

ORGANIZATIONAL MEETING

Town of Ulysses

January 4, 2018

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**

**PRESENT:**

Supervisor- Liz Thomas

Board members- John Hertzler, Rich Goldman, Nancy Zahler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

**CALL TO ORDER:** Ms. Thomas called the meeting to order at 8:05am.

**RESOLUTION 2018-1: DATES OF MEETINGS**

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A second monthly meeting will be held on the 4th Tuesday of each month at 7 p.m.

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas      aye

Ms. Zahler        aye

Mr. Hertzler     aye

Mr. Boggs        aye

Mr. Goldman     aye

Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-2: MEDIA**

BE IT RESOLVED the designated news media is advised of the foregoing schedule and meeting notices will be posted, in accordance with the Open Meetings Law, on the Town Clerk's bulletin board and the Town Website.

FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of Town of Ulysses.

Moved: Mr. Goldman

Seconded: Mr. Boggs

Ms. Thomas      aye

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

Vote: 5-0  
Adopted: 1/4/18

**RESOLUTION 2018-3: MINUTES**

BE IT RESOLVED, Draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval.

FURTHER RESOLVED in accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office, but not posted on the web site until approved by the Town Board.

Moved: Mr. Goldman                      Seconded: Ms. Zahler

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

Vote: 5-0  
Adopted: 1/4/18

**RESOLUTION 2018-4: MILEAGE**

BE IT RESOLVED mileage at a rate of \$0.545 cents per mile, based on the 2018 IRS standard mileage rate, shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported on the official town form (available from the Town Clerk).

Moved: Mr. Boggs                         Seconded: Mr. Goldman

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

Vote: 5-0  
Adopted: 1/4/18

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**RESOLUTION 2018-5: PETTY CASH**

BE IT RESOLVED that the Town Clerk and the Court Clerk's petty cash funds are each \$300 for 2018.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-6: CRIME COVERAGE**

BE IT RESOLVED that the following crime insurance coverage through NYMIR for Town officials, appointees and employees is hereby approved:

Money inside premises \$100,000 (\$1,000 deductible)  
Money outside premises \$100,000 (\$1,000 deductible)  
Forgery and alteration \$100,000 (\$1,000 deductible)  
Employee Theft - Per Loss \$50,000 (\$2,500 deductible)

Excess Coverage:

Deputy Supervisor \$650,000  
Supervisor \$650,000  
Tax Collector/Town Clerk \$650,000  
Deputy Town Clerk \$650,000  
Bookkeeper \$650,000

Includes Faithful Performance

Moved: Mr. Goldman                      Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

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**RESOLUTION 2018-7: FINANCIAL REPORT**

BE IT RESOLVED that an annual financial report be presented to the Town Clerk within 30 days of the end of the fiscal year as required by Town Law Section 29(10). In lieu of the financial report, the Supervisor is hereby authorized to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the annual update document (AUD) to the State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)). If the state comptroller approves a 60 day extension of the AUD, the Supervisor's time for filing a copy of the AUD with the Town Clerk is also extended.

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-8: FINANCIAL RECONCILIATIONS**

BE IT RESOLVED the Town follow the 2013 recommendation of auditor Inero and Company to have the Supervisor or Bookkeeper review the reconciliation of the Town Clerk's bank statements and the Town Clerk's office review the reconciliation of the Supervisor's bank statements in order to safeguard the town's finances at least quarterly. The results shall be reported quarterly to the town board.

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-9: FINANCIAL INSTITUTIONS**

BE IT RESOLVED the Tompkins Trust Company is designated as depository in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands and,

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FURTHER RESOLVED the Town investments can be made at other banks and institutions as outlined in the Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

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

Vote: 5-0  
Adopted: 1/4/18

**RESOLUTION 2018-10: FINANCIAL AUDIT**

BE IT RESOLVED that the Town Board of Ulysses will perform an audit of the 2017 financials for the Town Court, Town Supervisor and Town Clerk on Jan. 24, 2018 at 8am.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

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

Vote: 5-0  
Adopted: 1/4/18

**RESOLUTION 2018-11: PROCUREMENT POLICY**

BE IT RESOLVED that the Town Procurement policy as adopted on November 17, 2010 is the ruling document for purchases.

