

TOWN BOARD MEETING

Town of Ulysses

December 13, 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
Town Clerk- Carissa Parlato
Highway Superintendent- Dave Reynolds
Attorney for the Town- Mariette Geldenhuys

OTHERS PRESENT:

Jules Burgevin, Jason Fulton (Fire Chief), Libby Faust, Matt McKenna (MRB)

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2016-193: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for December 13, 2016 with the addition of an Executive Session to discuss the acquisition of property.

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: 12/13/16

PRIVILEGE OF THE FLOOR:

Mr. Burgevin noted that tomorrow is the 4th anniversary of the school shooting in Newtown CT. He asked that people take a moment of silence tomorrow. He thanked the town board for their work.

He also referenced an e-mail to Liz regarding a conversation on sound loops with Chief Fulton. He would like the town to explore funding for this tool for the hearing impaired.

Ms. Faust spoke on behalf of the Jacksonville Community Church regarding the small road near the church, often referred to as "Church Road" or "Manse Road". She believes it is dangerous and would like to town's help in remedying the issues.

REPORTS FROM REPRESENTATIVES:

Chief Fulton reported on:

- building maintenance and repair at the fire hall
- a new truck being built should be done around June
- a meeting held regarding the fire hall expansion
- recent fires and emergencies

OLD BUSINESS:

WATER DISTRICT 3 RURAL DEVELOPMENT GRANT APPLICATION

RESOLUTION 2016-194: SEQR RESOLUTION DESIGNATING TOWN OF ULYSSES AS LEAD AGENCY

WHEREAS, the Town of Ulysses Town Board (hereinafter referred to as Town Board) has on Tuesday, October 25, 2016 declared its intent to be designated the Lead Agency for the Town of Ulysses Disinfection By-Product Removal Project under the provisions of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has provided written notices to this effect to the involved and interested agencies; and

WHEREAS, the Town Board has not received any written objections from the involved agencies to the Board's being designated as the lead agency under the SEQR Regulations; and

WHEREAS, the Town Board has previously determined that it is the most appropriate agency to insure the coordination of this Action and for making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby designate itself as the lead agency for the Action identified above herein;

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 4-0

Date Adopted: 12/13/16

RESOLUTION 2016-195: SEQR RESOLUTION DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE

WHEREAS, the Town of Ulysses Town Board (hereinafter referred to as Town Board) has determined the above referenced Action to be an Type 1 Action pursuant to Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has reviewed and accepted the completed Full Environmental Assessment Form Parts 1, 2, and 3 on the Action prepared by the MRB Group; and

WHEREAS, the Town Board has completed the coordinated review and public comment period provided for under the SEQR Regulations; and

WHEREAS, the Town Board has designated itself as lead agency under the SEQR Regulations for making the determination of significance upon said action; and

WHEREAS, the Town Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in Full Environmental Assessment Form Parts 1, 2, and 3.

NOW THEREFORE BE IT RESOLVED, that said Action **WILL NOT** result in any significant adverse environmental impacts based on the review of the Full Environmental Assessment Form; and

BE IT FINALLY RESOLVED that the Town Board does hereby make a Determination of Non-Significance on said Action, and the Supervisor is hereby directed to issue the Negative Declaration as evidence of the Town Board determination of environmental non-significance.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 4-0

Date Adopted: 12/13/16

TOWN REPORTS:

(see Appendix)

NEW BUSINESS:

POLICE CONTRACT WITH THE VILLAGE OF TRUMANSBURG

RESOLUTION 2016-196: POLICE CONTRACT WITH THE VILLAGE OF TRUMANSBURG

BE IT RESOLVED that the Ulysses Town Board approves the extension of the 2016 Intermunicipal Cooperative Agreement with the Village of Trumansburg, providing for limited police services by the Village in the Town, through 2017, pursuant to the terms and conditions of the 2016 agreement.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 12/13/16

SETTING THE ORGANIZATIONAL MEETING DATE

RESOLUTION 2016-197: SETTING THE ORGANIZATIONAL MEETING DATE

BE IT RESOLVED that the Ulysses Town Board sets the date for the Organizational Meeting of the Town of Ulysses for January 4, 2017 at 8am at the Ulysses Town Hall.

Moved: Mr. Hertzler Seconded: Ms. Thomas

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

Vote: 5-0

Date Adopted: 12/13/16

CANCELLING THE SECOND TOWN BOARD MEETING IN DECEMBER

RESOLUTION 2016-198: CANCELLING THE SECOND TOWN BOARD MEETING IN DECEMBER

BE IT RESOLVED that the Ulysses Town Board cancels the Town Board meeting scheduled for December 27, 2016.

