

TOWN BOARD MEETING

Town of Ulysses

October 11, 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.

ATTENDANCE:

PRESENT:

Supervisor- Liz Thomas

1st Deputy Supervisor- Nancy Zahler

2nd Deputy Supervisor- Michelle Wright

Board members- Michael Boggs, Rich Goldman, John Hertzler

Town Clerk- Carissa Parlato

Acting Highway Superintendent- Dave Reynolds

Deputy Highway Superintendent- Chris Stevenson

Highway Department Staff- Steve Manciocchi, Bill Conroy

Planner- Darby Kiley

Town Historian- John Wertis (arrived at 7pm)

OTHERS PRESENT:

Dakota Potenza (Renovus Solar), Glynis Hart (arrived 8pm)

CALLING THE SPECIAL MEETING TO ORDER:

Ms. Thomas called the meeting to order at 6 p.m.

EXECUTIVE SESSIONS:

Ms. Thomas moved to go into Executive Session at 6pm for the purpose of discussing the medical histories of particular persons. This was seconded by Ms. Zahler and passed unanimously.

Mr. Goldman moved to end Executive Session at 6:49pm, seconded by Mr. Hertzler and passed unanimously.

Ms. Thomas moved to go into Executive Session again at 6:52pm for the purpose of discussing the promotion of a particular person. This was seconded by Mr. Goldman and passed unanimously.

Ms. Zahler moved to end Executive Session at 6:59pm, seconded by Mr. Hertzler and passed unanimously.

CALLING THE REGULAR TOWN BOARD MEETING TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2016-163: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for October 11, 2016 with the addition of adding Approval of Claims and changing the time of the 11/8 meeting.

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: 10/11/16

PRIVILEGE OF THE FLOOR:

Mr. Potenza shared information on the second community solar project located near Agard and Jacksonville roads.

REPORTS FROM REPRESENTATIVES:

TOWN HISTORIAN:

Mr. Wertis shared information on the 2017 Tompkins County Bicentennial Celebration. He is planning some local events and involving local businesses.

TOWN REPORTS:

(see Appendix)

OLD BUSINESS:

DISCUSSION OF BUDGET:

RESOLUTION 2016-164: RESOLUTION TO ADOPT THE PRELIMINARY BUDGET FOR 2017

WHEREAS the Town Supervisor filed the 2017 Tentative Budget to the Town Clerk and the Town Board on September 27, 2016, and

WHEREAS the Town Board discussed and considered the 2017 Tentative Budget at meetings on 9/27, 9/29, 10/6 and 10/11/2016,

Now Therefore be it

RESOLVED that the Town Board accepts the 2017 Tentative Budget as the Preliminary Budget for 2017 for the Town of Ulysses, and further

RESOLVED that the Town Board hold a public hearing at 10 Elm Street, Trumansburg, NY, on Tuesday, October 25, 2016 at 6:30pm for the purpose of hearing public comments on the Town of Ulysses 2017 Preliminary Budget.

Moved: Mr. Boggs Seconded: Mr. Goldman

(The clerk called a roll-call vote:)

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

Vote: 5-0

Date Adopted: 10/11/16

RESOLUTION 2016-165: CANCELLING THE 10/13 MEETING

Mr. Goldman moved to cancel the budget meeting on 10/13, seconded by Ms. Thomas.

Moved: Mr. Goldman Seconded: Ms. Thomas

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

Vote: 5-0

Date Adopted: 10/11/16

NEW BUSINESS:

RESOLUTION 2016-166: RELEVY OF DELINQUENT WATER FEES

WHEREAS Town Code Chapter 261 and Town Code Chapter 210 provide for all delinquent accounts for payment of water and sewer rents and related charges to be placed on the ensuing years tax roll as a re-levy; and

WHEREAS, \$7866.30 of delinquent water charges, inclusive of penalties and related surcharges, spanning from the last 4 billing periods (November 2015 to August 2016) remain unpaid and due to the Town as of Oct.1, 2016 and need to be re-levied onto the 2017 Town and County Tax Bills;

NOW THEREFORE BE IT RESOLVED, that the Ulysses Town Board approves the relevy of delinquent water charges totaling \$7866.30 for re-levy to the 2017 Town and County Tax Roll; and be it further

RESOLVED, that a certified copy of this resolution along with a listing of those re-levied water charges will be delivered to Tompkins County Assessment Department by the Town Receiver of Taxes for the purpose of adding these delinquent charges to the 2017 Town and County Tax Roll.

