

# TOWN BOARD MEETING

Town of Ulysses

May 9, 2017

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:**

### TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas

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

Board members- John Hertzler, Michael Boggs

Town Clerk- Carissa Parlato

Highway Superintendent- Dave Reynolds

Bookkeeper- Nina Thompson

### ABSENT:

Board member- Rich Goldman

### OTHERS PRESENT:

Doug Duddleston, Roxanne Marino, Joel Podkaminer, Jules Burgevin

## **CALL TO ORDER:**

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

## **GENERAL BUSINESS:**

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2017-87: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for May 9, 2017 with the addition of payment of claims.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas            aye

Ms. Zahler            aye

Mr. Hertzler          aye

Mr. Boggs            aye

Vote: 4-0

Date Adopted: 5/9/17

## **PRIVILEGE OF THE FLOOR:**

Mr. Burgevin reported on the possibility for installing a sound loop for the hearing impaired in the court room. He recently found it that is expensive so it may be prohibitive.

He also shared information on cat predation/licensing and encouraged the town to consider a cat licensing law. He distributed information to the board.

Mr. Podkaminer inquired about the Climate Smart Communities program.

Mr. Burgevin also shared additional information on nuclear war, noting that it is a possibility more now than ever.

**REPORTS FROM REPRESENTATIVES:**

*(See Appendix)*

**TOWN REPORTS:**

*(See Appendix)*

**CLEAN ENERGY COMMUNITIES**

Ms. Kiley and Ms. Thomas shared information on this project that could include town hall energy efficiency updates and an electric vehicle (EV) charging station. The Board asked Darby to gather additional ideas to consider, including the possibility of using the grant to underwrite the location of a CarShare vehicle for use by community members.

**OLD BUSINESS:**

**CONSIDERATION OF PURCHASE OF UNIQUE NATURAL AREA**

**RESOLUTION 2017-88: CONSIDERATION OF PURCHASE OF UNIQUE NATURAL AREA**

WHEREAS the Tompkins County Legislature has withheld tax parcel #27.-4-6 from foreclosure since 2012 in order to study options for the parcel's protection and

WHEREAS the parcel is a vacant 4.2 acre parcel located to the west of Taughannock Blvd., bordering a section of the Black Diamond Trail, and

WHEREAS the parcel is located within the Lakeshore Natural Features Focus Area, and is located in the Maplewood Glen and Lake Slopes Unique Natural Area (UNA-062), and

WHEREAS preserving UNAs is in accordance with the Town of Ulysses Comprehensive Plan and the Tompkins County's purpose of designating Unique Natural Areas, and

WHEREAS a total of \$10,853 of delinquent taxes and foreclosure fees are owed on the parcel, and

WHEREAS the Tompkins County Government Operations Committee and the Tompkins County Legislature voted in favor of selling the parcel to the Town of Ulysses for the amount of \$5,427 to be paid over 2 years,

THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor to proceed to work with Tompkins County to develop a purchase agreement for tax parcel #27.-4-6 from the county for \$5,427 to be preserved as a Unique Natural Area.

FURTHER RESOLVED that the agreement will be reviewed by the Town Board.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Vote: 4-0

Date Adopted: 5/9/17

## **DISCUSSION OF PILOT (payment in lieu of taxes) ON SOLAR FARMS**

### **RESOLUTION 2017---: (payment in lieu of taxes) PILOT ON SOLAR FARMS**

RESOLVED That the Town Board of the Town of Ulysses authorizes the Town Supervisor to sign and send a letter of support for the Tompkins County Industrial Development Agency to enter into a PILOT (payment in lieu of taxes) agreement for the Renovus 2 MW community solar project proposed at 1574 Trumansburg Road.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Mr. Boggs made a motion to table the resolution, seconded by Ms. Zahler and passed unanimously.

***TABLED.***

## **NEW BUSINESS:**

### **PERSONNEL POLICY- HSA AMENDMENT**

#### **RESOLUTION 2017-89: PERSONNEL POLICY – HEALTH SAVINGS ACCOUNT**

##### **GUIDANCE**

RESOLVED that the Town of Ulysses Town Board amends section 706 of the Personnel Policy last amended on November 22, 2016 to the following:

Health Savings Accounts (added 11/22/16)

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.

Newly hired employees are entitled to a prorated portion of the HSA funds based on their date of hire. The rate contributed would be proportional to the number of months left in the year the employee was hired. For example, if the HSA contribution from the town is \$2000 annually and the new employee begins work on October 1 (3/4 of the way through the year), the amount the town would contribute to the employee's HSA would be 1/4 of \$2000, or a total of \$500.

