

TOWN BOARD MEETING

Town of Ulysses

January 10, 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

Water District Operator- Chris Stevenson (7-7:10pm)

Building/Code- Tom Myers (7:15-7:45pm)

CALL TO ORDER:

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

GENERAL BUSINESS:

APPROVAL OF MEETING AGENDA

RESOLUTION 2017-34: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for January 10, 2017 with the addition of an Executive Session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

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: 1/10/17

PRIVILEGE OF THE FLOOR:

REPORTS FROM REPRESENTATIVES:

TOWN REPORTS:

(see Appendix)

OLD BUSINESS:

AUTHORIZING SUBMISSION OF PRELIMINARY APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE: RURAL DEVELOPMENT FOR POTENTIAL PROJECT FUNDING FOR WATER DISTRICT #3

RESOLUTION 2017-35: AUTHORIZING SUBMISSION OF PRELIMINARY APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE: RURAL DEVELOPMENT FOR POTENTIAL PROJECT FUNDING FOR WATER DISTRICT #3

WHEREAS, MRB Group, as authorized by the Town, has completed a Preliminary Engineering Study on disinfection by-products in the water distribution system for Water District #3 (WD #3), providing a recommended water improvement project that generally includes the separation of the water storage tank inlet and outlet and the installation of a Trihalomethane (THM) removal system; and

WHEREAS, the Preliminary Engineering Report and the recommended water improvement project has been reviewed and approved by the Tompkins County Health Department; and

WHEREAS, the Town has been pursuing funding options for the water improvement project, including submission of the project to the New York State Environmental Facilities Corporation for potential funding; and

WHEREAS, the Town authorized the completion of an income survey to identify the Median Household Income (MHI) specifically for WD #3; and

WHEREAS, the Town has authorized the completion of the Environmental Review of the water improvement project.

NOW THEREFORE BE IT

RESOLVED, that the Town Board approves the submission of a Preliminary Funding Application to Rural Development for the water improvement project; and further

RESOLVED that the Town Board does hereby authorizes the Supervisor to execute such further documents as may be necessary, desirable, and/or appropriate to effectuate the purpose and intent of the foregoing resolution, and further

RESOLVED that the Town Clerk will provide a certified copy of this resolution to the Town Supervisor to include with the application package.

Moved: Mr. Goldman Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye
Mr. Hertzler aye

Plan be and the same hereby is approved; and be it further

RESOLVED, that the Town Clerk provide the signed charter document as well as a certified copy of this resolution to the following:

Susan Comerford
Wright Insurance
333 Earle Ovington Blvd., Suite 505
Uniondale, N.Y. 11553-3624

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: 1/10/17

RESOLUTION 2017-38: ELECTING TO BECOME SELF INSURED FOR WORKERS' COMPENSATION

RESOLVED, that the Town of Ulysses hereby elects, pursuant to Subdivision 3-a of Section 50 of the Workers' Compensation Law, to become a self-insurer as to Workers' Compensation claims against this Municipality; and be it further

RESOLVED, that pursuant to Section 50 Subdivision 3-a of said Workers' Compensation Law, notice of such election shall be filed forthwith with the Chairman of the Workers' Compensation Board, Self-Insurance Section; and be it further

RESOLVED, that this election shall become effective immediately; and be it further

RESOLVED, that the Town Clerk provide a certified copy of this resolution to the following:

Susan Comerford
Wright Insurance
333 Earle Ovington Blvd., Suite 505
Uniondale, N.Y. 11553-3624

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: 1/10/17

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS

APPROVAL OF MINUTES

RESOLUTION 2017-39: APPROVAL OF MINUTES: 12/13/16

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 12/13.

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: 1/10/17

APPROVAL OF CLAIMS

RESOLUTION 2017-40: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #682-695 in the amount of \$8087.89; claims #696-723, in the amount of \$38,972.77; and claims #1-24 in the amount of \$47,562.53.

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: 1/10/17

EXECUTIVE SESSION:

Ms. Thomas made a motion to move into Executive Session at 9pm for the purpose of discussing the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. This was seconded by Mr. Goldman and passed unanimously.

Mr. Boggs moved to end Executive Session at 9:43pm, seconded by Mr. Goldman and passed unanimously.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:43pm; seconded by Ms. Zahler and passed unanimously.

APPENDIX:

TOWN REPORTS:

WATER DISTRICT OPERATOR- submitted by Mr. Stevenson

2016 Annual Water District Report:

December 31, 2016 pump House Reading	180,055,100
January 1, 2016 Pump House Reading	164,292,100
Total Gallons of Water Pumped	15,763,000
Hydrant Water Gallons Sold (Willy, Cardina, etc.)	1,051,870
Water usage up from 2015	1,769,520

Water billings by quarter:

1st Quarter	3,146,820
2nd Quarter	4,090,750
3rd Quarter	4,852,250
4th Quarter	3,560,050

2016 was a busy year we had 10 new water hook-ups (5) on Rte.96 (2) on cold springs rd (1) on Vandorns Corners Rd (1) on Jacksonville rd and our first out of district hook-up on Swamp College rd Cardina answered 165 dig safe new York Tickets for marking out our Water line for various contractors for 2016.

