

## TOWN BOARD MEETING

Town of Ulysses

August 8, 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- Rich Goldman, Michael Boggs

Town Clerk- Carissa Parlato

Attorney for the Town- Mariette Geldenhuis

Planner- Darby Kiley

Bookkeeper- Nina Thompson

Highway Superintendent- Dave Reynolds

### **ABSENT:**

Board member- John Hertzler

### **CALL TO ORDER:**

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

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2017-138: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for August 8, 2017 with the additions of: an executive session to discuss collective bargaining, discussions for the sidewalk project and contractor bids for old church.

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 8/8/17

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

Mr. Holtkamp made a statement regarding Taughannock Falls State Park and Taughannock Farms Inn. He lives in the conservation district in that area and was in the park when Taughannock Farms Inn

conducted a noise test. He feels that that kind of noise is pollution and should not be allowed. He requested that the board preserve and protect the unique public asset that is Taughannock Park.

**REPORTS FROM REPRESENTATIVES:**

Ms. Marino gave an update on the Conservation and Sustainability Committee and shared that David Diaz has resigned. She thanked him for his service.

**TOWN REPORTS:**

*(See Appendix)*

**OLD BUSINESS:**

**ELECTRONIC VEHICLE (EV) CHARGING STATION**

Ms. Thomas distributed information and a draft agreement from NYSERDA and Energetix on setting up an EV station at the Town Hall.

**RESOLUTION 2017-139: SIGN HOST SITE AGREEMENT FOR ELECTRIC VEHICLE CHARGING STATION**

**WHEREAS**, the Town of Ulysses was contacted by Energetics Incorporated to be a host site for an electric vehicle charging station with support provided by the New York State Energy Research and Development Authority (NYSERDA); and

**WHEREAS**, in May 2017, the Town Supervisor signed a Notice of Interest to participate in the NYSERDA initiative; and

**WHEREAS**, the contract installer visited Town Hall on July 6, 2017 to evaluate the installation; and

**WHEREAS** a final package from NYSERDA and Energetics Incorporated was received under NYSERDA Agreement 87421; and

**WHEREAS**, the NYSERDA project called “Animating the EV Market in NYS” includes the cost of the electric vehicle charging station and a portion of the installation costs, and the Town is responsible for excavation, a portion of the electrical work, and materials, which would not exceed \$4,563 and would likely be less due to high estimates;

**WHEREAS** the total cost of the project is \$17,011 with discounts and installer cost share of \$4448, and NYSERDA funding of \$8,000; and

**WHEREAS** the Town’s cost share would be offset by \$2,500 in NYSERDA funds received from adopting the unified solar permit.  
Therefore be it

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign the “Approval for Installation Design Packages,” a community letter of support, and the Electric Vehicle Station Host Site Agreement with Energetics Incorporated.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 4-0  
Date Adopted: 8/8/17

**SIDEWALK PROJECT**

**RESOLUTION 2017-140: AUTHORIZING SUPERVISOR TO AUTHORIZE TRUMANSBURG MAYOR TO APPROVE CHANGES TO SIDEWALK PROJECT**

RESOLVED that the Town Board authorizes the Ulysses Town Supervisor to review and recommend scope of work change orders associated with the Town's portion of the joint Trumansburg/Ulysses Safe Routes to School and Daily Needs Sidewalk Project as long as the changes do not result in a net increase in the town’s portion of the project budget as established under the contract agreement,

AND FURTHER RESOLVED that the Supervisor request that the Village of Trumansburg Mayor, as official project sponsor, authorize scope of work change orders.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 4-0  
Date Adopted: 8/8/17

**UPDATE ON CONTRACTORS FOR OLD CHURCH**

**RESOLUTION 2017-141: AUTHORIZING DEPUTY SUPERVISOR TO ENGAGE CONTRACTORS FOR OLD CHURCH**

**WHEREAS**, the Town Board has authorized the cleaning and basic repairs of the Old Church and

**WHEREAS**, no bids have been received as of August 8, 2017 have not been sufficient to select a contractor, now therefore be it

**RESOLVED**, that the Ulysses Town Board authorize Nancy Zahler to seek at least two bids for cleaning and repairs and to select and contract with the contractor(s) that offer the best service for the lowest price.

