

TOWN BOARD MEETING

Town of Ulysses

December 12, 2017

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:

TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas

Board members- Michael Boggs, Rich Goldman, Nancy Zahler, John Hertzler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys

OTHERS PRESENT:

ABSENT:

CALL TO ORDER:

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

APPROVAL OF MEETING AGENDA

RESOLUTION 2017-221: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Dec. 12, 2017 with the addition of pay rates, and a reading from the Declaration of Sentiments.

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: 12/12/17

PRIVILEGE OF THE FLOOR:

Mr. Burgevin shared the following:

- Beatrice Fihns has won the Nobel Peace Prize for Nuclear Ban
- Our representative to the House of Representatives will vote on HR38 this week, which deals with pistol travel between states
- The Smith Woods fence needs to be 8 feet to keep deer out and should be a nicer fence

The board discussed the fence further.

REPORTS FROM REPRESENTATIVES:

Ms. Marino reported on the accomplishments of the Conservation and Sustainability Advisory Committee, including the following:

- Worked on the glare standard for solar installations
- Reviewed and participated in zoning update discussions
- Submitted urban forestry grant (didn't get funded)
- Worked on CEC (clean energy communities) effort and grant
- Committees members are on other town/county committees so can stay in tune and bring back info
- Have attended webinars

TOWN REPORTS:

(see appendix)

OLD BUSINESS:

WORK PLAN 2018 *(moved to later in meeting)*

CONSIDER PURCHASE OFFERS OF FORMER JACKSONVILLE CHURCH

No bids were received by the 12/8 deadline for the church, so the Town Board has agreed to lower the price to \$59,500 and eliminate the deadline.

NEW BUSINESS:

RENEWAL OF POLICE CONTRACT WITH VILLAGE

RESOLUTION 2017-222: RENEWAL OF POLICE CONTRACT

BE IT RESOLVED that the Ulysses Town Board approves the 2018 Intermunicipal Cooperative Agreement with the Village of Trumansburg, providing for limited police services by the Village in the Town, through 2018, pursuant to the terms and conditions of the 2018 agreement.

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: 12/12/17

PRE-APPROVAL OF SPECIFIC CONTRACTS FOR 2018

RESOLUTION 2017-223: PRE-APPROVAL OF SPECIFIC CONTRACTS FOR THE TOWN OF ULYSSES IN 2018

WHEREAS the Town Board has budgeted funds for specific annually repeated contracts for services in 2018, therefore be it

RESOLVED, that the Town Board authorizes the Town Supervisor to sign contracts and make payments in 2018 for the following services

Entity	Estimated Contract Amount for 2018	Contract not to Exceed Amount for 2018
American Legion (Assistance for Veterans)	\$475	\$500
BAS software annual agreement for water billing	\$	\$675
BAS software annual agreement for clerk program		\$550
Cemetery and Jacksonville Park Mowing	\$3,300 & \$2500	\$7,000
Community Science Institute	\$6,067	\$6,500
Cooperative Extension (Youth Programming)	\$48,346	\$49,000
Engineering - MRB	See rate schedule	Not to exceed rate schedule.
Foodnet	\$2,250	\$2,500
Gadabout	\$2,000	\$2,500
General Code	\$10,000	\$10,000
Landscaping	By the hour	\$3500
Lifelong	\$1000	\$1000
Ulysses Historical Society	\$700	\$750
Stormwater Coalition	\$1500	\$1600
Trumansburg Senior Citizens	\$850	\$850
Tompkins County Recreation Partnership	\$7,887	\$8,000
Tompkins County Animal Control	\$18,134	\$19,000
Trumansburg Conservatory of Fine Arts	\$3,000	\$3,000
Trumansburg Community Recreation	\$2,500	\$2,500
Town Hall – Mainstay - Plumbing, electric and heating		(As needed)
Tompkins County Soil & Water	\$50/hr	\$52/hr
Utilities – electric and gas contract		
Ulysses Philomathic Library	\$16,000	\$16,000
Williamson Law – Accounting Software	\$998	\$1,200
Williamson Law Book- Tax Glance software program	\$125	Up to \$200
Village of Trumansburg Police Contract	\$0	\$0
Winterfest	\$1,000	\$1,000

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: 12/12/17

RESOLUTION 2017-224: PAY RATES

BE IT RESOLVED that the Town Board hereby establishes the following pay rates for employees, board stipends and elected officials. If necessary to appoint a new employee or replace an elected official during the year of 2018, the Town Board will establish a salary commensurate with the experience and availability of funds: Mr. Goldman and Ms. Thomas will work with the bookkeeper to determine when these rates will go into effect.

