

TOWN BOARD MEETING

Town of Ulysses

March 13, 2018

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:

Diane Hillmann, Megan Feely, Travis Mitchell

CALL TO ORDER:

Ms.Thomas called the meeting to order at 7:07 p.m.

APPROVAL OF MEETING AGENDA

RESOLUTION 2018-74: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for March 13, 2018.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 3/13/18

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS:

(see Appendix A)

OLD BUSINESS:

EMERGENCY MEDICAL SERVICES (EMS) BILLING FEES

RESOLUTION 2018-75: EMERGENCY MEDICAL SERVICES BILLING FEES

BE IT RESOLVED that the Ulysses Town Board adopts the following updated fee schedule for Emergency Medical Services effective July 1, 2018:

**TOWN of ULYSSES AMBULANCE BILLING FEE SCHEDULE
Effective July 1, 2018**

The Ulysses Town Board hereby establishes the following schedule of fees for Ambulance Transport and Treatment Services rendered in the Ulysses Ambulance District, effective July 1, 2018. The fees may be amended by further resolution of the Town Board.

1. For Basic Life Support (BLS) transport services: BLS is defined as the emergency response and transport of a patient that requires assessment and treatment by a BLS Technician and no Advanced Life Support procedures.
2. For Advanced Life Support Level 1 (ALS1): ALS1 is defined as the emergency response and transport of a patient that requires assessment and treatment by an ALS Technician and one for more Advanced Life Support procedures.
3. For Advanced Life Support Level 2 (ALS2): ALS2 is defined as the transport of a patient that requires defibrillation, pricing, intubation, or the administration of 3 or more Schedule IV medications.
4. For Ground Transport Miles (GTM): GTM is defined as the charge per patient transport mile, loaded or non-loaded transport mile.

SERVICE PROVIDED	2018 FEE
BLS Non-Emergency	\$500
BLS Emergency	\$800
ALS 1 Non-Emergency	\$850
ALS 1 Emergency	\$1050
ALS 2 Emergency	\$1150
Specialty Care Transport	\$500
Paramedic Intercept	\$325
ALS Assist no Transport	\$850
Mileage	\$20.00/mi

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas

aye

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

Vote: 5-0

Date Adopted: 3/13/18

MAKING A SEQR (State Environmental Quality Review) DETERMINATION FOR PROPOSED LOCAL LAW TO AMEND TOWN OF ULYSSES ZONING CODE §212-118 I (2) RE: DEVELOPMENT DISTRICT 9 KNOWN AS FLO-TECH

RESOLUTION 2018-76: MAKING A SEQR DETERMINATION FOR PROPOSED LOCAL LAW TO AMEND TOWN OF ULYSSES ZONING CODE §212-118 I (2) RE: DEVELOPMENT DISTRICT 9 KNOWN AS FLO-TECH

WHEREAS, this action is the adoption of a Local Law to amend the Town of Ulysses Zoning Law §212-118 I (2) Re: Development District 9 known as Flo-Tech; and

WHEREAS, this as an Unlisted action for which the Town of Ulysses Town Board is acting in an uncoordinated environmental review with respect to the enactment of the proposed local law; and

WHEREAS, the Town Board, at a public meeting held on March 13, 2018 has reviewed and accepted as adequate the Short Environmental Assessment Form (SEAF), Parts 1, 2 and 3 for this action;

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Town of Ulysses Town Board hereby makes a negative determination of environmental significance in accordance with New York State Environmental Quality Review Act for the above referenced action as proposed, based on the information in the SEAF Part 1 and for the reasons set forth in the SEAF Parts 2 and 3, and, therefore, an Environmental Impact Statement will not be required.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 3/13/18

DISCUSSION AND POTENTIAL ACTION ON PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118 H (1-3) AND §212-118 I (2)8 RE: DEVELOPMENT DISTRICT 9

RESOLUTION 2018-77: APPROVING LOCAL LAW TO AMEND ZONING CODE §212-118 I (2) RE: DEVELOPMENT DISTRICTS 9 KNOWN AS FLO-TECH

WHEREAS, on February 27, 2018 the Town Board accepted the Local Law language and set the public hearing date of March 13, 2018; and