Moved: Ms. Zahler                      Seconded: Ms. Thomas

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

Vote: 4-0  
Date Adopted: 8/8/17

**NEW BUSINESS:**  
**INTRODUCING THE PROPOSED LOCAL LAW TO AMEND CHAPTER 80 OF THE CODE OF THE TOWN OF ULYSSES**

**RESOLUTION 2017-142: INTRODUCING THE PROPOSED LOCAL LAW TO AMEND CHAPTER 80 OF THE CODE OF THE TOWN OF ULYSSES**

**WHEREAS**, the Town Board wishes to consider a proposed Local Law to amend Chapter 80 of the Code of the Town of Ulysses (“the Code”), which provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and all chapters of the Town of Ulysses Code and all laws, ordinances, rules and regulations of any agency having jurisdiction over the subject matter of said Chapter; and

**WHEREAS**, Municipal Home Rule Law §20(4) requires that a proposed local law be introduced by a Town Board member at a Town Board meeting;

**NOW, THEREFORE, BE IT**

**RESOLVED** that the proposed Local Law to amend Chapter 80 of the Code of the Town of Ulysses is hereby introduced to the Town Board for its review and consideration.

Moved: Ms. Thomas                      Seconded: Mr. Goldman

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

Vote: 4-0  
Date Adopted: 8/8/17

**SCHEDULING A PUBLIC HEARING ON THE PROPOSED AMENDMENT OF CHAPTER 80 OF THE CODE OF THE TOWN OF ULYSSES.**

**RESOLUTION 2017-143: SCHEDULING A PUBLIC HEARING ON THE PROPOSED AMENDMENT OF CHAPTER 80 OF THE CODE OF THE TOWN OF ULYSSES**

**WHEREAS**, a proposed Local Law to amend Chapter 80 of the Code of the Town of Ulysses (“the Code”), which provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and all chapters of the Town of Ulysses Code and all laws, ordinances, rules and regulations of any agency having jurisdiction over the subject matter of said Chapter was introduced at a Town Board meeting held on August 8, 2017 by a member of the Town Board; and

**WHEREAS**, Municipal Home Rule Law §20(5) requires a public hearing before a local law is adopted by the Town Board, which public hearing must be held upon at least five days' notice;

**NOW, THEREFORE, BE IT**

**RESOLVED** that the Town Board shall hold a public hearing on Sept. 12, 2017 at 6:30pm at the Town Hall, 10 Elm Street, Trumansburg, NY 14886 on the proposed local law to amend Chapter 80 of the Code of the Town of Ulysses; and be it further

**RESOLVED** that the Town Clerk shall cause notice of such public hearing to be published and posted at least five days before the date thereof.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 8/8/17

**JUSTICE COURT ASSISTANCE PROGRAM GRANT**

**RESOLUTION 2017-144: AUTHORIZING SUBMISSION OF APPLICATION TO THE JUSTICE ASSISTANCE PROGRAM**

**WHEREAS** the State of New York offers assistance to local municipal courts through the Justice Court Assistance Program (JCAP), and

**WHEREAS** the court justices are applying to update the surveillance camera system and several other items for the spaces used by the court, and

**WHEREAS** JCAP grants have no requirement for a local match,

**Therefore, be it**

**RESOLVED** that the Ulysses Town Board gives approval for Justice Mark Dresser to submit an application for grant funding to NYS JCAP.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
Date Adopted: 8/8/17