The chlorine pump at the tank on Vandoren rd was replaced this summer giving me better control of the amounts of chlorine being injected.

Water Department took delivery of a new 2016 Chevy Silverado in late January. The truck has been driven 10,600 miles this year around 3,200 miles were driven for Highway dept use.

Chlorine Residual Levels were maintained within the required limits set fourth of the New York State Department of Health as were disinfectant byproduct level test.

This August we tested 5 sites for Lead and copper as directed by the Health Dept all sites came back negative.

Water District continues to address the Thm levels which I believe were heading in the right direction of fixing this issue soon.

The annual water district report was completed and mailed to all district residents as required by law.

BUILDING/CODE- submitted by Mr. Myers

In December, there were 7 Building Permits issued. Mostly for small remodeling projects. Total value for the new Permits is \$148,318. Total fees collected were \$785. 8 Certificates of Compliance were issued in December. There are 40 open Building Permits and 2 applications awaiting approval I have mailed a new round of certified letters (3) to property owners whose properties rank the next highest on my chart. Since then, I have been contacted by all three property owners. They are planning on putting their properties on the market. I have been contacted by a prospective buyer for two of these properties. One of the properties I sent notice to in the first round signed the first certified letter, not the second and has not contacted me. I will consult with the Town attorney to decide on the next step, most likely a court date.

One complicating issue with getting these properties into compliance is NYS Department of Labor Code Rule 56. It requires an asbestos survey for any demolition project. These surveys cost in the \$2,000 range. If asbestos containing materials (ACMs) are found, then abatement protocol is required. This can easily add many thousands of dollars to a project which can dramatically reduce the feasibility of properly bringing the property into Code compliance. I am part of a County Code Officer listserv where I have posted an inquiry about what other Code Officers have done to address this issue. No great revelations, mostly sympathy for my situation. I am determined to get these properties brought into Code compliance, so I will keep working on finding a solution.

ACTING HIGHWAY SUPERINTENDENT- reported by Dave Reynolds

- 13 days of snow of varying amounts
- Install new driveway pipe on Iradell Rd.
- Some new planning projects for 2017
- End of year paperwork
- Working on rebuilding one older snow plow
- Organizing better record-keeping systems

PLANNING BOARD/ZONING OFFICER- submitted by Ms. Kiley

Planning Board

At the 1/3 meeting, the Planning Board discussed a special permit and site plan for a residence at 1603 Trumansburg Rd.

Board of Zoning Appeals

There were no zoning appeals in December.

Grants

Zoning Updates Grant – The steering committee continues to review the ag section draft, discussing the zoning map, and Jacksonville.

Other Meetings/Issues

ITCTC – (12/20): the council discussed special community mobility projects, heard a presentation on transportation research by CCE, and made necessary amendments to the transportation improvement program budget.

Stormwater Coalition – (12/14): the coalition discussed the draft MS4 general permit, which is open for public comment through February 3rd.

TCCOG Energy committee – (12/15): the group discussed benchmarking for municipal buildings – training will be scheduled in the near future so that municipalities can work on this together.

Water Resources Council (WRC) – 12/19: the council approved a number of nominations for seats for 2017 and heard year-end reports from committees.

TOWN CLERK- submitted by Ms. Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	2
Disabled parking permits	13
Dog licenses and renewals	63
Marriage licenses	1
Plumbing permits	2
Address assignments	0
Notarizations	7
FOIL requests	1

<u>FINANCIAL REPORT:</u>	
\$1466.50	TOTAL Collected for fees & licenses
\$1341.94	stays in the town
\$124.56	goes to the state

CLERK’s OFFICE TASKS:

- Tax season preparation and began collection
- Updated 2017 Organizational Meeting agenda and associated tasks
- Organized annual meeting of staff, elected and appointed officials
- 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:

- Updated water usage reports
- Gathered information for water grant

SUPERVISOR REPORT 12/14/16 to 1/9/2017- submitted by Ms. Thomas

Budget

- Review year end spending with Book keeper

Water Districts WD3

- Continue with Rural Development grant access – SEQR part 2 and 3, accompanying forms and resolutions. Notice of intent information and formal grant application announcement.
- Outside users – agreement completed. Outside user connected.

WD5 – Falls Road

- Met with village and MRB to talk about water costs for WD5—hydrants, hookups, maintenance, cost of water etc. All this information is necessary for the Map, Plan and Report to move forward.