Moved: Ms. Goldman                      Seconded: Mr. Hertzler

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

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Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-12: ESTABLISHMENT OF PAY PERIODS AND SALARIES**

BE IT RESOLVED the Town Board hereby establishes the following payroll periods:

**Bi-weekly:**

Town Supervisor, Highway Superintendent, Town Clerk, Justices, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Supervisor, Highway Department Staff, Bookkeeper, Code Enforcement Officer, Zoning Officer, Planning and Zoning Staff, Court Clerk, Temporary student and other employees, part-time Clerical, Administrative, and Support staff, Water Department staff

**Monthly:** Councilpersons

**Annually:** Historian, Planning Board, Board of Zoning Appeals

Moved: Mr. Goldman

Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Adopted: 1/4/18

**RESOLUTION 2018-13: PAY RATES**

BE IT RESOLVED that the Town Board hereby establishes the following pay rates for employees and elected officials in 2018. 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:

<i>Position</i>	<i>2018 Budgeted Appropriation</i>	<i>Hourly rate if applicable</i>
Town Board		

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Supervisor	17,881	-
Budget Officer	16,537	-
Deputy Supervisor	5,000	-
Bookkeeper	50,918	-
Councilperson	4,545 each	-
<b>Clerk</b>		
Town Clerk	53,058	-
Deputy Town Clerk		18.36
2nd Deputy Town Clerk		16.00
<b>Court</b>		
Town Justice	17,615	-
Court Clerk	42,949	-
<b>Planning, Zoning, Building</b>		
Enforcement Officer for Building Code	25,459	-
Deputy Enforcement Officer		22.50
Zoning Officer	29,814	-
Planner	29,814	-
Planning and Zoning Clerk		19.00
Planning and BZA Chairs	225 each	-
Planning and BZA Members	125 each	-
<b>Highway</b>		
Highway Superintendent	58,262	-
Deputy Highway Superintendent	-	22.24
Highway Machine Equipment Operator	-	20.28 – 21.74
Seasonal Highway	-	15.00 – 21.88
<b>Water</b>		
MEO/Water/Sewer Maintenance Worker		22.24
Distribution Operator Assistant/Laborer		15.39
<b>History</b>		
Historian	1,530	-

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

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**RESOLUTION 2018-14: TIME RECORDS**

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card by the end of the last day of the pay period. Salaried employees and eligible elected officials wishing to participate in the town’s benefits programs according to the Personnel Policy shall report time used for vacation, sick time, holiday or other time off on a Town of Ulysses time card to maintain accurate records of benefit time used. No pay will be issued without a time card that has been signed by the employee and employee’s supervisor and submitted to the Bookkeeper. If the employee is submitting the time card electronically to the Bookkeeper, the Department Head / Employee Supervisor must give electronic approval as part of the time card submission. Salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off. It is the responsibility of the employee’s supervisor to assure the time card is accurate.

FURTHER RESOLVED that to maintain accountability of all employees who work for the town, and to clarify supervisory roles, the following listing specifies employee supervisors. Each employee supervisor is responsible for approving time cards (if required), vacation, personal, sick days and compensation time used by each employee. Time off for each employee must be reported to Bookkeeper who will maintain records. Elected officials must have the Town Supervisor or other Town Board member sign their time card.