Moved: Mr. Boggs

Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Vote: 4-0

Date Adopted: 5/9/17

## **DISCUSSION OF 1984 HIGHWAY ORDINANCE**

Mr. Reynolds gave some background on the ordinance.

The board discussed whether to strengthen or add clarification to the ordinance. Supervisor Thomas suggested and other board members agreed that removal of vehicles in an emergency situation would be important. Other clarifications will be requested in the form of an updated ordinance to be proposed by Town Attorney Geledenhuys.

## **MONTHLY BUSINESS**

### **APPROVAL OF CLAIMS**

#### **RESOLUTION 2017-90: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #200-246 in the amount of \$184,291.19.

Moved: Ms. Thomas

Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Vote: 4-0

Date Adopted: 5/9/17

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

Ms. Marino would like to participate in the decision on how to spend the funds if they are awarded from the Clean Energy Communities.

### **ADJOURN:**

Ms. Zahler moved to adjourn the meeting at 9:58pm; seconded by Ms. Thomas and passed unanimously.

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## **APPENDIX:**

### **REPORTS FROM REPRESENTATIVES:**

Ms. Marino shared information about a possible electric charging vehicle station at the town hall. The Conservation & Sustainability Advisory Committee has just finished submitting comments on draft zoning.

## **TOWN REPORTS:**

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

#### **Planning Board**

The PB discussed the draft ag/rural zoning on April 18 and May 2, and completed a memo to the zoning steering committee. On May 2, the PB re-approved an expired site plan for a residence on the lake. The PB also reviewed the Inn at Taughannock variance proposal, which include several sign variances and variances for setback along Gorge Rd and building height.

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

The BZA approved two variances on April 19: a sign variance for the Halsey House, and a front yard setback variance on Kraft Rd. They also passed resolutions on the draft ag/rural zoning.

#### **Grants**

**Zoning Updates Grant** – The steering committee discussed the Jacksonville zoning on April 6, 17 and May 4.

**Salo Drive Land Acquisition** – Waiting for a contract from the State.

**Clean Energy Communities** – three of the four required High Impact Actions were submitted. One of the items was the unified solar permit for which we received \$2,500 on 5/4. Once the fourth action item is submitted and approved, the Town is eligible for \$100,000 or \$50,000 in grant funding.

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

**Cayuga Lake Watershed Intermunicipal Organization (IO)** – 4/26: Discussed the wrap-up on the restoration and protection plan grant and steps for when the next grant contract is available.

**Community Choice Aggregation (CCA)** – 4/28: A representative from NYSERDA (Brad Tito) attended the meeting and answered questions regarding CCAs in other locations and potential statewide policies.

**ITCTC** – 4/18: the Council discussed a number of budget amendments for projects.

**Pictometry training** – 4/18: attended training on a mapping resource available in the county.

**Planning Advisory Board (PAB)** – 4/26: Presentation on structural landscape connectivity and resilience in Tompkins County; discussion on draft recommendations from the county housing strategy.

**Residential Energy Score Project** – 4/13: Nick Goldsmith was a featured speaker on a NYSERDA webinar and reported on this project.

**Solar PILOT** – Liz and I continue to learn more about this process and how to proceed with a payment in lieu of taxes agreement for a project in Ulysses. Attended a workshop on solar and taxation on 4/11.

**Stormwater Coalition of Tompkins County (SWC)** – 4/26: Presentation on culvert database developed by EFC for the Towns of Ulysses and Caroline; discussed annual report, trainings and outreach/advertising.

**Water Resources Council (WRC)** – 4/17: the council were shown a demonstration on Cornell's soil health trailer.

### **ACTING HIGHWAY SUPERINTENDENT- reported by Mr. Reynolds**

Mr. Reynolds shared what the department has been working on since the last meeting:

- Keeping culvert pipes clear to avoid flooding
- Hopefully put snow plows away for the season
- Helped Tompkins County with projects

- Might start mowing roadsides next week
- Might start oil & stone projects next week
- May be able to get federal funding for the March snow storm

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	19
Disabled parking permits	11
Dog licenses and renewals	56
Marriage licenses	2
Plumbing permits	0
Address assignments	2
Notarizations	4
FOIL requests	3

**FINANCIAL REPORT:**

\$1428	TOTAL Collected for fees & licenses
\$920	stays in the town
\$508	goes to the state