WHEREAS, a public hearing on the proposed local law amending the Zoning Law was held on March 13, 2018, notice of such hearing was published in the Ithaca Journal, the official newspaper of the Town and a newspaper of general circulation on Friday, March 2, 2018, more than 10 days before the public hearing, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed local law, or any part thereof; and

WHEREAS, pursuant to General Municipal Law §239(l) and (m), on February 8, 2018, the Town submitted to the Tompkins County Planning Department a full statement of the proposed amendments to the Town Zoning Law; the Tompkins County Planning Department sent a response on February 15, 2018 and determined that the proposal does not have any negative inter-community or county-wide impacts; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, adoption of said local law is an Unlisted Action for which the Town Board of the Town of Ulysses, acting in an uncoordinated environmental review with respect to adoption of this local law, has, on March 13, 2018, made a negative determination of environmental significance, after having reviewed and accepted as adequate the Short Environmental Assessment Form Parts 1, 2 and 3 prepared by Town Staff;

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Town Board of the Town of Ulysses hereby adopts Local Law No. 1 of 2018, to amend the Ulysses Zoning Code §212-118 I (2) Re: Development District 9 and authorizes and directs the Town Clerk to file said local law with the New York State Secretary of State as required by law, and further

RESOLVED that the Town Clerk will notify the Town Board and Zoning Officer when the Local Law is acknowledged by the Secretary of State.

Moved: Mr. Hertzler Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 3/13/18

MAKING A SEQR (STATE ENVIRONMENTAL QUALITY REVIEW) DETERMINATION ON THE SALE OF REAL PROPERTY LOCATED IN THE TOWN OF ULYSSES AT 5020 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-26, AND 5036 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-27

RESOLUTION 2018-78: SEQR DETERMINATION ON THE SALE OF REAL PROPERTY LOCATED IN THE TOWN OF ULYSSES AT 5020 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-26, AND 5036 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-27

WHEREAS, the action under consideration is the sale of two parcels, designated as 5020 Jacksonville Rd, Tax parcel number 25.-4-26 and 5036 Jacksonville Rd, tax parcel number 25.-4-27, and

WHEREAS, this is an Unlisted Action for which the Town of Ulysses Town Board is acting as lead agency in this uncoordinated environmental review with respect to a property sale; and

WHEREAS, the Town Board, on March 13, 2018, has reviewed and accepted as adequate Short Environmental Assessment Form Parts 1, 2 and 3 prepared by Town staff;

NOW THEREFORE BE IT RESOLVED:

That the Town of Ulysses Town Board hereby makes a negative determination of environmental significance for the reasons set forth in the Environmental Assessment Form Parts 2 and 3 referenced above, in accordance with the New York State Environmental Quality Review Act for the above referenced action as proposed, and, therefore, an Environmental Impact Statement will not be required.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 3/13/18

Ms. Thomas recused herself at this time (7:52pm) from the discussion and voting on the next resolution.

DISCUSSION AND POSSIBLE APPROVAL FOR PROPOSED SALE OF REAL PROPERTY LOCATED IN THE TOWN OF ULYSSES AT 5020 JACKSONVILLE RD (TAX PARCEL 25.-4-26) AND 5036 JACKSONVILLE RD (TAX PARCEL 25.-4-27)

RESOLUTION 2018-79: APPROVING THE SALE OF REAL PROPERTY LOCATED IN THE TOWN OF ULYSSES AT 5020 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-26, AND 5036 JACKSONVILLE ROAD, DESIGNATED AS TAX PARCEL NUMBER 25.-4-27

WHEREAS, the Town of Ulysses, New York ("the Town") is the owner in fee of the following-described parcels of real property with the buildings and improvements thereon (hereafter referred to as "the Premises"):

Town of Ulysses tax parcel number 25.-4-26 (5020 Jacksonville Road) and

Town of Ulysses tax parcel number 25.-4-27 (5036 Jacksonville Road); and

WHEREAS, the Town acquired the Premises by Bargain and Sale Deed with Limited Covenants for Grantor's Acts dated July 13, 2017 and recorded in the Tompkins County Clerk's Office on July 20, 2017 as Instrument Number 2017-08149; and