<b>Employee</b>	<b>Employee Supervisor</b>
Deputy Supervisor	Town Supervisor
Bookkeeper	Town Supervisor
Deputy Town Clerk	Town Clerk
Court Clerk	Town Justices
Enforcement Officer for Building Code	Town Supervisor
Deputy Enforcement Officer	Enforcement Officer
Zoning Officer/Planner	Town Supervisor
Planning and Zoning Clerk	Zoning Officer/Planner
Deputy Highway Superintendent	Highway Superintendent
Highway Machine Equip. Operators	Highway Superintendent
Highway Laborer	Highway Superintendent
Water Dist. & Maintenance Operator	Highway Superintendent
Water District Laborer	Water Dist. and Maintenance Operator
Town Clerk	Town Supervisor or Town Board
Highway Superintendent	Town Supervisor or Town Board
Town Supervisor	Town Board

Moved: Mr. Goldman

Seconded: Mr. Boggs

Ms. Thomas     aye

Ms. Zahler     aye

Mr. Hertzler   aye



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Mr. Boggs        aye  
 Mr. Goldman    aye

Vote: 5-0  
 Adopted: 1/4/18

**RESOLUTION 2018-15: TOWN BOARD MEMBER LIAISONS**

BE IT RESOLVED that the Town Board makes the following liaison appointments and requests that each appointee report to the Town Board at least annually:

	<b>2017</b>	<b>2018</b>
A. Highway Department	Mr. Boggs	Mr. Boggs
B. Personnel	Ms. Thomas, Ms. Zahler (alternate)	Ms. Thomas, Ms. Zahler (alternate)
C. Planning Board and BZA	Mr. Goldman, Ms. Zahler (alternate)	Mr. Goldman & Mr. Boggs
D. Fire Department	Mr. Hertzler	Mr. Boggs, Mr. Hertzler (alternate)
E. Town Court	Ms. Thomas	Ms. Thomas
F. Trumansburg Ulysses Youth Commission	Ms. Zahler	Ms. Zahler
G. Village EMS & EMS Billing Oversight Committee	Mr. Boggs, Ms. Zahler	Mr. Boggs, Ms. Zahler
H. Joint Sidewalk Committee	Ms. Thomas, Ms. Wright	N/A
I. Zoning Update Committee	Ms. Thomas, Mr. Boggs	Ms. Thomas, Mr. Boggs
J. Agricultural Committee	Ms. Zahler	Ms. Zahler, Mr. Boggs (alternate)
K. Town Hall Maintenance	Mr. Boggs	Mr. Boggs
L. Sustainability Committee	Mr. Hertzler, Mr. Boggs (alternate)	Mr. Hertzler, Ms. Zahler (alternate)
M. Trumansburg Village Board of Trustees	Ms. Zahler	Ms. Zahler
N. Records Advisory Board	N/A	Ms. Thomas
O. Safety Committee	N/A	Ms. Thomas, Mr. Boggs
P. Union negotiations	N/A	Mr. Goldman, Ms. Zahler

Moved: Ms. Goldman        Seconded: Ms. Zahler

Ms. Thomas        aye  
 Ms. Zahler        aye

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Mr. Hertzler     aye  
 Mr. Boggs       aye  
 Mr. Goldman     aye

Vote: 5-0  
 Adopted: 1/4/18

**RESOLUTION 2018-16: TOWN BOARD APPOINTMENTS**

BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee report to the Town Board at least annually:

	<b>2017</b>	<b>2018</b>
A. TCCOG Emergency Management	Ms. Wright	Mr. Boggs, Mr. Hertzler
B. Health Consortium Board	Mr. Goldman, Ms. Zahler (alternate)	Mr. Goldman, Ms. Zahler (alternate)
C. Planning Board Chairperson	David Blake	David Blake
D. Board of Zoning Appeals Chairperson	George Tselekis/Robert Howarth	Robert Howarth
E. Clerk for Planning Board & Board of Zoning Appeals	Louis DiPietro	Louis DiPietro
F. Board of Assessment Review	C. Thompson, David Means	C. Thompson, David Means
G. Tompkins County Environmental Management Council	Mr. Hertzler	Ms. Thomas
H. Tompkins County Water Resources Council (WRC)	Darby Kiley	Darby Kiley
I. Tompkins County Stormwater Coalition	Darby Kiley	Darby Kiley
J. Stormwater Officer	Darby Kiley	Darby Kiley
K. Trumansburg Ulysses Youth Commission Reps	Sharon Bilotta, Elizabeth Meg Williams	Sharon Bilotta, (vacant)
L. Recreation Partnership representative	Durand VanDoren, Ms. Zahler (alternate)	Durand VanDoren, Ms. Zahler (alternate)
M. Tompkins County Youth	Pete Angie	Pete Angie