**OVERRIDE OF THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3- C**

**RESOLUTION 2017-145: OVERRIDE OF THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3- C**

**BE IT RESOLVED** that the Town Board of the Town of Ulysses will hold a Public Hearing on the proposed Local Law # \_\_ of 2017 to override the NYS tax levy limit as allowed by General Municipal Law §3- C. The Public Hearing will be on September 12, 2017 at 6:45 pm at the Ulysses Town Hall at 10 Elm St. Trumansburg, NY, and further

**RESOLVED** the Ulysses Town Clerk will ensure the proper notice of the Public Hearing in the newspaper, on the Clerk’s bulletin board, the website and the town listserv.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 4-0  
Date Adopted: 8/8/17

**SETTING PAY RATE FOR TEMPORARY HIGHWAY EMPLOYEE**

**RESOLUTION 2017-146: SETTING PAY RATE FOR TEMPORARY HIGHWAY EMPLOYEE**

**RESOLVED** that the Town Board of the Town of Ulysses sets the pay rate for temporary Highway Department employee, Richard Baker, at \$21.45/hour, the same rate he is paid at his employment with the County Highway Department, effective May 1, 2017.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

Ms. Thomas                      aye

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

Vote: 4-0  
Date Adopted: 8/8/17

**AMENDING THE RULES AND PROCEDURES FOR TOWN BOARD MEETINGS**

Ms. Thomas distributed an edited version of the Town of Ulysses Rules and Procedures for Meetings.  
SEE APPENDIX.

**RESOLUTION 2017-147: AMENDING THE RULES AND PROCEDURES FOR TOWN BOARD MEETINGS**

**BE IT RESOLVED** that the Town Board of the Town of Ulysses amends the Rules and Procedures for Town Board meetings as presented and amended, and further

**RESOLVED** that the Town Clerk distribute these amended rules and procedures to all staff and elected officials for their policy notebooks.

Moved: Ms. Thomas            Seconded: Ms. Zahler

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

Vote: 4-0  
Date Adopted: 8/8/17

**CANCELLING SECOND MEETING IN AUGUST**

**RESOLUTION 2017-148: CANCELLING SECOND MEETING IN AUGUST**

**RESOLVED** that the Town Board of the Town of Ulysses cancels the August 22 meeting of the Town Board.

Moved: Ms. Thomas            Seconded: Mr. Goldman

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

Vote: 4-0  
Date Adopted: 8/8/17

**PRIVILEGE OF THE FLOOR:**

(none)

**MONTHLY BUSINESS**

**APPROVAL OF MINUTES**

**RESOLUTION 2017-149: APPROVAL OF MINUTES: 7/25/17**

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 7/25/17.

Moved: Mr. Goldman                      Seconded: Ms. Thomas

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

Vote: 4-0

Date Adopted: 8/8/17

**APPROVAL OF CLAIMS**

**RESOLUTION 2017-150: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims # 361-403 in the amount of \$54,259.07.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 8/8/17

**EXECUTIVE SESSION**

Ms. Zahler made a motion to go into Executive Session at 9:53pm for the purpose of discussing collective bargaining. This was seconded by Mr. Goldman and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 10:30pm, seconded by Ms. Zahler and passed unanimously.

**ADJOURN:**

Mr. Boggs moved to adjourn the meeting at 10:30pm; seconded by Mr. Goldman and passed unanimously.



**APPENDIX:**

**TOWN REPORTS:**

**PLANNING/ZONING- Submitted by Ms. Kiley**

**Planning Board**

On July 18, the Planning Board began reviewing the site plan and development district language for Moore’s Marine, and will continue the review after the receipt of additional materials.

**Board of Zoning Appeals**

The BZA continued the public hearing and discussion on the Inn at Taughannock variances. The applicant withdrew the request for a noise variance. The public hearing remains open and will be continued at the August 16 meeting.

**Grants**

**Zoning Updates Grant** – The steering committee worked on the draft ag/rural zoning and reviewed the Jacksonville design standards on July 24.

**Salo Drive Land Acquisition** – The contract has been executed by the State and we can begin work on the documents needed to purchase the land.

