

## TOWN BOARD MEETING

Town of Ulysses

November 8, 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

Board members- Michael Boggs, Rich Goldman

Town Clerk- Carissa Parlato

#### **OTHERS PRESENT:**

Elizabeth Meg Williams

### **CALL TO ORDER:**

Ms. Thomas called the meeting to order at 5 p.m.

### **GENERAL BUSINESS:**

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

##### **RESOLUTION 2016-180: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for November 8, 2016 with the addition of a new Youth commission representative and removal of outside users for WD3.

Moved: Mr. Goldman

Seconded: Ms. Zahler

Ms. Thomas            aye

Ms. Zahler            aye

Mr. Hertzler          aye

Mr. Boggs            absent

Mr. Goldman          aye

Vote: 4-0

Date Adopted: 11/8/16

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

*(none)*

### **REPORTS FROM REPRESENTATIVES:**

*(none)*

**TOWN REPORTS:**  
*(see Appendix)*

**RESOLUTION 2016-181: APPOINTMENT OF ELEIZABETH MEG WILLIAMS TO YOUTH COMMISSION**

**Whereas**, the Joint Youth Commission serves those in the Trumansburg Central School District and Town of Ulysses least likely to be involved in other school and community programs and

**Whereas**, one of two Town-appointed seats is currently vacant and

**Whereas**, Elizabeth Meg Williams resides in the Trumansburg School District and is interested in serving as a volunteer on the Joint Youth Commission and

**Whereas**, Ms. Williams has extensive background in serving children and youth and program development which are skills needed by the Youth Commission, now therefore be it

**Resolved**, that Elizabeth Meg Williams is appointed by the Town of Ulysses effective immediately to replace Heidi Dawes, who has resigned from one of the Town's two at-large seats on the Joint Youth Commission.

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: 11/8/16

**OLD BUSINESS:**

The board discussed future health care options based on a staff inquiry regarding potential increasing deductibles.

The board discussed making changes to sections 104, 412, 702, 706 and 710 of the Personnel Policy.

**RESOLUTION 2016-182: RESOLUTION TO AMEND THE PERSONNEL POLICY**

Ms. Zahler moves to adopt revised version section 706 of the Personnel Policy to read as follows:

(Section 706)

Health Savings Accounts

The IRS allows employers and eligible employees to contribute to HSAs. The Town will contribute to a health savings account (HSA) for each employee who is eligible and signed up for health insurance through the town. Annually, the town board will contribute the full amount of the in-network deductible, provided that the deductible does not exceed 44% of the in-

network, out-of-pocket maximum. Employees or Elected Officials may contribute pre-tax dollars to their HSA in addition to funds the town has contributed up to the combined allowable limit as determined by the IRS. Funds belong to the employee or elected official, subject to IRS regulations.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

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

Vote:4-0

Date Adopted: 11/8/16

**NEW BUSINESS:**

**SETTING A JOINT PUBLIC HEARING FOR THE FIRE CONTRACT**

**RESOLUTION 2016-183: SETTING A JOINT PUBLIC HEARING FOR THE FIRE CONTRACT**

**BE IT RESOLVED** that the Ulysses Town Board hold a Joint Public Hearing on the 2017 Fire Contract at 6:30pm on 11/22/ 2016 at the Ulysses Town Hall.

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: 11/8/16

**PRIVILEGE OF THE FLOOR:**

*(none)*

**MONTHLY BUSINESS**

**APPROVAL OF MINUTES**

**RESOLUTION 2016-184: APPROVAL OF MINUTES: 10/25 PH, 10/25 TB**

**BE IT RESOLVED** that the Ulysses Town Board approve the minutes as edited by Ms. Thomas.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 11/8/16

## **BUDGET MODIFICATION**

### **RESOLUTION 2016-185: BUDGET MODIFICATIONS**

BE IT RESOLVED that the Ulysses Town Board approve the following modifications to the 2016 budget.

<b>SW3 FUND BUDGET</b>	Water Purification	Increase	\$1,784.99
<b>MODIFICATIONS</b>	Contractual		
SW3-8330.4			

*Additional costs due to TTHM remediation work in water district: engineering work required for funding opportunities. Preliminary engineering report and environmental report for NEPA.*

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: 11/8/16

## **APPROVAL OF CLAIMS**

### **RESOLUTION 2016-186: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #558-609 in the amount of \$40,496.62.

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: 9/13/16

## **ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 7:21pm; seconded by Ms. Zahler and passed unanimously.

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## APPENDIX:

### TOWN REPORTS:

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

##### **Planning Board**

On October 18<sup>th</sup>, the Planning Board held a public hearing and subsequently approved an addition to the Inn at Taughannock. The PB also approved a modification to the landscaping plan at the Girl Scout Camp ranger house, and discussed solar regulations – provided comments to the sustainability council.

##### **Board of Zoning Appeals**

On October 19<sup>th</sup>, the Board of Zoning Appeals granted a variance for a rear yard setback for an accessory building on a residential property in the A1-Agricultural District.