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Services Board		
N. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Darby Kiley	Darby Kiley
O. Tompkins County Council of Governments	Ms. Thomas & Ms. Zahler (alternate)	Ms. Thomas & Ms. Zahler (alternate)
P. Tompkins County Area Development	N/A	Mr. Goldman
Q. Fair Board liaison	Mr. Hertzler	Mr. Hertzler
R. Historian	John Wertis	John Wertis
S. Tompkins County Animal Control	Ms. Thomas, Ms. Parlato (alt)	Ms. Thomas, Ms. Parlato (alt)
T. Cayuga Lake Water Shed Intermunicipal Organization (IO)	Mr. Boggs, Darby Kiley	Mr. Boggs, Darby Kiley
U. Chamber of Commerce	Ms. Zahler/ Mr. Goldman (alternate)	Ms. Zahler/ Mr. Goldman (alternate)

Moved: Ms. Zahler

Seconded: Mr. Boggs

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

Vote: 5-0

Adopted: 1/4/18

*At 9:03am, Ms. Thomas announced a meeting recess so that the Town Board could convene a Special Meeting to discuss timesheets and personnel with the Highway Superintendent.*

*Mr. Goldman was excused at 10am.*

*Ms. Thomas reconvened the meeting at 10:50am and discussed Mr. Reynolds' 2018 work plan, based on his completed highway shared services agreement form.*

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**RESOLUTION 2018-17: HIGHWAY- SHARED SERVICE AGREEMENTS**

WHEREAS, Highway Law #142-d allows co-operative agreements for highway services and sharing of labor, equipment and supplies; and

WHEREAS, General Municipal Law Article 5-G allows and encourages municipal co-operations, by joint or contract basis, performance of powers and duties among themselves; and

WHEREAS, it is deemed beneficial to the Town of Ulysses to allow for shared highway agreements of equipment and services with other nearby municipal highway departments;

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor pursuant to Highway Law #283 to enter into agreements for shared services and equipment with other municipalities and authorize, within existing budget constraints, the Town’s Highway Superintendent pursuant to Highway Law #284 to take such action to implement said agreements consistent with Town highway needs and availability, and maintain sufficient liability coverage to protect the town in such joint efforts.

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 4-0

Adopted: 1/4/18

**RESOLUTION 2018-18: PLANNING BOARD AND BOARD OF ZONING APPEALS**

BE IT RESOLVED that the Town Board has appointed the following Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2016 may be either replaced or reappointed. The following members being reappointed for 2018:

<b>ZONING BOARD OF APPEALS</b> (5 year terms)				
<i>Name/phone/email</i>	<i>Address</i>	<i>Date Appointed</i>	<i>Date of Oath</i>	<i>Term Expiration</i>
ROBERT HOWARTH, Chair Phone: 387-3318 <a href="mailto:howarth@cornell.edu">howarth@cornell.edu</a> (Chair appts are for one year)	4124 Reynolds road Trumansburg NY 14886	1/7/2015	2/18/2015	12/31/2019