**Clean Energy Communities** – All four required High Impact Actions have been approved, and we are eligible for \$100,000 in grant funding. Began reviewing grant requirements.

**Other Meetings/Issues**

**Cayuga Lake Watershed Intermunicipal Organization (IO)** – 7/26: the IO discussed the draft contract for the NYS DOS LWRP grant, and had lengthy discussion on hydrilla and HABs.

**Climate Smart Communities (CSC)** – with help from CCE representatives, the town has earned 80 out of 120 points, and we continue to chip away at other points.

**Planning Advisory Board (PAB)** – 7/26: the board discussed whether Tompkins County should rejoin the Southern Tier East Regional Planning Development Board, and heard about a meeting with the Indian Creek neighborhood regarding potential future use of county property on Harris B. Dates Dr.

**Water Resources Council (WRC)** – 7/17: the council heard about the recently released Cayuga Lake Watershed Restoration and Protection Plan and an update on hydrilla eradication efforts. The DEC has not yet released the draft TMDL for Cayuga Lake.

**HIGHWAY: Reported by Mr. Reynolds**

- Met with FEMA for possible reimbursement of funds for winter storm in March
- Mowed, did some shoulder work and oil & stone
- Still getting more info on purchasing a new mower

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

**FINANCIAL REPORT:**

<b><u>LICENSES/PERMITS issued:</u></b>	#
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Sporting licenses	23
Disabled parking permits	15
Dog licenses and renewals	79
Marriage licenses	6
Plumbing permits	1
Address assignments	3
Notarizations	4
FOIL requests-completed	0

**CLERK's OFFICE TASKS:**

- Dog enumeration- continued to license new dogs and follow up with those who have not yet licensed
- Trained Second Deputy Clerk for vacation week 7/31-8/4\* *See stats below*
- Cleaning contract re-bid: received 2 bids. Will interview and make recommendation to town board for approval
- Routine tasks:
  - Notarizations
  - 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 July 6 meeting

TSSERR (Tompkins Shared Services Electronic Records Repository) meeting at TC Library on 7/20:

- Presentations from NYS Committee on Open Gov & FOIL by Executive Director Bob Freeman and Laserfiche

**\* STATS for VACATION WEEK 7/31-8/4:**

- Trained 2<sup>nd</sup> Deputy Clerk for 7 hours
- 2<sup>nd</sup> Dep worked for 12 hours 8/1-8/4
- Total payment to 2<sup>nd</sup> Dep for training & working = \$304
- Office hours spent prepping for Second Deputy training ~ 8 hours (3 by Deputy Clerk/5 by Town Clerk = ~\$170)
- 8/1-8/4, 2<sup>nd</sup> Dep issued 3 sporting licenses, 1 marriage license and 2 disabled parking permits

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

Building Permits issued	10
Plan Reviews	6
Certificate of Occupancy issued	1
Certificate of Compliance issued	7
Complaints Received	6
Complaints Resolved	4
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	45
New Site Inspections	7
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	7
Fire Safety Inspections	5
Code Training Seminars	0
County Assessment Report	1
Open property in violation cases	9
Property violations resolved	3

Value of Permits issued: \$2,741,370

Building Permit fees collected for month: \$5,487

### **SUPERVISOR REPORT – Reported by Ms. Thomas**

Updates given at the meeting:

- Sidewalk project is moving forward. They will be placed on Lake, Main and South Streets. If money is left, they will go further down South St. The engineering firm Fisher is coming to Village Board on Aug. 14 and invited the town board to join. A meeting with the landscape architect is scheduled for Thurs. at 4pm to see final plans for TH landscaping.
- MRB Group will start to work on a map, plan and report for Falls Road water.