##### **Grants**

**Residential Energy Score Project** – The project team held a meeting with the technical advisory committee and continues to discuss funding and administration of the proposed program.

**Zoning Updates Grant** – The steering committee continues to review the ag section draft.

##### **Other Meetings/Issues**

**Planning Advisory Board (PAB)** – 10/26: the PAB discussed the preliminary housing needs assessment results, and heard other updates from the Planning Commissioner.

**Water Resources Council (WRC)** – 10/17: the WRC heard a presentation on the City's issues with manganese as a result of the drought and other factors.

**County Planning, Development, and Environmental Quality (10/19)**: attended portion of meeting to hear about the proposed Cargill mine shaft project.

**Stormwater Coalition (SWC)** – (10/19): the SWC discussed the upcoming draft MS4 permit, training options, and the stormwater mapping project.

**Conservation Partners** – (10/26): the group discussed the county habitat connectivity project, the county natural infrastructure program, and the Finger Lakes Land Trust's conservation agenda for the Finger Lakes.

**TCCOG Energy committee** – (10/27): the group discussed the Climate Smart Communities and Clean Energy Communities programs and possible options for moving forward. Liz and I met with a CCE intern on 10/12 to discuss the Climate Smart Communities certification.

#### **ACTING HIGHWAY SUPERINTENDENT- reported by Dave Reynolds**

- The department attended a snow plow training
- Worked on road edges/shoulders
- Helped Village haul hot mix for street paving
- Hauled 1A stone to replenish stock pile
- One minor snow event

- Submitted CHIPS reimbursement with Michelle's help
- Worked on trucks and plow equipment for winter
- Mowed back further on ditch banks
- Mr. Reynolds commended the staff on the budgets

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	30
Disabled parking permits	13
Dog licenses and renewals	50
Marriage licenses	2
Plumbing permits	0
Address assignments	1
Notarizations	7
FOIL requests	1

<b>FINANCIAL REPORT:</b>	
\$1720.00	TOTAL Collected for fees & licenses
\$773.88	stays in the town
\$946.12	goes to the state

### CLERK's OFFICE TASKS:

- Research town records as needed for other town staff
- Contacted Trumansburg Telephone to inquire about cheaper rate, per Town Board member request
- Distributed sample ballots for 11/8 election
- Ran payroll in bookkeeper's absence
- Worked on update of old elected and appointed job descriptions manual per supervisor request
- Assisted Deputy Supervisor with "on-boarding" of new employees
- Created project plan for 2017 dog enumeration
- Managed town hall maintenance/repairs
- Routine tasks:
  - Notarized documents for citizens
  - Ordering supplies
  - 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 on town server as well as in Laserfiche
- Researched e-mail/website platform made for municipalities to provide adequate back up to comply with state retention regulations

### WATER DISTRICT TASKS:

- Posted water bills
- Weekly check-ins with Water District Operator

- Updated water usage reports

MEETINGS/TRAININGS:- Health Consortium on 10/6/16

CITIZEN COMMENTS/INQUIRIES:

<u>Comment/inquiry</u>	<u>Answer/referral</u>
Elected to appointed propositions	Referral to Supervisor

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

- Issued: 1 permit, 2 Certificates of Occupancy (COO), 4 Certificates of Compliance (COC)
- Total cost of projects \$425,000; \$1356 collected as fees to town
- Many new houses near completion
- 38 open permits; 4 awaiting
- 7 buildings placarded with condemned signs

**SUPERVISOR REPORT 10/10/16 to 11/7/16- submitted by Ms. Thomas**

**Budget**

- Prepare Preliminary Budget after review by Town Board. Submit to Town Clerk for advertising public hearing.
- Prepare Public Hearing documents and script. Convene Public Hearing (no attendance)
- Sales tax – enter September revenue into spreadsheet and analyze.
- Finalize budget after public hearing. Add final budget column. Connect all spreadsheet equations (requires some trouble-shooting).
- Finalize budget narrative for public.
- Submit tax cap information to the Office of the State Comptroller
- Submit budget information to the Town Clerk for the Tompkins County Dept of Assessment.

**Water Districts WD3**

- Review Rural Development Grant with Michelle—this is an unbelievably complicated application. Just getting access to the pre-application is a multi-day, multi-phase project.
- Advocate for a backup person to help the Water District Operator.
- Outside users – work on agreement for outside water users adjacent to WD3. Conference call with attorney and engineer. Read agreement with Town of Ithaca. Reach out to Ithaca and Bolton Point to have agreement put on their agendas.
- Lead agency details – letters to interested and involved agencies out.
- TTHM quarterly results – analyze.

**WD5 – Falls Road**

- Initiate next steps for Water District 5 (Falls Road). Review contract with MRB to coordinate steps.