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CHERYL THOMPSON Phone: 387-4123 <a href="mailto:cherylthompsonarchitect@gmail.com">cherylthompsonarchitect@gmail.com</a>	3112 Perry City Road Trumansburg NY 14886	1/4/2018		12/31/2022
STEPHEN MORREALE Phone: 387-3816 <a href="mailto:Sjm11@cornell.edu">Sjm11@cornell.edu</a>	5360 Pine Ridge Road Trumansburg NY 14886	12/9/2014	1/28/2015	12/31/2020
JONATHAN FERRARI Phone: (971)645-1543 <a href="mailto:jonaferrari@gmail.com">jonaferrari@gmail.com</a>	16 Cayuga St. Trumansburg NY 14886	1/4/2018		12/31/2021
ANDREW HILLMAN Phone: 351-7085 <a href="mailto:andrew.hillman@davey.com">andrew.hillman@davey.com</a>	3315 Swamp College Road Trumansburg NY 14886	1/28/2015	2/6/2015	12/31/2018
(ALTERNATE) (vacant)				12/31/2018
LOUIS DIPIETRO (Clerk) Phone: (716)307-2096 <a href="mailto:Dipietro.louis@gmail.com">Dipietro.louis@gmail.com</a>	88 W. Main St. Trumansburg NY 14886	1/4/18		12/31/18
<b>PLANNING BOARD</b> (5 year term)				
JOHN WERTIS Phone : 387- 4331 <a href="mailto:BWWFarmtoday@aol.com">BWWFarmtoday@aol.com</a>	8144 Searsburg Rd. Trumansburg, NY 14886	12/9/2014	1/8/2015	12/31/2019
DAVID TYLER Phone : 387-3484 <a href="mailto:datyler123@gmail.com">datyler123@gmail.com</a>	5396 Rice Rd., Trumansburg NY 14886	1/12/2016	2/3/2016	12/31/2020
SARA WORDEN Phone : 379-2866 <a href="mailto:sara.e.worden@gmail.com">sara.e.worden@gmail.com</a>	6273 Curry Rd., Trumansburg NY 14886 379-2866	1/4/2018		12/31/2022
DAVID BLAKE, Chair Phone : 387-5428 <a href="mailto:Davidblake73@gmail.com">Davidblake73@gmail.com</a> (Chair appts are for one year)	2057 Trumansburg Rd Trumansburg NY 14886	1/4/2017	1/4/2017	12/31/2021
REBECCA SCHNEIDER Phone: (607)387-3816 <a href="mailto:rls11@cornell.edu">rls11@cornell.edu</a>	5630 Pine Ridge Rd Trumansburg, NY 14886	9/1/2015	9/1/2015	12/31/2018
BEN LEWALTER (alternate) 351-0484 <a href="mailto:lewalterdesign@gmail.com">lewalterdesign@gmail.com</a>	5360 Rice Rd., Trumansburg NY 14886	1/4/18		12/31/18
LOUIS DIPIETRO (Clerk) Phone: (716)307-2096 <a href="mailto:Dipietro.louis@gmail.com">Dipietro.louis@gmail.com</a>	88 W. Main St. Trumansburg NY 14886	1/4/18		12/31/18

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Moved: Ms. Zahler                      Seconded: Mr. Boggs

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

Vote: 4-0  
Adopted: 1/4/18

**RESOLUTION 2018-19: ATTORNEY**

BE IT RESOLVED that the Attorney for the Town be Mariette Geldenhuys, Esq. and that she and her associates be consulted in accordance with the Retainer Agreement with the Town of Ulysses signed April 20, 2009 and

FURTHER RESOLVED that the 2018 Addendum to Retainer Agreement which sets hourly fees for billing at \$220 (Attorney) and \$140 (Paralegals) is adopted. All other provisions for the 2009 Retainer Agreement shall remain in full force and effect subject to revision.