Position	2018 Budgeted Appropriation	Hourly rate if applicable
Town Board		
Supervisor	17,881	-
Budget Officer	16,537	-
Deputy Supervisor	5,000	-
Bookkeeper	50,918	-
Councilperson	4,545 each	-
Clerk		
Town Clerk	53,058	-
Deputy Town Clerk	20,049	18.36
2nd Deputy Town Clerk	640	16.00
Court		
Town Justice	17,615	-
Court Clerk	42,949	-
Planning, Zoning, Building		
Enforcement Officer for Building Code	25,459	-
Deputy Enforcement Officer	13,000	22.50
Zoning Officer	29,814	-
Planner	29,814	-
Planning and Zoning Clerk	5,900	16.98
Planning and BZA Chairs	225 each	-
Planning and BZA Members	125 each	-
Highway		
Highway Superintendent	58,262	-
Deputy Highway Superintendent	-	22.24
Highway Machine Equipment Operator	-	20.28 – 21.74
Seasonal Highway	-	15.00 – 21.88

Water		
MEO/Water/Sewer Maintenance Worker	18,000	22.24
Distribution Operator Assistant/Laborer	3,000	15.39
History		
Historian	1,530	-
Other		
Project Assistant	-	10.40

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: 12/12/17

WORK PLAN 2018

Ms. Thomas distributed the 2018 work plan suggestions and ratings gathered from the board. The board agreed to wait to take action until Mr. Hertzler submits his responses.

RECOGNITION OF WOMEN GAINING THE RIGHT TO VOTE

Ms. Zahler gave a brief synopsis of the Declaration of Sentiments. 66 women and 33 men signed it in 1848. Ms. Zahler, Mr. Goldman, Ms. Parlato, Ms. Thomas, Mr. Boggs and Ms. Koreman read sections of the document aloud.

PRIVILEGE OF THE FLOOR:

Ms. Koreman shared the following:

- Federal cuts may have fiscal consequences for counties and towns.
- Attended a LEAD meeting today (a law enforcement diversion program) to help divert jail time either pre or post-arrest, to lessen the county jail population.
- Possible needle injection site- which is controversial, but allows quick service for overdoses and safe needle disposal.
- Food bank offers open house for municipal employees to stuff backpacks and learn about program.
- 12/20 welcome and gratitude party for new/outgoing county leg members

Mr. Wertis requests the Town Board meet with Zoning Update Steering Committee and hold more public info meetings to help alleviate public confusion. With regards to Purchase of Development Rights, he also shared that density zoning seems to have been successfully used in PA, due to

willing land sellers and buyers and the presence of a PDR program. He encouraged the board to become more familiar with the NYS program.

Mr. Reynolds shared that he has found needles on Swamp College Road and called the Sheriff's office, who referred him to the AIDS program, which did not lead to any action taken. He inquired about the old church for sale by the town in Jacksonville.

MONTHLY BUSINESS

APPROVAL OF MINUTES

RESOLUTION 2017-225: APPROVAL OF MINUTES-11/28

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 11/28/17 for the public hearing and regular meeting as amended.

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: 12/12/17

BUDGET MODIFICATIONS

RESOLUTION 2017-226: BUDGET MODIFICATIONS

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

A FUND BUDGET MODIFICATIONS

A1220.4	Supervisor CE	INCREASE	\$900.00
<i>To increase budget for projected excess needed – payroll fees</i>			
A9060.8	Health Insurance	DECREASE	\$900.00
<i>To transfer excess budget available to CE account - actual was under budget</i>			

A1420.4	Attorney CE	INCREASE	\$6,100.00
<i>To increase budget for projected excess needed thru year end</i>			
A9060.8	Health Insurance	DECREASE	\$6,100.00
<i>To transfer excess budget available to CE account - actual was under budget</i>			

DB FUND BUDGET MODIFICATIONS

DB5110.1	Highway Maint PS	INCREASE	\$8,000.00
<i>To increase budget for projected excess needed thru year end</i>			
DB5110.4	Highway Maint CE	DECREASE	\$8,000.00
<i>To transfer excess budget available to PS account</i>			