**Energy**

- Climate Smart Community – inventory for Town of Ulysses
- TCCOG Energy Roadmap Committee – write minutes, prep agenda, chair meeting on the difference between Climate Smart Communities and Energy Smart Communities.
- Community Choice aggregation – attend meeting on options to proceed. Take minutes and distribute.

## **Parks and Recreation**

- Trails Grant: Review trails website again, give feedback again.

## **Zoning update**

- Read through updated zoning and comment. Attend zoning committee meetings.
- Read NYS documents regarding regulations within Ag Districts.
- Read several documents regarding conservation easements vs deed restrictions.
- Read through documents submitted by the Ag Committee.

## **Personnel Policy**

- Health insurance – how it affects budget and how it affects employees.
- Make edits to clothing allowance, health insurance benefits, disability, and clarifying that sick time and vacation accumulations are not for elected officials.

## **Other**

- Meet with Clerk's Office to work on topics: website, budget, laserfiche,
- Fire and EMS contracts – urge Village to provide asap.
- Black Diamond Trail parking issues-discuss with Highway Superintendent.
- Jacksonville Community Association – help prepare document to be used for JCA meeting.
- Assist new Fire Inspector to be oriented.

## **Meetings:**

- Cemetery Stones in Jacksonville (10/12)
- Ag Committee Meeting (10/13, 10/20)
- Office of the State Comptroller – tax cap info (10/13) ○ Water Operator – update on grants, actions (10/20) ○ Ethics training (10/24)
- Zoning Committee (10/26, 11/3)
- Town Board meetings (10/25)
- Interview with WICB about Court Task Force work (10/27)
- TCCOG (10/27)
- TCCOG Energy Roadmap Committee (10/27)
- Community Choice Aggregation (10/28)
- Clerk/Supervisor coordination meeting (11/1)
- Rural Water Association contact comes to help with Rural Development grant (11/1)

## **Resident communications**

- Outside water user ○ Elected or appointed
- Yacht club
- Taughannock Farms expansion
- Recreation

## **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.

**2<sup>ND</sup> DEPUTY SUPERVISOR & BOOKKEEPER REPORT-October 12-November 4 2016**  
**Submitted on 11/4/2016 by Michelle E. Wright**

**Deputy Supervisor**

- Water District 3
  - RD Apply process: time consuming and convoluted
  - Substantial review of Preliminary Engineering Report from MRB
  - Meeting with Doug Smorol of Rural Water Association
  - Continued work with Rural Development contact Chris Cerio
- Work with Highway
  - Submission of CHIPS and PAVE NY funding paperwork
  - Work with Highway Superintendent on accounting related topics
  - Snow plow safety training, hosting logistics
  - Communications with County regarding future plans of bridges in the Town of Ulysses
- Ag Committee: website updates and administratively oriented work
- Meetings: Supervisor/Clerk office; Summer Recreation meeting at Village
- Communications regarding the County-wide EMS task force

**Bookkeeper**

- Budget work
  - Assistance with data accuracy in final version of budget
  - SM & SF fund reserve investigation
  - Organizational knowledge/documentation of budget process
- Health insurance
  - Fact finding re: HSAs
  - Planning for November 21<sup>st</sup> employee benefits day
  - Invoicing retirees for reimbursement
  - Retiree sick time benefit calculations and handling
  - Dental insurance communications to employees
- Personnel
  - Paperwork and on boarding of new employees
    - County paperwork
    - NYSLRS paperwork
    - Youth employee: one new youth employee
- Regular duties
  - Monthly close out

- This past month included special entries for reserve accounts
- Payroll
  - Processing and accounting
- Banking
- Water district accounting
- NYSLRS (retirement system)
  - Annual payment calculation
  - Monthly reporting
- Payments: regular appropriations & vouchers
  - Vouchered expenses
  - Health Insurance
    - Issue with billing this past month that had to be resolved, somewhat time consuming
  - Other regular payments

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

**Jacksonville:**

- The Jacksonville Community Association held a meeting. Mr. Boggs and Mr. Myers attended. Although she was not able to attend, she talked to some in attendance and shared some meeting updates.

**Youth Commission:**

- welcomed a new member
- are planning for winter

**Zoning Update Steering Committee**

- Has been meeting twice/month to get a draft to circulate to stakeholders and other town committees
- Have had lots of feedback on the proposed agricultural zone

**Village of Trumansburg**

- Ms. Zahler had a joint meeting to discuss the summer recreation program with Ms. Wright, Ms. Badalamenti (Village Treasurer), Ms. Johnson (Tompkins County Youth Services)

**MR. GOLDMAN:**

Mr. Goldman reported that the Planning Board is interested in getting the zoning information.

**MR. HERTZLER:**

Mr. Hertzler reported that the Environmental Management Committee is re-invigorated with new members.

**MR. BOGGS:**

Attended the JCA meeting and reported the following:

- it was well attended
- They talked a lot about park maintenance
- He gave updates on the zoning update and Exxon properties
- The community is trying to re-establish a neighborhood watch

*Respectfully submitted by Carissa Parlato on 11/18/16.*