FURTHER RESOLVED that the Town Board authorizes the Town Supervisor to sign the Addendum to the Retainer Agreement for 2018 and ancillary retainers with attorneys who are subcontracting with Mariette Geldenhuys.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

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

Vote: 4-0  
Adopted: 1/4/18

**RESOLUTION 2018-20: INFORMATION TECH SERVICES**

BE IT RESOLVED that the Town Board authorizes the Town Supervisor to sign the Information Technologies 2018 contract with Jeff Burns at the rate of \$45/hour and Pushlar Consulting for \$80/hour.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

Ms. Thomas        aye

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

Vote: 4-0  
Adopted: 1/4/18

**RESOLUTION 2018-21: MAINTENANCE**

BE IT RESOLVED that the Town Board authorizes the Town Supervisor to sign the Town Hall maintenance contract with Mainstay Builders, LLC at a rate of \$42.50/hour for carpentry and up to \$65/hour for mechanicals as specified in the 2018 contract.

Moved: Mr. Boggs                      Seconded: Ms. Zahler

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

Vote: 4-0  
Adopted: 1/4/18

**RESOLUTION 2018-22: POLICIES**

BE IT RESOLVED that the Town of Ulysses has adopted policies for a Code of Ethics, Personnel and Benefits, Procurement, Claims, Meeting Rules and Procedures, Investment, Alcohol and Controlled Substance Testing, Planning Board and Zoning Board Attendance and Training, Records Management and Emergency Preparedness. The Town Clerk shall provide to each newly elected official and to any other elected or appointed official or employee these policies, and any other planning documents or local laws upon request and these documents shall be also be maintained on the internal part of the town website. Each employee and elected or appointed official shall sign the Code of Ethics form within a month of taking office to document that they have reviewed and understand the policy.

Moved: Mr. Boggs                      Seconded: Mr. Hertzler

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

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Vote: 4-0

Adopted: 1/4/18

**RESOLUTION 2018-23: RECORDS MANAGEMENT OFFICER**

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer with the backup Records Management Officer of Sarah Koski. The Town Board shall be notified of Freedom of Information Requests.

Moved: Mr. Boggs

Seconded: Ms. Thomas

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

Vote: 4-0

Adopted: 1/4/18

**RESOLUTION 2018-24: GIFTS**

BE IT RESOLVED that in accordance with the New York State Constitutional prohibition against gifts by municipalities as described in Article III, Section 1, the Town of Ulysses will not give donations, or other gifts of recognition for service (retirement, annual appreciation, or otherwise) to any organizations, volunteers, or other individuals in the employment of the Town or otherwise providing service to the Town or the community. The Town may, however, hold recognition events and provide refreshments.

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 4-0

Adopted: 1/4/18

**RESOLUTION 2018-25: APPROVAL OF 2018 FEE SCHEDULE**

RESOLVED that the Town Board approves the following fees for 2018:



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**PLANNING & ZONING:**

<b>ZONING:</b>		<b>reference</b>
Development District	\$250 + costs	Res. 2007-36
Re-zoning	\$250 + costs	Res. 2007-36
<b>BOARD OF ZONING APPEALS:</b>		<b>reference</b>
Variance	\$150. (includes legal ad)	LL 2 of 2015
<b>PLANNING BOARD:</b>		
Subdivison- Simple	\$50.00	Res. 2007-36
Subdivison- Minor (3 lots)	\$150.00	Res. 2007-36
Subdivison- Major (4 or more lots)	\$300.00	Res. 2007-36
Site Plan Review- Residential	\$100 + costs	LL 2 of 2015
Site Plan Review- Commercial	\$200. + costs	LL 2 of 2015
Site Plan requiring Special Permit	\$250.00	LL 2 of 2015
<b>OTHER PLANNING &amp; ZONING:</b>		<b>reference</b>
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36
Copies of Comprehensive Plan, Zoning Local Law, Farmland Protection Plan, etc.	\$15/copy of plan	LL 2 of 2015
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36