SW3 FUND BUDGET MODIFICATIONS

SW3-8320.4	Water Purchases CE	INCREASE	\$2,600.00
<i>To increase budget for projected excess needed thru year end</i>			
SW3-8340.4	Water Trans & Distr CE	DECREASE	\$2,600.00
<i>To transfer excess budget available to purchase CE account</i>			

SW4 FUND BUDGET MODIFICATIONS

SW4-8320.4	Water Purchases CE	INCREASE	\$100.00
<i>To increase budget for projected excess needed thru year end</i>			
SW4-2140	Metered Sales	INCREASE	\$100.00
<i>To increase budget for additional revenue in 2017</i>			

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: 12/12/17

APPROVAL OF CLAIMS

RESOLUTION 2017-227: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims #573 through 634 in the amount of \$ 127,494.89.

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: 12/12/17

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:25pm; seconded by Ms. Zahler.

TOWN REPORTS:

PLANNING/ZONING- Submitted by Ms. Kiley

Planning Board

Unfortunately there was not a quorum for the 11/21 meeting. At the 12/5 meeting, the Planning Board approved a sign at Honda Ridersport, and continued to work on the Moore’s development district language.

Board of Zoning Appeals

On November 15, the BZA approved a height variance request for an accessory building on Perry City and Dubois Rds, and delayed a decision for setbacks on Lake St Extension until more information is received.

Grants

Zoning Updates Grant – Held public information meeting on November 30, and received comments at the committee meeting on 12/7.

Clean Energy Communities – Waiting on response from NYSERDA on grant application.

Other Meetings/Issues

Cayuga Lake Watershed Intermunicipal Organization (IO) – Working with Cornell staff to submit an Engaged Cornell grant to support a watershed summit for municipalities and agencies.

ITCTC – 11/28: Council discussed funding for a survey on biking attitudes, discussed the preliminary work plan for 2018, and reviewed the 2012-2016 crash data report.

Planning Advisory Board (PAB) – 11/29: PAB heard a presentation on Cornell’s proposed housing plans, discussed a proposal for a County housing capital reserve fund, and discussed new and continuing members.

HIGHWAY: Submitted by Mr. Reynolds

Report for Nov 15th - Dec 12th, 2017:

- Received a quote from Friedman Electric for updating the lights in the shop area
- Received a quote from Chemung Supply for Guide rail along Maplewood Rd. (work for 2018)
- Hauling in stone for stockpile
- Maintenance and repair on trucks
- Minor snow storms to deal with
- Training Videos from Cornell local roads

TOWN CLERK- submitted by Ms. Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	55
Disabled parking permits	10
Dog licenses and renewals	73
Marriage licenses	1
Plumbing permits	0
Address assignments	2
Notarizations	7

FOIL requests-completed	0
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FINANCIAL REPORT:	
\$2883.50	TOTAL Collected for fees & licenses
\$1087.62	stays in the town
\$1795.88	goes to the state

CLERK'S OFFICE TASKS:

- 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
- Begin tax season preparations
- Prepare for and take minutes at Public Information Meeting on the Zoning Update on 11/30.

WATER DISTRICT TASKS:

- Worked with Water District Operator to do quarterly meter reads
- Create and mail bills
- Updated water usage and water testing spreadsheets
- Set up and attend TTHM Working Group meeting with board members and engineers

RECORDS MANAGEMENT TASKS:

- Continue with mass scanning of building plans into Laserfiche for easier access and storage
- Have scanned 96 plans to date. Not quite half way done yet.

COMMITTEES/ASSOCIATIONS:

- Health Consortium- no November meeting
- Tompkins County Town Clerk's Association- hosted quarterly meeting for 8 other clerks and deputies.

CODE ENFORCEMENT: Submitted by Tom Myers

Ms. Thomas noted that the Fire Inspector has submitted his resignation.

Building Permits issued	12
Plan Reviews	7
Certificate of Occupancy issued	2
Certificate of Compliance issued	10
Complaints Received	1

Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	55
New Site Inspections	10
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	14
Fire Safety Inspections	1
Code Training Seminars	0
County Assessment Report	1
Open property in violation cases	7
Property violations resolved	1

Value of Permits issued: \$228,100

Building Permit fees collected for month: \$1,471

SUPERVISOR REPORT – Submitted by Ms. Thomas

Budget

- Track sales tax
- Review assessment numbers for tax bills
- Review October financial report
- Actions needed to comply with OSC on tax cap.