#### **Town Property**

- Habitat Land - Prepare details for acquisition of property: Public Hearing scripts, resolutions, funding sources, prepare and sign contracts, resolutions, compile required docs (SEQR, SEQR resolution)
- 1284 Taughannock Blvd - Prepare details for acquisition of property: Public Hearing scripts, resolutions, funding sources, contracts, resolutions, SEQR, SEQR resolution
- Jacksonville church – read closing documents and innumerable emails, sign closing documents, submit comments for rfq for realtors, contractors.

#### **Zoning update**

- Make comments on latest draft of the ag/rural zone.
- Comment on design guidelines for Jacksonville.

## **Energy**

- TCCOG Energy Task Force – Prepare agenda and chair meeting.
- LED streetlight replacements – assist with organization of county-wide effort and possible shared service.
- Clean Energy Communities – work on grant options

## **Other**

- Budget - modifications, reserves, prep work for 2018 budget.
- Dog control – organize municipal animal control consortium for next 3 year contract.
- Chamber of Commerce Tour of Trumansburg – assist with organization
- Records Management – read through policy and comment.
- Sidewalk billing – meet with Village and Nina to help sort out billing according to MOU.
- Highway – rework highway capital plan according to Highway Superintendent’s instructions.
- Trumansburg Community Recreation – assist with letter of support.
- Shared Services – review County Administrator plan, attend meetings, give input.
- Organize detail of real property tax law 467j for TB
- Water District 1 (CARs) –read and relay detail of agreements for infrastructure maintenance.
- Harmful Algal Bloom (HAB) – LOTs of time researching this disturbing situation and communicating with others.
- Town Hall – malfunctioning AC, Heating/cooling problems and inefficiencies, heat pump quotes.
- Sales tax – add June numbers to sales tax tracking document and analyze.
- EV charging station – read through proposal and discuss with Darby and Town Hall maintenance contractor.
- 2020 Census – fill out paperwork requested by the Census Bureau.
- Road map – work with Clerks, Planning and Attorney to update official town road map.
- Noise local law – discuss removing from zoning and passing a local law instead.

## **Meetings**

- 7/13 – Sign closing documents for Exxon properties.
- 7/14 – meet with City of Ithaca and County Administrator about streetlight conversion
- 7/19 – Shared services panel
- 7/24 – Zoning Update Steering Committee
- 7/25 – Town Board meeting
- 7/26 – Sidewalk accounting
- 7/27 – TCCOG & Energy Task Force
- 8/3 – sidewalk bid opening, meet with sidewalk engineering firm.

## **Questions from Residents**

- Hamilton Square and affordable housing question or comment (~22)
- Habitat Land support (4), general question(1)
- Grassroots noise complaint (1)
- Concern about salt mine proposed shaft (1)
- Resident wants water in rural area (1)

## **BOOKKEEPER- Submitted by Ms. Thompson**

### **Regular Duties:**

- Payroll
  - Processed & reconciled payrolls 14 & 15

- Updated employee changes as needed
- Banking
  - Completed regular bank deposits – in person for cash with remote deposit system for checks
  - Completed regular bank account transfers to cover payments
- NYSLRS
  - Monthly Reporting
- Payments
  - Produced vouchers for monthly pre-pays, insurance invoices and other miscellaneous payments.
  - Reviewed monthly vouchers & abstract
  - Printed checks for pre-pays and scheduled voucher payments
- Month End Close Out – June
  - 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) – including several journal entries to finish out the adjustments related to the 2016 AUD
  - Close out steps (Load abstracts, close CR & CD journals & print reports)
  - Reviewed month end financial reports and distributed them to Town Board and department heads
- Quarterly Tasks
  - Prepared and submitted Q2 NYS GA-4
  - Retiree invoicing for health insurance
- Trainings
  - Continued to compile reference materials
  - NYS OSC Webinar - Proper Use of Encumbrances – July 20

Meetings:

- 07/05/2017 – Supervisor’s & Clerk’s Offices monthly meeting
- 07/11/2017 – Town Board Meeting
- 07/25/2017 – Town Board Meeting
- 07/26/2017 – Review Sidewalk Project accounting with Village of Trumansburg Treasurer
- 07/31/2017 – Meeting with Board Member about PR & Benefits planning