**BUILDING/CODE:**

<b>OPERATING PERMITS</b>	<b>fee</b>	<b>reference</b>
Operating Permit	\$75.00	LL 2 of 2015
Fireworks display	\$150.00	Res. 8/18/10
Special Event Operating Permit	\$150.00	LL 1 of 2010
<b>BUILDING PERMITS</b>	<b>fee</b>	<b>reference</b>
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	Res.
Multiple dwelling/Multi-residential	\$225 + \$3/K	Res. 2007-36
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	Res. 2007-36
Alterations, renovations, additions, pools	\$75 + 3/K	LL 2 of 2015
Accessory Building- separate from a main building	\$55 + \$3/K	Res. 2007-36
Accessory Building – attached to 1& 2 family residences	\$0.30/sq. ft.	Res.
Building Permit Renewal	Half existing building permit fee.	Res. 2016-64

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Any building begun without a valid building permit	Double the normal fee.	
Solar, wind or alt. energy permit- RESIDENTIAL	\$75.00	LL 3 of 2015
Solar, wind or alt. energy permit- COMMERCIAL	\$75 + 3/K	LL 3 of 2015
Sign permit	\$50.00	LL 2 of 2015
Woodstove or heating unit	\$50.00	LL 2 of 2015
Demolition	\$2/K (\$65 min)	Res. 2007-36
Fire Inspection (includes one re-inspection if necessary)	\$50/inspection	Res.
Additional Fire Inspections (if more than 2 are necessary beyond initial inspection(s))	\$50/inspection	Res.

**CLERK:**

<b>DOG FEES:</b>		<b>reference</b>
Dog license/renewal (spayed/neutered)	\$13.50	Res. 12/14/10 (LL3 of 2010)
Dog license/renewal (not spayed/neutered)	\$20.50	Res. 12/14/10 (LL3 of 2010)
New dog tag	\$3.00	Res. 12/14/10 (LL3 of 2010)
Purebred license (5-20 purebred dogs)	\$100.00	Res. 12/14/10 (LL3 of 2010)
Purebred license (21 or more purebred dogs)	\$200.00	Res. 12/14/10 (LL3 of 2010)
Dog impoundment fee	\$30.00	Res. 12/14/10 (LL3 of 2010)
Dog enumeration fee	\$5.00	Res. 12/14/10 (LL3 of 2010)
<b>OTHER FEES:</b>		<b>reference</b>
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	LL1 of 1980
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Handicap Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	The maximum allowed by NYS

**WATER:**

<b>PERMITS:</b>		<b>reference</b>
Plumbing permit (up to 5 inspections)	\$240.00	LL 2 of 2015
New contractor registration	\$15.00	Res. 9/15/03
<b>TAPS:</b>		
3/4" Main tap (Standard household tap)	\$183.00	LL 2 of 2015
>3/4" main tap	current cost + 2 hrs. labor	LL 2 of 2015
<b>METERS:</b>		
Meter: 3/4" local (Std. household)	\$108. + 1 hr. labor	LL 2 of 2015

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Meter: pit type	\$128. + 1 hr. labor	LL 2 of 2015
Meter: pit type >3/4"	current cost + 2 hrs. labor	LL 2 of 2015
Frosted meter replacement	cost of meter + 1 hr. labor	LL 2 of 2015
<b>BACKFLOW/CROSS CONNECTION:</b>		<b>reference</b>
Annual backflow admin fee	\$32/first device; \$16/additional	Based on contract with Bolton Point
Backflow application review	\$80.00	Res. 9/15/03
Backflow certification inspection	\$72.00	Based on contract with Bolton Point
Backflow Inspection	\$72.00	Res. 2007-36
<b>WATER SALES:</b>		<b>reference</b>
Water sales (Districts 3 and 4)	\$7.31/1000 gallons	Based on Town of Ithaca's 2018 water price
Bulk water sales from facility	\$7.31/1000 gallons	Based on Town of Ithaca's 2018 water price

Moved: Mr. Boggs

Seconded: Ms. Thomas

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

Vote: 4-0

Adopted: 1/4/18

**RESOLUTION 2018-26: MANDATORY JUSTICE SCHOOLING**

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for approved expenses provided the funding is available.