WHEREAS, the Premises have been vacant from the date of acquisition to the present date and are not necessary for any town use or purpose; and

WHEREAS, the Town Board approved the request for qualifications to identify New York certified real estate brokers interested in marketing the Premises by resolution 2017-109, adopted on June 13, 2017; and

WHEREAS, the Premises were declared as surplus property by the Town Board by Resolution 2017- 166, adopted on September 12, 2017; and

WHEREAS, the Town Board approved the restrictive covenants to preserve the historic exterior of the Premises by resolution 2017-189 adopted on October 18, 2017; and

WHEREAS, the Town Board approved the criteria for selection of a buyer for the Premises by resolution 2017-198 adopted on October 24, 2017; and

WHEREAS, the Town Board designated Margaret Hobbie of Howard Hanna Real Estate Services as the real estate broker to market the Premises by resolution 2017-129 adopted on July 11, 2017; and

WHEREAS, the Town listed the Premises for sale with the selected broker on October 23, 2017 for a listing price of \$65,000, and Town Board subsequently adjusted the listing price to \$59,500 on December 14, 2017 and to \$49,500 on February 13, 2018; and

WHEREAS, the Town adopted resolution 2018-68 on February 27, 2018 whereby it declared that the Town would not provide owner financing to a prospective buyer; and

WHEREAS, the Town Board received four offers for the purchase of the Premises, and evaluated the offers based on the Town's criteria for selection of a buyer set forth in resolution 2017-198; and

WHEREAS, the Town Board applied the criteria for selection of a buyer established by the Town Board by above-referenced resolution 2017-198 and selected a buyer based on these criteria; and

WHEREAS, based on the above-referenced criteria the Town Board wishes to accept the offer for the purchase of the Premises as set forth in the Contract for Sale and Purchase of Real Property dated March 9, 2018 from Cameron Neuhoff for the sum of \$50,000.00 ("the Contract"), and

WHEREAS, in accordance with the provisions of the State Environmental Quality Review Act, 6 NYCRR §§627.1 et seq. (SEQRA), the sale of the Premises was determined to be an unlisted action, and pursuant to SEQRA, a short environmental assessment form was completed and reviewed by the Town Board, and such review resulted in a finding and determination that the sale of the Premises would not have a significant adverse environmental impact pursuant to 6 NYCRR §617.12, as set forth in Resolution 2018-78, adopted by the Town Board on March 13, 2018;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board authorizes the Town Supervisor, Elizabeth Thomas, to execute the Contract for Sale and Purchase of Real Property to sell Town of Ulysses tax parcel number 25.-4-26 (5020 Jacksonville Road) and Town of Ulysses tax parcel number 25.-4-27 (5036 Jacksonville Road) to Cameron Neuhoff for the sum of \$50,000, subject to the Other Terms set forth in paragraph 6 of the Contract, and the following additional conditions, restrictions and contingencies:

The parties acknowledge that the sale of the Premises by the Seller (Town of Ulysses) is subject to Permissive Referendum pursuant to Town Law §64(2) and Article 7 and that the resolution of the Town Board approving the sale will not take effect until thirty days after it is adopted, if no petition for a referendum is filed, or if a petition for a referendum is filed within thirty days after the resolution is adopted, until the sale is approved by qualified voters at a referendum. This Contract is contingent upon approval compliance with the permissive referendum provisions of the Town Law.

The Seller will provide an owner's title insurance policy to the Buyer and pay the cost of such title insurance policy.

This conveyance is subject to the restrictive covenants set forth in the deed to the Seller.

The deed conveying the property from the Seller to the Buyer will include the restrictive covenants to maintain the historic exterior of the building adopted by the Town Board by resolution 2017-189 adopted on October 18, 2017. These restrictive covenants are attached to this Contract as Schedule A.

The Town will consolidate tax parcel numbers 25.-4-26 and 25.-4-27 prior to the closing. The deed conveying the property to the buyer will contain a restrictive covenant that the Premises shall not be subdivided.

The target or approximate closing date will be within thirty days after all contingencies have been met.

Moved: Ms. Zahler

Seconded: Mr. Boggs

The board discussed various aspects of the sale and the process with the attorney and Ms. Hillmann.