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: 10/11/16

RESOLUTION 2016-167: CHANGING THE TIME OF THE 11/8 MEETING

Mr. Goldman moved to change the 11/8 Town Board meeting to 5pm.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0
Date Adopted: 10/11/16

PRIVILEGE OF THE FLOOR:

Ms. Hart bid the town board farewell as she is leaving the area.

MONTHLY BUSINESS

APPROVAL OF MINUTES

RESOLUTION 2016-168: APPROVAL OF MINUTES: 9/27, 9/28, 9/29, 10/6

BE IT RESOLVED that the Ulysses Town Board approve the minutes 9/27, 9/28, 9/29, 10/6.

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: 10/11/16

APPROVAL OF CLAIMS

RESOLUTION 2016-169: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #512-557 in the amount of \$70,101.93.

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: 10/11/16

EXECUTIVE SESSION:

Mr. Goldman made a motion to move into Executive Session at 8:54pm for the purpose of discussing the possible acquisition of real estate where a public discussion may affect the price or terms. This was seconded by Ms. Zahler and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:08pm, seconded by Mr. Goldman and passed unanimously.

ADJOURN:

Mr. Hertzler moved to adjourn the meeting at 9:09pm; seconded by Ms. Zahler and passed unanimously.

APPENDIX:

TOWN REPORTS:

PLANNING BOARD/ZONING OFFICER- submitted by Ms. Kiley

Planning Board

On October 4th, the Planning Board reviewed and approved a revised planting plan for the 484 kW solar project on Jacksonville Rd. The PB approved with conditions a new single family residence in the Lakeshore District at 1517 Taughannock Blvd. The Planning Board began review of an addition to the Inn at Taughannock for which a public hearing will be held on October 18, 2016.

Board of Zoning Appeals

On September 21st, the Board of Zoning Appeals granted variances for two projects where both applications were for two lot subdivisions.

Grants

Residential Energy Score Project – The project team continues to discuss funding and administration of the proposed program.

Zoning Updates Grant – The steering committee received and is commenting on the first draft of the ag section of the consultant’s proposal.

Other meetings/issues

Planning Advisory Board (PAB) – 9/28: the PAB heard a presentation on the Tompkins County Tourism program; the PAB approved about \$6,500 from the Capital reserve fund for natural, recreational, and scenic resource protection to cover the cost of a survey for a land trust and future DEC property in Danby.

Water Resources Council (WRC) – 9/19: the WRC heard a presentation on Cornell’s response to the current drought, including actions taken to reduce water usage.

Cayuga Lake Watershed Intermunicipal Organization (IO) – 9/28: the IO discussed the recently discovered Hydrilla near Aurora. The Floating Classroom, a project of the IO, made the discovery.

TMDL – attended a meeting on 10/4 where NYS DEC staff made it clear that the TMDL for phosphorus will be applicable to the entire Cayuga Lake and watershed, not just the south end that is on the 303 (d) list for phosphorus.

Solar PILOT – Met with a Cornell researcher and had a conference call with representatives from CUNY, NYSERDA and PVTN to discuss policies for solar payment in lieu of taxes.

TCCOG – Attended the 9/22 meeting to hear about Airbnb and PILOTs.

ACTING HIGHWAY SUPERINTENDENT- reported by Dave Reynolds

- Mowed road sides
- Performed shoulder work
- Seal-coated more roads
- Helped Enfield
- Prepared trucks in for winter

TOWN CLERK- submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses*	134
Disabled parking permits	8
Dog licenses and renewals	31
Marriage licenses	1
Plumbing permits	1
Address assignments	1
Notarizations	2
FOIL requests	1

*Please note that the number on this report in the past has been incorrect and has only reported the # of days/month that sporting licenses were issued, rather than the total number of transactions.