Non-Regular Duties:

- Budget Modifications
  - Significate amount of time spent on researching and drafting proposed budget modifications
  - Reviewed necessary journal entries with software consultant
  - Entered both rounds of approved budget modifications into accounting system
- Jacksonville Exxon Mobil property

- Coordinated wire transfer of funds required for closing on property purchase
- AUD 2016
  - Reconciliation between updated AUD document and Williamson financial reports
  - Audit 2016
    - Prepared additional materials and answered follow-up questions as they arose
  - Personnel
    - Youth Employee Program
      - Continued to update payroll system with Youth Employee changes
      - Continued to follow-up on outstanding paperwork from Youth Employees
      - Communicated with Youth Program Manager in regards to budget status
  - Compiled staff salary and benefits information for Town Board members
  - Procedures
    - Continued to update and refine written accounting procedures
  - Other Accounting
    - Continued to investigate, research and work on resolutions to outstanding accounting issues
    - Reviewed and tried to understand Sidewalk Project MOU, procedures and existing accounting entries
  - Non-Accounting
    - Town Hall AC system- helped deal with the aftermath both times the system malfunctioned and water leaked through the ceiling

Up Coming:

- Trainings & Meetings
  - NYS Government Finance Officers' Association Summer Seminar – Aug 4
  - Continue other training as needed
- Audit 2016
  - Awaiting communication and/or draft reports from Insero
- 2017 Financial Files
  - Adjustments will need to be made to 2017 beginning balances in light of corrections that needed to be made to 2016 financial records
- Other Accounting
  - Research, review and resolve outstanding 2017 accounting corrections/adjustments
- File Review
  - Continue file review

**MS. ZAHLER**

Village Liaison- EMS service to CARS

- Prepared analysis of EMS calls
- On 8/2 Michael Boggs and I met with CARS leadership re: protocols for using EMS
- See report sent 8/7 to Town and Village officials
- Identified a number of steps to reduce unnecessary use of EMS
- Need to track CARS referrals and explore billing revenue
- Provided info from Town to CARS re: water agreements for facility

*Mr. Rusen, Executive Director of Cayuga Addiction and Recovery (CARS), spoke in response to town board concerns about heavy EMS usage by CARS. He feels that new protocols put in place will alleviate the volume.*

#### Jacksonville

- Followed up on JCA meeting re: planning for Park by drafting a Memo of Understanding to be introduced 8/8 and acted on 9/12
- Old Church
  - With help from Tom Myers and community volunteer, replaced plywood door covering with protective cover to allow access. Will be adding a second, more secure padlock to both side and front doors
  - Met with Rich Goldman and Margaret Hobbie, realtor to discuss timing for and marketing of old church.
  - Showed church to potential clean out contractor on 8/8
  - Another contractor scheduled for 8/9
  - Shared preservation deed restrictions gathered by Sarah Adams with Mariette 8/7
  - Contacted Historic Ithaca to help with State/National Registration process
  - Contacted former staff with Historic Preservation League for advice
  - Drafted a sign to post in front of building to explain plans
  - Need to follow up on mowing lots
  - Contacted Pyramid Brokerage to remove signs from sold properties
  - Will be following up with Gabe Altieri from WSKG re: feature on church
  - Had interview with EPA evaluators re: technical assistance provided
  - Need to determine when to consolidate parcels with County to sell together
  - Need to determine when to designate the properties to be sold as surplus

#### Union Negotiations

- Worked with labor attorney to get help with counter proposal. Presented to union 8/2
- Analyzed impact of union proposals on Town budget. Will be discussion alternatives with Town Board on 8/8/17

#### Recreation Partnership

- Forwarded final version of new five year agreement to Supervisor.
- TB will need to approve, pending review by other town attorneys
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**TOWN OF ULYSSES**  
**RULES and PROCEDURES FOR MEETINGS**  
*Amended 8/8/17*

Be it resolved that all rules listed herein are adopted as the Rules of Order for all meetings and types of meetings of the Ulysses Town Board. Questions of Order beyond these Rules are to be resolved by reference to Robert's Rules of Order.