Moved: Ms. Thomas

Seconded: Ms. Zahler

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

Vote: 4-0

Adopted: 1/4/18

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**RESOLUTION 2018-27: VEHICLE BENEFIT:**

RESOLVED, that because the Highway Superintendent and Water District Operator are on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of town vehicles for travel to and from work, provided they are not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually.

Moved: Ms. Thomas                      Seconded: Mr. Hertzler

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

Vote: 4-0  
Adopted: 1/4/18

**RESOLUTION 2018-28: DISTRIBUTION OF MINUTES**

RESOLVED that once all resolutions of the Organizational Meeting are completed, the Town Board will make a motion to accept the minutes as a whole. These minutes shall be the final minutes of the meeting and a certified version of the complete Organizational Meeting minutes will be distributed by the Town Clerk to all employees and elected officials within 14 days of completion and will be posted to the website.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
Adopted: 1/4/18

**OTHER ANNUAL APPOINTMENTS**

Supervisor Appointments:

Bookkeeper	Nina Thompson
Deputy Supervisor 1	Nancy Zahler
Deputy Supervisor 2	(vacant)

Elected Officials Appointments:

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Court Clerk	Angela Champion
Deputy Town Clerk	Sarah Koski
Second Deputy Town Clerk	Michele Mitrani
Deputy Highway Superintendent	Chris Stevenson

**RESOLUTION 2018-29: COMMITTEES APPOINTED BY THE TOWN BOARD**

The following working groups or committees are appointed by the Town Board for specific purposes and may or may not have terms of office :

COMMITTEE	MEMBERS	E-MAIL	TERM
TTHM Working Group	Stan Seltzer Ann DiPetta Diane Hillmann Elizabeth Thomas Michael Boggs	seltzer@ithaca.edu adipetta@twcny.rr.com metadata.maven@gmail.com supervisor@ulysses.ny.us boggs@ulysses.ny.us	No term set
Sustainability and Conservation Advisory Committee	Roxanne Marino – Chair Sue Poelvoorde Bara Hotchkiss Brice Smith Robert Oswald Don Ellis Andy Hillman	rmm3@cornell.edu spoel@zoom-dsl.com baraHotchkiss@gmail.com brice.smith@cortland.edu reo1@cornell.edu don@lakepassage.com andrew.hillman@davey.com>	Through 2019
Zoning Update Steering Committee	Michael Boggs Susan Ritter Rod Hawkes Elizabeth Thomas-Chair Darby Kiley	boggs@ulysses.ny.us Sritter99@aol.com rod.hawkes@cornell.edu supervisor@ulysses.ny.us Kiley@ulysses.ny.us	In effect during zoning update of 2018
Agricultural Committee	Chaw Chang – Chair Greg Reynolds Krys Cail John Gates Mark Ochs	stickandstonefarm@gmail.com greynolds@glenwoodfarms.com krys.cail@gmail.com gates3580@gmail.com ochsconsultingllc@gmail.com	4/12/16-12/31/18 4/12/16-12/31/18 4/12/16-12/31/18 4/12/16-12/31/19 2/7/17-12/31/19
Youth Commission	Durand VanDoren – Chair Sharon Bilotta (vacant) Jon Gregory	durand@lightlink.com seb@fltg.net  jgregory@ithaca.edu	

ORGANIZATIONAL MEETING

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Town of Ulysses

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January 4, 2018

	Paul Pennock Ben Carver Nancy Zahler Janice Johnson	ppennock@tburg.k12.ny.us benjicarv@gmail.com Zahler@ulysses.ny.us jjohnson@tompkins-co.org	
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Moved: Ms. Thomas

Seconded: Ms. Zahler

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

Vote: 4-0

Adopted: 1/4/18

**ADJOURN**

Ms. Zahler made a motion to adjourn the meeting at 12:12pm.

*Respectfully submitted by Carissa Parlato on 1/17/18*