Ms. Thomas *(recused/abstain)*

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 4-0

Date Adopted: 3/13/18

CLARIFICATION OF PERSONNEL POLICY FOR TIME OFF, OVERTIME, AND CALL-IN PAY

The board and staff discussed how to account for comp time at year's end for exempt and non-exempt employees.

NEW BUSINESS:

REVIEW OF ANNUAL UPDATE DOCUMENT (AUD)

Ms. Thompson gave a brief presentation of the AUD.

RESCHEDULING TOWN BOARD MEETINGS

RESOLUTION 2018-80: RESCHEDULING TOWN BOARD MEETINGS

RESOLVED, that the Town of Ulysses Town Board changes the Town Board meeting scheduled for 4/24 to Thurs. 4/26 and also

RESOLVED, that the Town Board changes the Town Board meeting of 6/26 to 6/25.

Moved: Ms. Thomas Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 3/13/18

APPOINTING PLANNING BOARD AND BOARD OF ZONING APPEALS MEMBERS

RESOLUTION 2018-81: APPOINTING PLANNING BOARD AND BOARD OF ZONING APPEALS MEMBERS

BE IT RESOLVED that the Town Board of Ulysses appoints Katelin Olson to fill out the term left vacant by the resignation of David Tyler on the Planning board, expiring on 12/31/2020 and further

RESOLVED that the Town Clerk will reflect this appointment in the minutes in the table below and send the table below to the Town Board, the Town Planner and the Chairs and Clerk of both the Planning Board and Zoning Board of Appeals.

PLANNING BOARD (5 year term)				
JOHN WERTIS Phone : 387- 4331 BWWFarmtoday@aol.com	8144 Searsburg Rd. Trumansburg, NY 14886	12/9/2014	1/8/2015	12/31/2019
Katelin Olson (replaces David Tyler)				12/31/2020
JONATHAN FERRARI (replaces Sara Worden) Phone: (971)645-1543 jonaFerrari@gmail.com	16 Cayuga St. Trumansburg NY 14886	2/27/18		12/31/2022

DAVID BLAKE, Chair Phone : 387-5428 Davidblake73@gmail.com (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 rls11@cornell.edu	5630 Pine Ridge Rd Trumansburg, NY 14886	9/1/2015	9/1/2015	12/31/2018
BEN LEWALTER (alternate) 351-0484 lewalterdesign@gmail.com	5360 Rice Rd., Trumansburg NY 14886	1/4/18		12/31/18

Moved: Ms. Thomas

Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 3/13/18

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2018-82: APPROVAL OF MINUTES- 2/27/18 PH & REGULAR TB

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 2/27/18.

Moved: Ms. Thomas

Seconded: Mr. Hertzler

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

Vote: 5-0

Date Adopted: 3/13/18

BUDGET MODIFICATIONS

RESOLUTION 2018-83: BUDGET MODIFICATIONS

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

B FUND BUDGET MODIFICATIONS

A1110.4	Town Justice CE	INCREASE	\$8,895.00
<i>To cover costs associated with the Justice Court Assistance Program grant</i>			

A3021	Court Facilities – State Aid	INCREASE	\$8,895.00
<i>To account for additional revenue from Justice Court Assistance Program grant</i>			

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 5-0
 Date Adopted: 3/13/18

APPROVAL OF CLAIMS

RESOLUTION 2018-84: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers # 85-136 in the amount of \$91,954.71.

Moved: Mr. Goldman Seconded: Ms. Zahler

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

Vote: 5-0
 Date Adopted: 3/13/18

EXECUTIVE SESSION:

Ms. Thomas made a motion to move into Executive Session at 9:40pm for the purpose of discussing employment of a particular person. This was seconded by Ms. Zahler and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 10:07pm. This was seconded by Mr.Hertzler and passed unanimously.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 10:07pm; seconded by Ms. Zahler.

APPENDIX:

TOWN REPORTS:

TOWN PLANNER- Submitted by Darby Kiley

Planning Board

At the 2/20 meeting, the PB continued review of a five-lot subdivision on Dubois and Glenwood Heights Rd. The SEQR review was completed on 2/20, and on 3/6 a public hearing was held and the project was approved. On 3/6, the Planning Board reviewed and approved revisions to two previously approved projects at the Inn at Taughannock. At the 2/20 and 3/6 meetings, the PB discussed the draft zoning update.

