralized purchasing
  - After receiving multiple bids on a range of specs from the NY SOGS, Liz, Tom, Darby and myself met to analyze the models that had been submitted.
    - It was decided at that meeting that the best fit for their use was a Toyota Rav4 Hybrid for the following reasons: gas efficiency, ground clearance, passenger capacity
  - Wrote and distributed bids to regional dealerships
  - Collected bids for Rav4 Hybrid
- TAP Sidewalk Grant Project:
  - Co-hosted meeting with Fisher at Fire Hall
    - Individual mailing sent to residents directly on project route

- Approximately 30 people in attendance
- Water District 3: continued work with Liz on a variety of aspects of this project
- Ag committee: informal meetings with Wertis

**BOOKKEEPER REPORT- submitted by Ms. Wright:**

- Audit
  - The auditors were at the Town Hall for three days, during these three days I was busy throughout the day providing them documentation based on requests. Additionally, they have had many follow up questions that have kept me sporadically busy.
  - Overall I am excited to see their suggestions and look forward to improving our system based on both what they see and what we identify as priorities.
- Financial calculations
  - Mid-year projections for salary and benefits lines based on all the personnel changes we've had this year
- Personnel
  - Paper work for new employee S. Stewart including enrollment in the NYSLRS
- New software transition
  - Review of water district accounting with Ted Jones from Williamson
    - Historic issues settled up
  - Fully implemented and almost caught up!
  - The new lag time between actual and reporting will be approximately two weeks (i.e. April's financial report should be available by mid-May)
- Work with the Highway
  - Regular informal meetings with Dave
  - Payroll and voucher work
- 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

**MR. BOGGS:**

Mr. Boggs reported that he has been working on some recommendations for WD3.

**MR. GOLDMAN**

Mr. Goldman gave an update on the Planning Board, noting that the group has found some discrepancies in the zoning law.

*Respectfully submitted by Carissa Parlato on 5/20/16.*