**CLERK's OFFICE TASKS:**

- Tax collection- completed, settled up with Tompkins County. Collected \$4,660,488.94 of \$5,077,646.16.
- Dog enumeration (census)- create mailer, get feedback, find most cost-effective & efficient way to send to town residents
- Routine tasks:
  - Notarized documents for citizens
  - Ordered supplies
  - 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)
  - Mailed and posted dog licenses; issued tickets as needed
  - Assist other departments when possible
  - Respond & fulfill FOIL requests- coordinate with other departments as necessary

**WATER DISTRICT TASKS:**

- Posted incoming bills
- Updated testing spreadsheets

**COMMITTEES/ASSOCIATIONS:**

Health Consortium:

- Attended March 2 meeting. Presentations on CanaRx, telemedicine, upcoming retreat on May 10.

Tompkins County Town Clerks Association:

- Elected president at meeting on 4/25.

**TRAININGS:**

NYS DHEC- Attended one day of Homeland Security training in Corning on identifying and preparing for risks in your municipality.

NYSTCA- State Town Clerks association 2.5 day conference in Rochester NY with ~250 other Town Clerks.

Classes attended by Clerk and/or Deputy Clerk:

- FOIL and Open Meetings Law by Asst. Director of NYS Committee on Open Gov.
- How the Legislative Process works by lobbyist Chris Duryea
- Bidding and Procurement by lawyers
- How the City of Rochester's created a FOIL program in Laserfiche by the City of Rochester
- Round table session with other small towns
- Ethics For Town Clerks by AOT
- Disaster Planning and Response for Records Mgmt by NYS Archives
- Q & A with Assoc of Towns
- How to gain the upper hand- communication techniques by Matt Episcopo
- Meeting for county association officers

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

Building Permits issued	7
Plan Reviews	8
Certificate of Occupancy issued	0
Certificate of Compliance issued	2
Complaints Received	3
Complaints Resolved	3
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	23
New Site Inspections	9
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	12
Fire Safety Inspections	5
Code Training Seminars	2
County Assessment Report	1
Open property in violation cases	12
Property violations resolved	2

Value of Permits issued: \$ \$707,772

Building Permit fees collected for month: \$1,780

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

**Parks and Recreation**

- **Trails Grant:** Final presentation of trails mapping project

**Zoning update**

- Review proposals from consultants for Jacksonville.

**Jacksonville**

- Properties: Many details relating to acquisition of Jacksonville properties owned by Exxon.
- Zoning: review design standards

**Energy**

- EV Charging Stations – respond to offer from the state to install electric vehicle charging station(s).
- Payment in Lieu of Taxes (PILOT) for solar—calculate various options.
- NYSERDA Webinar on Residential Energy Score Card (Tompkins County commended)
- Minutes for TCCOG Energy Task Force.

**Highway**

- Continue work to reconcile local number of miles of highway with state data.
- Work to clarify local highway ordinance on obstruction of roads.

**Other**

- Orientation of new bookkeeper.
- Sidewalk Grant: Bids came in too high. Project will be re-bid as soon as possible with some slight modifications.
- Contribute information/articles for listserv news.
- Unique Natural Area: actions necessary to proceed with change of ownership of land with Tompkins County.

**Meetings**

- 4/11 –Director of PRI about Smith Woods
- 4/11 – TB meeting
- 4/17 – IthacaTrails.org final public presentation

- 4/17 – sidewalk discussion with Fisher and Village of Trumansburg
- 4/17 – Zoning Update Steering Committee meeting
- 4/18 – Public Information Meeting – Exxon properties.
- 4/20 – NYS Energy Building Code training with Darby, Tom and Danby representatives

**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.

Ms. Thomas shared information about the USDA grant funding package that she learned about today.

**BOOKKEEPER- Submitted by Ms. Thompson**

Regular Duties:

- Payroll
  - Processed & reconciled payrolls 8 & 9
- Banking
  - Completed regular bank deposits – in person and then with remote deposit system once set up
  - Completed regular bank account transfers to cover payments
- NYSLRS
  - New employee enrollment
  - Monthly Reporting
- Payments
  - Produced vouchers for monthly pre-pays, insurance invoices and other miscellaneous payments.
  - Printed checks for pre-pays and scheduled voucher payments
- Worker Compensation
  - Completed & submitted first quarter GA-4 report to Comp Alliance
- Month End Close Out - March
  - Entered all cash receipts (general receipts, WD accounting, etc.)
  - Entered all Payroll entries (cash receipts, cash disbursements & general journal entries)
  - Entered all cash disbursements
  - Entered all general journal entries (bank transfers, interest, WD3 billings & other general journal entries)