Board of Zoning Appeals

On 2/21, the BZA granted a setback variance for a tram in the Lakeshore District, and they discussed the draft zoning.

Simple subdivisions

None in past month.

Grants

Zoning Updates Grant – 2/22 and 3/1: the expanded steering committee focused on the draft map and subdivision options.

Clean Energy Communities – NYSERDA is interested in pursuing our proposal for heat pump and building envelope upgrades to Town Hall. I am working with the project manager on the draft contract.

Other Meetings/Issues

Cayuga Lake Watershed Intermunicipal Organization (IO) – 2/28: The IO is holding a watershed summit for municipalities and agencies on April 19 from 9-1:30. The IO approved \$7,000 in funding for the Floating Classroom for 2018.

HABs Summit – 3/5-6: Participated as an invited steering committee member for the two-day session on cyanobacteria. Topics included HABs prevention, mitigation, watershed coalitions, drinking water treatment, and monitoring and analysis.

Tompkins County Conservation Partners – 2/27: The group discussed recently released documents –draft Outdoor Recreation Strategy and draft Habitat Connectivity Strategy.

Water Resources Council (WRC) – 2/26: The WRC heard a presentation on water issues in India – presented by a Cornell Humphreys Fellow.

TOWN CLERK: Submitted by Ms. Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	0
Disabled parking permits	10
Dog licenses and renewals	50
Marriage licenses	0
Plumbing permits	0
Address assignments	0
Notarizations	10
FOIL requests-received	0

FOIL requests-completed	(Still working on one rec'd in Jan.)
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FINANCIAL REPORT:	
\$757.00	TOTAL Collected for fees & licenses
\$695.00	stays in the town
\$62.00	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
- Update health/dental insurance info for staff as needed
- Manage/swear in- oaths of office
- Manage building use requests

WATER DISTRICT TASKS:

- Work with Water District Operator on meter read and water billing.
- Work with Bookkeeper to reconcile Water District Accounts
- Collect and post incoming payments
- Help organize Falls Rd water meeting

TAX COLLECTION:

Collections have slowed down. Have collected \$4.6 million to date.

RECORDS MANAGEMENT TASKS:

- Continue with mass scanning of building plans into Laserfiche for easier access and storage. Scanning is being done through the County Clerk's office.

COMMITTEES/ASSOCIATIONS:

- Health Consortium- attended Feb. meeting

CODE ENFORCEMENT: Submitted by Tom Myers

Building Permits issued	4
Plan Reviews	
Certificate of Occupancy issued	7
Certificate of Compliance issued	1

Complaints Received	3
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	0
New Site Inspections	32
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	5
Fire Safety Inspections	9
Code Training Seminars	3
County Assessment Report	1
Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$183,908

Building Permit fees collected for month: \$798

SUPERVISOR REPORT – Submitted by Ms. Thomas

Energy

- LED light conversion – answer questions from other municipalities.
- EV station data – review usage for the month. Assist with county-wide EV expansion grant.

Sidewalks

- Sidewalk maintenance agreement with village

Water Districts

- WD3 – new resolution from Health Department
- Falls Road – prep for meeting with residents

Zoning update

- Chair Zoning Update Steering Committee
- Meet with county assessor about zoning effects on land values
- Read through comments-to-date
- Organize and compile comments by general category.
- Development District changes for Moores and FloTech.
- Expand ZUSC to include members of other committees/organizations.
- Review Tompkins County population estimates for future decades.

Other

- Work on file system organization with Clerks and Bookkeeper
- Correct glitches in electronic time card.
- On holiday!
- Try to find new members for Planning Board and BZA.
- Cayuga Lake Watershed Intermunicipal Organization – letter of support for grant application.
- Personnel Policy – interpret for overtime/holidays/call-in pay/etc.
- Adjust agreement with village for court security payments
- Assist with Eagle Scout project regarding cemeteries.
- Safety committee details to Worker’s Comp.