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.
 - Set up meeting about the future of the TC Parks and Trails Network

Zoning update

- Attend zoning committee meetings to begin work on Jacksonville.
- How should development districts be reviewed.

Other

- New street lighting – how does the town give input and how does the lighting ordinance intersect with NYSEG.
- Time cards – work on annual time card to better help employees to track time off to compare to numbers on pay checks.
- Multiple personnel issues.
- Organizational Meeting – review contracts and organizational meeting template, make requests for appointments of 2017,
- Spinoff from switching health insurance for town employees.
- Workers Compensation – take required steps to institute new policy.
- Assist with handout to tax payers explaining what taxes are used for.

Meetings:

- With Village about Falls Road water (12/14)
- Zoning Committee (12/19, 1/5)
- Town Board meetings ()
- TCCOG (12/15)
- TCCOG Energy Roadmap Committee (12/15)
- Community Choice Aggregation (12/16)
- Organizational Meeting (1/4)

Resident communications

- Lighting on Rabbit Run storage units
- Hearing aid for meeting room

1ST DEPUTY SUPERVISOR- submitted by Ms. Zahler:

Village

- Attended 1/9/17 meeting
- Annual State of the Village meeting is scheduled for Sat. 2/4 from 9-12pm
- Discussion of fire/EMS building plan expansion

Youth Commission

- A village representative is needed for the commission
- The new brochure is out and on town website

Exxon Properties- waiting to hear back

Ag committee- is doing some homework to prepare for new role as town board liaison to the committee

Jacksonville park- would like to get garbage cans

**2ND DEPUTY SUPERVISOR & BOOKKEEPER REPORT- December 13 2016 – January 9 2017
Submitted on 12/12/2016 by Michelle E. Wright****Deputy Supervisor**

- **Work plan: please send me your additions**
- Reorganizational meeting: random administrative support work throughout that agenda
- Water District 3
 - Continued work on RD Apply
 - Clarifying parameters regarding financial advisor needs: see page 2 of this report
- TAP Sidewalk Project
 - Communications with design engineers, Fisher Associates, upcoming meeting in January
- Task force work and meetings:

- EMS task force
 - Meeting Attendance

Bookkeeper: the change of calendar year is a busy time for bookkeeping work

- Insurance
 - Required communications and paperwork for change in Workers' Comp provider
 - Resolutions for Workers' Comp
 - Workers' Comp quarterly payment: initial across-fund calculation take a little bit of time to do
 - Annual payment
 - Crime coverage background work for Organizational Meeting
 - Cyber/ransomware coverage inquiries: application still needs to be submitted
- Water District Accounting
 - Regular monthly tasks
- Employee Benefits Day: rescheduled for January 17th
 - Continued work on logistics and rescheduling
- Health insurance
 - Coordination of HSAs
 - Employer contribution deposits into HSAs
 - Communications with employees and retirees regarding health insurance (time consuming)
 - Communications regarding shared employee health coverage
 - Participation in two meetings: CanaRx info session and Wellness Program
 - CanaRx, if approved by the Consortium is an international prescription program that offers refills of prescriptions with no copay
 - As we are on a Gold Plan we can now offer a Wellness Program to our employees
- End of year expense line communications with department heads
 - Due to the fact that our end of year estimates are external to the accounting system, i.e. what we thought we were going to spend by the end of the year (i.e. what our fund balance appropriation for the 2017 budget is based on) vs. what the accounting system says we have left to spend are two different numbers. This creates some extra work at the end of the year to ensure we are not over spending based on those end of year estimates.
- Personnel
 - Ongoing tasks related to personnel-related administration
 - Several letters were developed to send with pay checks for the last couple payrolls: information regarding change in health insurance and other issues
- Regular duties
 - Monthly close out: October and November
 - Payroll
 - W2s mailed out
 - Payroll certification to the County

- Calculations and data management of change-of-year payroll related items: rate of pay changes, paid time off accrual, employee health care contribution
- Despite my efforts to provide (in a timely fashion—2 weeks prior to the first payroll of 2017) the aforementioned data changes to our payroll company, for a third year in a row they made some mistakes. These mistakes resulted in hours of work on my end.
 - We are currently seeking other options for payroll services
- Regular duties of processing and accounting
- Banking
- NYSLRS (retirement system)
 - Annual payment calculation
 - Monthly reporting
- Payments: regular appropriations & vouchers
 - Vouchered expenses
 - Vouchering during the transition to a new year can be confusing (i.e. what year [2016 vs. 2017] to pay a particular bill in isn't always straight forward). Being tax season the Clerk's office and I decided that it would be most appropriate if I took over the vouchering for the January 10th meeting.
 - Health Insurance
 - Other regular payments

MR. BOGGS:

Attended the fire department meeting and gave an update.

Respectfully submitted by Carissa Parlato on 1/19/17