- Close out steps (Load abstracts, close CR & CD journals & print reports)
- Reviewed month end financial reports
- Trainings
  - Met with Michelle for several evening/weekend sessions for training including general training, payroll and month end procedures
  - Conducted several hours of training with Ted on Williamson Accounting Software
  - Read Office of the State Comptroller's Introduction to Governmental Accounting manual
  - Started to compile reference materials

#### Non-Regular Duties:

- Payroll
  - Researched employee concern over PTO accruals
  - Discussed with several staff at Paychex how to resolve accrual confusion
- NYSLRS
  - Researched and resolved several notices received from NYSLRS regarding historical data issues
  - Established new user account
  - Corrected and resubmitted March month end report
- FOIL
  - Researched history of QuickBooks data file in relation to FOIL request
- AUD 2016
  - Had several phone calls with AUD department at OSC concerning questions regarding the Town's 2016 AUD report
  - Recorded questions and concerns for further research and resolution
- File Review
  - Started file (physical & electronic) review to help with historic & ongoing knowledge
- Other Accounting
  - Researched and discussed with Accountant how to handle WD3 warrant correction refund due to Town Clerk account
  - Researched and discussed with Ted from Williamson how to handle missing cash receipts from payroll # 4 in February
  - Researched and wrote up narratives for several accounting corrections/adjustments

#### Up Coming

- Trainings & Meetings
  - Greater Tompkins County Health insurance Consortium 4<sup>th</sup> Annual Education Retreat - May 10
  - NYS Comptroller's Advanced Accounting School - May 23-25
  - Seminar for Local Officials - June 14, Budget Process & Financial Reports
  - Continue other training as needed
- AUD 2016
  - Research and resolution of the OSC's questions and concerns
- File Review
  - Continue file review
- Other Accounting

- Research, review and resolve outstanding accounting corrections/adjustments

**MR. BOGGS:**

- Attended the fire house meeting
- Has been learning more about the zoning update

**MS. ZAHLER:**

Exxon Mobil-

Following the well-attended Public Information meeting and the Town Board's vote to authorize the Supervisor to enter into agreements to purchase three properties in Jacksonville from Exxon Mobil the following has been done to move the process:

- Contracts were signed and sent to EMOC
- Fully executed contracts have been received from EMOC
- Abstracts have been received from EMOC but were incomplete due to differences in real estate closing requirements in Texas and NY
- When completed abstracts are received they will be reviewed for accuracy and completeness by M. Geldenhuys.
- A reconciliation payment will be prepared by attorneys prior to closing, estimated to be end of May.
- Since at least two realtors have expressed interest in marketing the old church, a very rough draft of a Request for Qualifications has been prepared and submitted to the Town Attorney for review after May 22 to be ready for release after closing.
- Code Enforcement Officer Tom Myers and I met to discuss how to prepare bid documents for basic repairs to the church to be ready for release after closing.
- Samples of historic preservation covenants provided by S. Adams will be forwarded to Town Attorney to be ready after closing.

Village of Trumansburg-

- Received report of Village policing in the Town as back up to other law enforcement agencies
- Attended Hamilton Square informational meeting held by developer Claudia Brenner and INHS on 5/2/17. The concept of using the 19 acre parcel in the Village that runs from South St to Pennsylvania Ave is a major sub-division requiring infrastructure and hoping to possibly offer 18-20 private, market rate homes along with units developed by INHS to include: 48 rental units of affordable housing; 16-17 affordable homes for purchase.
- Attended Village Board meeting 5/8/17.
  - ~25 village residents attended the Village Board meeting to hear an update on the Project which may be presented to the Village Planning Board as a sketch plan on May 18. Residents requested an open process due to the size of the project and potential impacts on drainage, traffic etc.
  - New water system should be online by June with a ribbon-cutting late June
  - Water treatment system is online but experiencing some problems that are being resolved.

- Met with Ben Carver, Ambulance Commissioner re: service to CARS and repeat service to individuals. Requested more details from Ambulance Coordinator to analyze trends and explore options for addressing patterns.
- Village voted to become a Climate Smart Community. Rachel Kennedy will be their lead with help from CCE.

Youth- Commission and Recreation Partnership

- Super Summer Sign up went well
- Recreation Partnership reviewed last year's budget and spending and continued with updating the 5 year agreement and established budget guidelines for the Ithaca Youth Bureau to use planning its 2018 budget. Scenarios will be a maintenance of effort budget and a 2% increase.

*Respectfully submitted by Carissa Parlato on 5/17/17.*