FINANCIAL REPORT:	
\$6955.50	TOTAL Collected for fees & licenses
\$1065.01	stays in the town
\$5890.49	goes to the state

CLERK's OFFICE TASKS:

- Research projects as needed for other town staff
- Reunited a lost dog with its owner via our licensing system
- Lots of office traffic for school taxes
- Routine tasks:
 - Notarized documents for citizens
 - Mailed Welcome brochures to new town residents
 - 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.
 - Issued dog tickets as needed for delinquent renewals

RECORDS MANAGEMENT:

- Worked on update of 2002 Record Mgmt Policy and Procedures manual
- Continued organization of electronic files in Laserfiche

WATER DISTRICT TASKS:

- Posted water bills
- Weekly check-ins with Water District Operator
- Updated water usage reports

CITIZEN COMMENTS/INQUIRIES:

<u><i>Comment/inquiry</i></u>	<u><i>Answer/referral</i></u>
Are beach campfires allowed?	Contacted DEC for specs
New parking situation	

SUPERVISOR REPORT- submitted by Ms. Thomas

Budget

- Discuss and enter budget requests
- Review end of year estimates
- Review fund balances and reserves.
- Health insurance impacts
- Fire EMS budgets
- Capital plans for Town Hall and Highway Department
- Enter tentative budget expenditures and revenues for 2017; adjust with tax levy and tax rate numbers.
- Analyze sales tax historical figures and year to date figures
- Write accompanying narrative for Town Board explaining particular budget lines.
- Begin writing budget narrative for public.

Water Districts

WD3

- Meet with MRB, Councilman Boggs, Bolton Point and Chris Stevenson on TTHM remediation options.
- Potential extension to district – discuss with resident.

Energy

- PILOTs for large scale solar
- Confer with Cooperative Extension on various projects including a new solarize campaign for Shared Solar and work for an intern to help with Climate Smart Communities pledge.

Parks and Recreation

- **Trails Grant:** Review beta version of trails website, give feedback. Release site to more people for feedback. Compile feedback for programmer. Meet with trails grant management team to make final decisions on site. Prep and meet with trails partners.
 - write press release.
 - Upload more photos

Code Enforcement

- Meet with Zoning Officer and Building Code Enforcement Officer to review criteria for buildings out of compliance with local laws.

Zoning update

- Read through updated zoning and comment. Attend zoning committee meetings.

Meetings:

- Fire Hall expansion (9/12)
- TTHM meeting with MRB (9/15)
- Trails Partners meeting (9/16)
- Fire and EMS budget meeting (9/20)
- Zero Emissions building practices (9/23)
- Zoning Committee (9/26, 10/6)
- Town Board meetings (9/13, 9/27, 9/28)
- Trumansburg Community Recreation (10/5)

Resident communications

- Sidewalk request
- Recreation program request

Repeating daily/weekly/monthly tasks:

- Work with each department on current topics.
- 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.
- Provide oversight and follow-through on decisions and requests made at Town Board meetings.
- 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.
- Respond to surveys when requested.

2nd DEPUTY SUPERVISOR & BOOKKEEPER- submitted by Ms. Wright:

Deputy Supervisor

- Work with Highway:
 - BRIDGE NY application
 - Met with Highway Superintendent and County Engineer on site to develop funding application for three structures within the Town
 - Submitted application
 - Long term asset management
 - Bridges and large culverts: 50-year plan drafted with Highway Superintendent
 - Utilizing the database created this summer, Dave and I worked on several assumptions and identified large culvert replacement costs
 - Update Highway Vehicle/Equipment Capital Plan
- TAP Sidewalk: meeting with Village and assistance regarding required resolution from DOT

Bookkeeper

- Budget
 - Employee benefit calculations: 2016 EOY and 2017 projections
 - NYSLRS, Workers Comp, Health Insurance, Social Security, etc.
 - Fund balance projection calculations based on end of year (EOY) estimates
 - A variety of other tasks surrounding modeling, liability calculations, and on-going meetings with employees and Town Board
 - *This has been relatively time consuming*
- Health insurance: work with Board and employees on modeling and logistics of change in health insurance plan
 - Calculations on a variety of models
 - Fact finding on HSAs
 - Development of paper work to distribute to employees
 - Various meetings
 - *This has been relatively time consuming*
- Personnel
 - Continued work with payroll related activities re: Youth Employees, paperwork and accounting
 - Continued work with retirees:
 - Switching to Medicare

- Billing/invoicing system creation
 - New employee onboarding
- Attended EMS/Fire budget meeting
- 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

1ST DEPUTY SUPERVISOR- submitted by Ms. Zahler.

- The Zoning Update Committee is now meeting 2x/month
- Attended the Trumansburg Community Recreation meeting on 10/5

MR. HERTZLER:

- Attended the Environmental Management Committee meeting and shared information about Cargill's plans to bore a hole under the lake to decrease the time it takes workers to reach their work area.

Respectfully submitted by Carissa Parlato on 10/20/16.