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: 12/13/16

UPDATE ON CLEAN ENERGY COMMUNITIES

Ms. Thomas gave an update on this topic.

CONSIDER WORKER'S COMPENSATION INSURANCE QUOTES

RESOLUTION 2016-199: CONSIDER WORKER'S COMPENSATION INSURANCE QUOTES

WHEREAS the Town of Ulysses asked for quotes for Worker's Compensation Insurance coverage for 2017, and received three quotes.

BE IT RESOLVED that the Ulysses Town Board accepts the quote from Comp Alliance dated Jan. 2017 rate book for \$20,995 for Worker's Compensation Insurance for the year 2017.

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: 12/13/16

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS

APPROVAL OF MINUTES

RESOLUTION 2016-200: APPROVAL OF MINUTES: 11/22 PH, 11/22 STB, 11/22 TB
BE IT RESOLVED that the Ulysses Town Board approve the minutes.

Moved: Mr. Goldman Seconded: Mr. Goldman

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

Vote: 5-0
Date Adopted: 12/13/16

APPROVAL OF CLAIMS

RESOLUTION 2016-201: APPROVAL OF CLAIMS
BE IT RESOLVED that the Ulysses Town Board approve payment of claims #610-681 in the amount of \$181,033.06.

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: 12/13/16

EXECUTIVE SESSION:

Mr. Goldman made a motion to move into Executive Session at 8:52pm 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 Mr. Boggs and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:10pm, seconded by Mr. Goldman and passed unanimously.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:10pm; seconded by Ms. Zahler and passed unanimously.

APPENDIX:

TOWN REPORTS:

PLANNING BOARD/ZONING OFFICER- submitted by Ms. Kiley

Planning Board

The December 6th Planning Board meeting was canceled.

Board of Zoning Appeals

There were no zoning appeals in November.

Grants

Residential Energy Score Project – The project team is forming a steering committee to continue the project.

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

Other Meetings/Issues

County Planning – 11/15: the County Planning Department gathered planners from the county to discuss housing data and how that could be presented at the housing summit.

Housing Summit – 11/30-12/1: attended housing summit.

ITCTC – (11/15): the council discussed special community mobility projects, the electric vehicle charging station project, and Finger Lakes Rideshare, and approved two funding amendments. Bicycle and pedestrian accident data are available upon request.

Planning Advisory Board (PAB) – 12/7: the PAB discussed the county's energy strategy and had a follow-up report on the housing summit.

TCCOG Energy committee – 11/17: the group heard a presentation on electric vehicles, heard an update on CCE's work, and discussed action steps for municipalities.

Training – 11/9: attended a customer services training sponsored by TCCOG.

What's in your watershed – 12/7: Attended the CSI sponsored event focusing on salt and water quality in the southern Cayuga Lake watershed.

ACTING HIGHWAY SUPERINTENDENT- reported by Dave Reynolds

- hauled 1A stone for stockpile
- mowed back shoulders
- worked on winter equipment

- plowed for 6-7 snow storms
- hauled rock and stone from state park
- tree work

TOWN CLERK- submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	39
Disabled parking permits	1
Dog licenses and renewals	70
Marriage licenses	4
Plumbing permits	1
Address assignments	0
Notarizations	6
FOIL requests	1

FINANCIAL REPORT:	
\$2661.50	TOTAL Collected for fees & licenses
\$1322.87	stays in the town
\$1338.63	goes to the state

CLERK's OFFICE TASKS:

- Helped coordinate Employee Benefits meeting
- Created and distributed election information
- Assisted bookkeeper with IRS reporting
- Increased recruitment efforts to grow listserv
- Began updating 2017 Organizational Meeting agenda
- 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 messages to residents (2/month)
 - Mail and post dog licenses; issued tickets as needed
 - Assist other departments as needed

RECORDS MANAGEMENT:

- Continued organization/upload of electronic files on town server as well as in Laserfiche

WATER DISTRICT TASKS:

- Created and sent water bills, posted receivables
- Weekly check-ins with Water District Operator
- Updated water usage reports
- Gathered information for water grant
- Updated water district information for Assessment Office for tax bill

MEETINGS/TRAININGS:

- Health Consortium on 11/3/16
- Attended training on “Handling Your Most Difficult Customer Service Situations” on 11/9
- Webinar on Municipal Planning for Climate Change on 11/10

CITIZEN COMMENTS/INQUIRIES:

<u>Comment/inquiry</u>	<u>Answer/referral</u>
Various tax/assessment questions	Refer to County Assessment office

CODE OFFICER- Submitted Mr. Myers:

In November, there were 5 Building Permits issued. 3 were for solar PV projects, one was for the installation of an institutional boiler and one was for a small addition. Total value for the new Permits is \$737,130, total fees collected was \$2,428. 1 Certificate of Occupancy and 2 Certificates of Compliance were issued in November. I have conducted 3 final inspections on 2 new houses and 1 large remodel. I will issue the CofO for these projects when the final punch list items are taken care of.

There are 40 open Building Permits and 3 applications awaiting approval

I have mailed certified letters to property owners whose properties rank the highest on my chart. Since then, one of the properties has been sold. I am working with the new property owner to remedy the violations. I will be sending out a Notice of Violation and Order to Remedy to another high ranking property owner next week. The first round was sent out on 11/15. I am waiting 21 days for a response. If I do not get a response by then, I will send a sterner letter. I have posted notices of unsafe conditions on 6 properties in the Town, followed by letters notifying the property owners of the posted notices. One property owner has called me and set up a December inspection to determine what is needed to bring the structure into compliance.

FIRE INSPECTOR- Submitted by Mr. Cortright:

I have gone over the List of occupancies in the town that was provided to me by Code Enforcement Officer Tom Myers.

After reviewing the list I have made an inspection inventory and generated a schedule of inspections based on that information.

To date I have sent out the following:

Letters of Intent to Inspect 7 sent

Letters of inquiry as to the status of certain properties 4 sent I have received 2 responses to schedule inspections and have scheduled them for the week of 12/12/16

I will be following up with the other 5 businesses and sending out more letters to schedule inspections in January.

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

Budget

- Work with TC Assessment on final numbers for tax bill. Check and double check numbers.

Water Districts WD3

- Continue with Rural Development grant access

- Outside users – work on agreement for outside water users adjacent to WD3 with attorney and engineer for the town. Continue contact with Town of Ithaca and Bolton Point to answer any concerns they had.
- Write quarterly letter to WD3 customers as required by Dept of Health.
- Write progress reports for last 2 quarters as required by the Dept of Health.

WD5 – Falls Road

- Set up meeting with village and MRB to talk about water costs for WD5.

Energy

- TCCOG Energy Roadmap Committee – write minutes, prep agenda, chair meeting. Work on 4 goals for Clean Energy Community program.
- Community Choice aggregation – discuss RFP for administrator of program.

Parks and Recreation

- **Trails Grant:** Review trails website again, give feedback again.
 - Work on final report. Write up inventory of missing photos.
 - Present website to TCCOG.

Zoning update

- Read through updated zoning and comment. Attend zoning committee meetings.
- Read through documents submitted by the Ag Committee.

Other

- Consolidation and government efficiency grants
- Fire and EMS contracts – sign and file.
- Personnel Policy – finish update
- Cargill Salt mine expansion comments.
- Meet with landscape designer on sidewalk for town hall.
- Prep for Employee Benefits day—presentation on Personnel Policy.
- Meet with county over the foundations of Unique Natural Area designations.
- Renewal of police agreement.
- Attend Housing Summit.
- Meet with Insurance rep about workers compensation and general liability insurance

Meetings:

- Zoning Committee (11/14, 12/1)
- Town Board meetings (11/8, 11/22)
- TCCOG (11/17)
- TCCOG Energy Roadmap Committee (11/17)
- Community Choice Aggregation (11/18)
- Housing summit (12/1)
- Meet with insurance representative (12/2)
- Climate Change and Health Impacts Initiative (12/7)
- NYS Government efficiency and consolidations webinar (12/7)
- Finger Lakes Land Trust annual meeting (12/8)

Resident communications

- Outside water user
- Housing question

- Hearing aid for meeting room
- Fear of rights violations in aftermath of election

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.

1ST DEPUTY SUPERVISOR- submitted by Ms. Zahler:

Jacksonville Properties

- Exxon Mobil and Town Attorneys reviewed terms and conditions for potential sale of 3 Exxon Mobil properties in the hamlet to the Town of Ulysses.
- A widely advertised public information session is strongly recommended to share the details of the proposed acquisition and terms prior to any vote by the Town Board to authorize purchase of any properties.