Energy

- LED streetlight replacements – assist with organization of county-wide shared service. Review contracts (2) for consultant and to create a collaborative.
- EV Charging Station – assist resident in use. Attend county-wide meeting on increasing EVs in the county.

Sidewalks

- Safe Routes to School sidewalk work continues, involving construction meetings,
- Town Hall sidewalk – construction and plantings.

Town Property

- Jacksonville church –give input into how marketing criteria will be used.

Water Districts

- WD – Rt 89: prepare information for estimate of costs and communicate to TB and representatives of WD area.
- WD3: track more TTHM readings, prep for TTHM/TB meeting to make decision about funding, update letter sent to Water District customers, meet separately with TTHM Working Group member to discuss prior to entire TTHM Working Group meeting.

Zoning update

- Chair Zoning Update Steering Committee
- Prepare for public outreach meeting, post information to website, post fliers, write up announcement and post to listserv, read summaries and comment, assist with printing, set up meeting equipment and signs, discuss method for tracking comments.

Other

- Bike/Walk Tompkins Advisory Council meeting about improved bicycle routes throughout county.
- Code enforcement progress – review with officer.
- Add macro to excel time sheet to be used by all salaried employees (or hourly).
- Insurance discussion with representative for NYMIR – General liability, disability, workers comp and Paid Family Leave.
- Cemetery – meet with Boy Scout on Eagle Scout project in Quaker Cemetery.
- Financial – payroll dates in years to come need to align with calendar.
- Contract renewals – details for renewal of the multitude of contracts including required public hearings. Police, Fire, EMS, etc.
- Review list of legal work needed and prioritize.
- Stormwater inspections with Officer, signoff on projects.
- Work plan survey- prepare form, send to TB for rating.

Meetings and Training

- 11/14 – Bike Walk Tompkins
- 11/14 – Town Board meeting
- 11/15 – Streetlights meeting
- 11/16 – Zoning Update Steering Committee
- 11/28 – Town Board meeting
- 11/29 – sidewalk progress meeting
- 11/29 – meet with member of TTHM Working Group to review options.
- 11/30 – EV expansion meeting
- 11/30 – TTHM Working Group meeting
- 11/30 – Zoning Update Public Information Meeting

BOOKKEEPER- Submitted by Ms. Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 23 & 24
 - Updated employee changes and made corrections as needed
 - NYSLRS
 - Monthly Reporting
- Banking
 - Completed regular bank deposits – in person for cash with remote deposit system for checks
 - Completed regular bank account transfers to cover payments
- 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 once approved

- Month End Close Out – October
 - Entered all Payroll entries (cash receipts, cash disbursements & general journal entries)
 - Entered all cash receipts (general receipts, WD accounting, etc.)
 - Entered all cash disbursements
 - Entered all general journal entries (bank transfers, interest, WD billings & other general journal entries)
 - 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
- 2018 Budget
 - Continued to make adjustments to budget as needed
 - Formatted to final budget once approved

Trainings:

- NYS OSC Webinar – Justice Court Funds – Nov 16

Meetings:

- 11/07/2017 – Reviewed Safe Route to Schools Sidewalk project accounting with Village Treasurer
- 11/08/2017 – Clerk and Supervisor departmental meeting
- 11/14/2017 – Town Board Meeting
- 11/15/2017 – Sidewalk Construction Meeting
- 11/28/2017 – Town Board Meeting
- 11/29/2017 – Sidewalk Construction Meeting

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
 - Continued to monitor construction phase of this project
 - Worked with Village Treasurer on accounting issues related to the project
- Budget Modifications
 - Researched and worked with Highway Superintendent to drafted budget modifications for 11/14/2017 Town Board Meeting
 - Entered approved budget modifications into accounting system
- 2017 Fiscal Year
 - Entered all budgeted interfund transfers and outstanding transfers to reserves
 - Continued to work on adjustments for outstanding accounting issues
 - Year End preparations
 - Request for W-9s sent to new vendors
 - Reminder of year end invoice deadline letter sent to 2017 vendors
- 2018 Fiscal year
 - Continued to work on renewal and implementation of various insurance products
 - Paperwork regarding transition between worker comp carriers