#### 1. MEETINGS, DEFINED AND CALLED

### **1.1. Regular Meetings of the Board**

The Board will set the date and time of Town Board meetings at the Organizational Meeting annually. Meetings will be conducted in the boardroom at the Town Hall. The Supervisor shall preside. In the absence of the Supervisor the members present, assuming a quorum, shall elect a Chair for the meeting from the Board members present.

### **1.2 Calling Special Meetings**

Special meetings of the Town Board are all those Town Board meetings other than Regular Meetings set by resolution at the Organizational Meeting. A Special Meeting may be called by the Supervisor upon two-calendar day's written notice to the entire Town Board. For the meeting to address any motions the Supervisor, if challenged, must be able to demonstrate that effective notice has been given. Additionally, the Supervisor must call a Special Meeting within ten calendar days of a written request by any two Town Board members.

### **1.3 Special Meetings, Public Hearing**

Public Hearings may be called according to the State or Local, Law or Ordinance that applies. The intervals specified in such Laws and Ordinances are the minimum intervals for the giving of notice. Notice shall be published in the both the Ithaca Journal and the Trumansburg Free Press whenever possible.

## **2. MEETINGS, FORMS**

### **2.1. Notice**

Written notice may be sent by regular postal mail. The preferred method for notice is by email. The sender must list the other four members in the "To or CC" field. A reply from any one member must be a "reply to all". All members will be considered to have received the notice if all members reply to the Supervisor as required. Members are responsible for keeping their addresses of record current, both postal and email.

### **2.2. Quorum**

A Quorum shall be required to conduct business and pass any resolution. A Quorum of the five-member Town Board shall be three. In the absence of a Quorum, a lesser number may adjourn and compel the attendance of absent members.

### **2.3. Majority and Supermajority**

A Majority of the five-member Town Board shall be three, all present. There is no proxy voting. A Supermajority shall be four in all cases.



## **2.4. Executive Sessions**

Executive Sessions shall be held in accordance with the N.Y. Public Officers Law Section 105. 11 Executive Sessions may be convened in a Regular or Special Meeting. The member making a motion shall state the basis for going to Executive Session under the law for Executive Session. The Board must also resolve any persons other than the Board Members who may attend and state how it is that minutes may be kept. The motion may also specify what information, if any, will be returned to the regular session.

## **3. MEETINGS, ORDER OF BUSINESS**

### **3.1 Agendas**

The draft Agenda for all meetings except the Working Session shall be prepared by the Supervisor. The Supervisor, or any other Town Board member, or any other elected Town Official may have an item placed on the Agenda. Items must be submitted by the end of the day 6 days prior to the publishing of the agenda. The Supervisor shall include any items so requested. Transmission by email notice as above is acceptable. The draft agenda shall be adopted by a majority vote of the Board at the start of each meeting

### **3.3 Meetings, Adjournment**

The motion to adjourn is not debatable, but the Supervisor may, after the second, describe the nature and consequence of adjourning with any scheduled business left unfinished.

### **3.4 Questions of Order**

The Board shall annually name a Parliamentarian from among the Board Members to issue ruling from Roberts Rules as required. The Parliamentarian will read the basis for the ruling aloud. Any such ruling is to be treated as temporary waivers of these Rules unless these Rules are permanently amended by Supermajority to include it.

## **4. CONDUCTING A MEETING**

### **4.1. Seating**

At all Town Board meetings other than Public Hearings, Board Members will be seated if at all possible, to be able to see each other. Any other privileged speaker will be seated at some place that is separate from the public seating. This separation is necessary to avoid confusing the public as to who may speak.