Village

- Received and shared police activity report. Recommend extending policing agreement.
- Attended 12/12 Village board meeting

Health Consortium

- Rich Goldman attended November meeting
- Michelle Wright agreed to serve on wellness committee
- Newsletter distributed electronically and by staff to employee

EMS Billing

- Michelle Wright received information from MedEx re: billing. Staff have changed since we started asked the Village to bill through MedEx on our behalf.
 - Medicaid patients are NOT billed for balance
 - Medicare patients with secondary insurance covering 20% are NOT billed
 - Medicare patients without secondary insurance ARE billed for 20%
 - All bills are sent once, a late notice sent if no payment and then account is closed
 - MedEx did NOT have our charity policy letter, it will be updated and sent with each bill
 - They had no record of hardship requests or waivers.

Zoning Update Steering Committee

- The Committee has met twice/month and hopes to complete the first draft on Mon. 12/19 after feedback from Town attorney on options for allocating and tracking sub-divisions of parcels in the new Agricultural Zone.
- Once complete, all stakeholder groups, including the Town Board will have at least a month to review and make comments and suggested changes before a revised draft is shared with the wider public for review and comment.
- Reviewed a preliminary outline for approach to zoning updates in Hamlet of Jacksonville.
- Timetable for project updated and approved by NYSERDA
- Attended Housing Summit

Youth Commission

- A Winter-Spring Youth Program Guide was developed by the Tompkins County Youth Services with help from a Trumansburg student, printed at low cost by TST BOCES, and distributed through schools and public places frequented by parents.
- The Youth Program Manager has been very active in running a variety of well-attended programs, including outdoor activities and college tours to encourage students to consider and widen their post-graduation options.
- Tompkins County Youth Services requested Town Board representation on Rec. Partnership

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

Deputy Supervisor

- Water District 3
 - RD Apply process: time consuming and convoluted
 - Meeting with MRB re: process
- Work with Highway
 - Annual road inventory: paperwork required by NYSDOT
 - Confirmation of accuracy of paperwork for CHIPS and PAVE NY
- TAP Sidewalk Project
 - Communications with design engineers, Fisher Associates, regarding corrections needed to contract documents and technical specifications report
- Task force work and meetings:
 - EMS task force
 - Meeting Attendance
 - Development of strategic approach to year-long agenda with Committee Chair
 - GTCMHIC: “Owning Your Own Health” Committee attendance

Bookkeeper

- Insurance
 - Required paper work for rebid of Workers’ Comp
 - Meeting with Bill Oliver from The Partners
- Water District Accounting
 - Work with Carissa on reconciling billing and revenue

- This isn't as straight forward as it may sound due to the fact that the water billing system and the accounting system don't talk to each other and the dates of transactions are often off-set due to the fact that Carissa inputs information into the system that gets handed off to me several days later. Basically, exporting information for this process is tricky because we are always a couple days off from each other. Reconciling this is an on-going process with a culture for continual improvement.
- Health insurance
 - Development of informational handouts to employees and retirees who receive health insurance
 - Training to Highway Staff and Retirees on filling out paperwork for HSA accounts
- End of year expense line communications with department heads
- Personnel
 - Employee Benefits Day
 - Coordination from outside professionals to participate
 - Paperwork and on boarding of new employees
 - County paperwork
 - Required for 428 for summer youth employees sent
 - Sick time accrual balances
- FOIL request: reporting support to Carissa, minor amount of time needed
- Ambulance billing inquiry to MedEx per Board request: minor amount of time needed
- Department of Labor reporting: minor amount of time needed
- Regular duties
 - Monthly close out
 - October entries included a detailed process of accounting for the Water District 4 loan satisfaction from the B Fund. Due to illness and time off, there has been a mismatch in availability of support from Williamson for the accounting of this situation. Due to its importance I feel more comfortable ensuring the correctness of the entries with a senior employee at Williamson. This is the reason for the delay in the October close out.
 - Payroll
 - Processing and accounting
 - Banking
 - NYSLRS (retirement system)
 - Annual payment calculation
 - Monthly reporting
 - Payments: regular appropriations & vouchers
 - Vouchered expenses
 - Health Insurance
 - Issue discovered and resolved regarding billing for 2017
 - Other regular payments

MR. GOLDMAN:

Gave update on Planning Board.

MR. BOGGS:

Attended the fire department meeting and gave an update.

Respectfully submitted by Carissa Parlato on 12/22/16.