- Paperwork regarding Paid Family Leave program
- Preparations for transition between fiscal years
 - Accounts payable and accounts receivable at fiscal year end
- Personnel
 - Reviewed Personnel Policy and offered questions, comments and suggestions
 - Worked in conjunction with the Clerks to provide 2018 health insurance benefits info packet to employees
- NYSLRS – went spelunking in the files to locate original paperwork as requested by NYSLRS
- Youth Employee Program - reissued lost payroll check
- Year End
 - Worked on clarification of PTO tracking in payroll system
 - Prepared for 2018 payroll changes
- Procedures
- Continued to update and refine written accounting procedures
- Other Accounting
- Continued to investigate, research and work on resolutions to outstanding accounting issues

Up Coming:

- Trainings & Meetings
 - Youth Program Reconciliation Meeting – Nov 13
- 2018 Budget
 - Integrate budget into accounting system
- Other Accounting
 - Research, review and resolve outstanding 2017 accounting corrections/adjustments
 - Further preparations for 2018 fiscal year

MR. BOGGS shared the following:

- meetings with Liz, trying to meet with EMS Manager

MS. ZHALER shared the following:

At VB mtg last night- Mr. Fulton has identified the changes to make to the fire hall, assuming EMS moves into another building. Would require taking over a truck bay for decontamination and putting a truck bay in back of bldg. Longer term plan is to create a training space on second floor. Mini pumper not doing well but due to be replace din 2021. Chief found a company that could do a lease-to-own mini pumper with them.

Town Board Report Nov. 14- Dec 12, 2017

Jacksonville

- Cleaned new animal damage to prepare for showings

- Disseminated WSKG radio story on old church
- Periodic check ins with realtor, Margaret Hobbie
- Outlined options for a revised strategy for selling church
- Attended Jacksonville Community Association Board of Directors meeting 11/16
- Attended TTHM meeting with Jville representatives re: Water District 3 corrective measures.
- Followed up with Sen, Gillibrand's office re: Jville Post Office. Have received response that they are checking on status.
- Fielded inquiry from mowing contractor re: budget and plans for mowing Town parcel and Jville Park. Confirmed estimates were included in 2018 budget.

Village

- Attended Village Board 12/11/17.
 - Large attendance by residents voicing opinions on Hamilton Square & public hearing on local law to create alternate seats for Planning and Zoning boards.
 - Heard proposal from Fire Chief re: a more affordable way to purchase a needed mini-pumper by leasing to own with a down payment available from equipment reserves and revenue from re-sale. Expensive repairs needed on a pumper truck – possibly \$12,000. Instituted a new protocol of having maintenance checks on all trucks annually.
 - Renovations for Fire Hall have been identified and now they need cost estimates.
 - Police reported on assists to other law enforcement agencies in the Town- 12% of all police calls.
 - Updated village on current and future projects, including water districts, including Waterburg.
 - Village Board mentioned MOUs for Policing, Joint Employee health care- (agreement will be updated, reviewed by trustees and Vill attorney then sent to Town), Rt 96 sidewalk maintenance to be developed by Village attorney
 - Heard update about a Vill-Town effort to address drainage problem on Falls Rd.
 - Asked John Wertis Sr, Town Historian to investigate a historical marker for old church.
- In January, will be initiating meeting of Towns and Village re: fire and EMS costs for mid-Feb.
- Scheduled meeting with Supervisor Thomas and Rordan Hart at his request for 1/9/18
- Will be attending summer recreation budget reconciliation meeting on 12/13.

Ag Committee/Zoning

- Attended Ag Committee to discuss outreach for ZUSC public information mtg 11/30
- Talked with Jim Brown re: possible impact of proposed zoning on his property & business
- Reviewing proposed feedback from Ag to ZUSC on 12/14
- Learning more about Purchase of Development Rights- consider this on 2018 work plan?

Youth Commission

- 12/5 heard presentation on youth survey results.
- Youth Commission is working on a proposal to coordinate recreation services in the Town. Town Board work plan should build in time for review and response to their proposal

Union Negotiations

- Met on 11/20 and 12/11. Slow steady progress on collective bargaining agreement.

Respectfully submitted by Carissa Parlato on 12/18/17.