### **4.2. Public Decorum**

An opening statement shall be made in every meeting directing those who are present as to when and how they may participate. All speakers shall be recognized by the Supervisor or Chair. When invited to speak a member of the public shall be instructed that they may, but do not need to give their full name. In speaking, the public should address the whole Board. Disruptive behavior will not be allowed

during Board meetings. Such behavior shall include name-calling, swearing, defaming, shouting, or other similar behaviors found offensive by the Supervisor or Chair, or on appeal of the Chair's decision, by a majority of the Board. Any member of the Board may call the attention of the Chair to a violation of the rules, by calling out "point of order".

In the event of disruptive behavior, one warning shall be given by the Supervisor or Chair. After one warning, the person being disruptive shall be asked to leave. At any time the Supervisor may address the public on matters having to do with process and decorum. This shall be done promptly when there is a breach and there shall be no exceptions. A statement on appropriate decorum for Town Board meetings shall be included at the bottom of the agenda.

#### 4.3. Board Decorum

A Board Member wishing to speak raises a hand for privilege and shall be recognized by the Supervisor. The Supervisor shall assign order of speaking based on the order in which hands are raised. Members may not speak simultaneously and may not interrupt each other. Generally, a member who has not yet addressed the question shall be given privilege over those who have. The Board shall address only the Supervisor, other Board members, and the privileged speakers.

#### 4.4. Members speaking with the Public

Board members shall not address the public except during the time allocated for public participation, and then only when the Supervisor indicates that they may do so. The indication shall only be made when the Board member indicates an interest in speaking with the person in the public.

### 5. MOTIONS

#### 5.1. Motions Defined

The business of the board shall be conducted as a series of motions. A motion is a formal proposal that the Board take certain action.

*A motion to discuss* can be made and seconded to bring a draft motion to the floor for discussion. Once a *motion to discuss* is on the floor, the Board can debate the motion and amendments can be made in response to the discussion if the member who brought the motion agrees, without the formal procedures that govern *main motions*. The only vote required for a *motion to discuss* is to end discussion and remove the motion from the floor. The Supervisor can call a vote to end discussion of a *motion to discuss* at any time.

A *main motion* bringing business before the Board shall be handled in all aspects according to the procedures in Robert's Rules of Order newly revised (10<sup>th</sup> Ed).

All **other types of motions**, with the exception of a motion to discuss shall be handled in all aspects according to the procedures in Robert's Rules of Order newly revised (10<sup>th</sup> Ed).

#### 5.2. Seconds to Motions

A motion shall not be discussed until it has a Second. A member making a Motion may restate it once in seeking a Second, but may not argue for the Second.

### **5.3. Voting on Motions**

Voting shall be by stating “Aye” or “Nay”. The Clerk shall immediately state the outcome.

### **5.4. Presentation of Motions**

Any Board Member may make any Motion at any time when there is no other Motion on the floor. If the Motion fits clearly within an item listed later on the Agenda the Supervisor may rule it out of order.

It is preferred that Motions be submitted in writing prior to the meeting and must be in writing if they are instructions to any body or person. A Motion may be written out during the meeting (see motion to discuss). Ideally, new Motions are presented 7 days in advance of the meeting to the Supervisor who will have them included in the resolutions for the meeting.

New Motions offered without the required notice may be debated, but unless there is a Super Majority to waive these rules it shall be tabled without a vote, and unless withdrawn by the Board Member making the Motion, it will automatically be on the Agenda of the next Regular Meeting.

### **5.5 Motion Exceptions**

The Supervisor may present Emergency Motions without notice. They may be ruled out of order by the Super Majority of the Board.

## **6. STANDING OF THESE RULES**

6.1. Amendment of these Rules of Procedure requires a supermajority vote at one meeting. Permanent Removal of these Rules requires a Supermajority voting in two Regular Meetings.

6.3. The Rules may be waived during any session by a Supermajority. Such waivers stand for only the session when voted.

*Respectfully submitted by Carissa Parlato on 8/23/17.*