Meetings and Training

1/9 – Town Board meeting

1/10 – Worker’s Comp representatives

1/10 – Meet with rep about energy consumption in town buildings.

1/18 – Zoning Update Steering Committee meeting with reps from other committees. 1/23 – Town Board meeting

1/24 – Town Board financial audit of courts, clerk and supervisor finances. 1/24 – interview with reporter from Tompkins Weekly

1/25 – sign papers for Salo Drive and title clearing documents for church and UNA land. 1/25 – TCCOG

2/8 – Zoning Update Steering Committee.

Questions/Concerns from Residents

- Zoning update (many)
- Speed limit posting on Rabbit Run.
- Hamilton Square

Repeating daily/weekly/monthly tasks:

- Work with each department on current topics.
- Respond to constant flow of questions from residents, volunteers and staff.
- Weekly review of topics with attorney for the town.
- Monthly review of county actions.
- Daily check-in with Town Hall staff.
- Communications – assist with listserv news
- Periodic discussions with Zoning Officer over a variety of topics.
- Prepare agendas, resolutions, and background documents. Review topics with TB members, conduct meetings, and review minutes.
- Provide oversight and follow-through on decisions and requests made at Town Board meetings.
- Review claims and budget, make suggested budget modifications to be approved by TB, review payroll, sign checks,
- Review financial reports.
- Periodic check in with Town Clerk and Deputy Supervisor re work load and coordination.
- Respond to surveys when requested.

BOOKKEEPER REPORT:

Bookkeeper Report – February 2018 Nina Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 4 & 5
 - Updated employee changes and made corrections as needed
 - NYSLRS
 - Monthly Reporting
 - Retirees
 - Follow up on quarterly invoicing for retiree benefits
- 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 & abstracts
 - Printed checks for pre-pays and scheduled voucher payments once approved
 - Payments for the purchase of the Salo Dr property processed on 02/05/2018
 - Fire and EMS contract payments included with Abstract 002 on 02/13/2018

Trainings:

- PERMA Program Agreement Webinar – Feb 14

Meetings:

- 02/13/2018 – Town Board Meeting
- 02/27/2018 – Town Board Meeting

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
 - Continued to work with Village Treasurer on accounting issues related to the project
- Budget Modifications
 - Prepared draft 2018 budget modification for 02/13/2018 Town Board Meeting
- 2017 Fiscal Year End
 - Accounting System Year End Close Out
 - Prepared and entered journal entries for additional receivables – Dec sales tax
 - Prepared and entered journal entries for additional payables – Cargill invoices
 - Researched, prepared and entered adjustment to WD 3 & 4 receivable accounts to match Clerk’s billing system
 - Processed “Closing Entries” within the accounting system in all funds
 - Prepared and entered journal entries to adjust reserve accounts for year end
 - Prepared and entered journal entries to adjust appropriated fund balance accounts to match 2018 budget
 - Prepared AUD export files
 - Multiple rounds of printing and reviewing reports throughout the process
 - Had archive of 2017 fiscal year data made by software support person
 - Entered 2018 approved budget into Williamson budget system so that it could be imported by the accounting system
 - Conducted “Year-End” function in accounting system for all funds
 - Printed final reports once all close out steps completed
 - Submitted 2017 year end fiscal reports to the Town Board
 - 2017 AUD
 - Installed new version of AUD software and loaded prior year data
 - Prepared, categorized and entered 2018 budget into AUD system
 - Extracted, reformatted and updated “Notes to Financial Statements” supplemental document
 - Imported Williamson system 2017 fiscal data into AUD software
 - Reviewed, entered missing data and corrected import errors as needed

- Made necessary adjustments for A fund “Assigned Funds” and for pre-paid expenses in all applicable funds
- Worked through several rounds of software glitches
- Reviewed final AUD report and then submitted it to the Supervisor for approval
- Submitted final approved report and associated notes to NYS OSC through their website, confirmed receipt of report with OSC staff
- Sent AUD report and associated notes to the Town Board
- 2018 Fiscal year
 - Continued to process 2018 vouchers within the Williamson accounting system
 - 2018 Fiscal Year Opening
 - Printed Trial Balance reports for all funds and reconciled to 2017 year end to ensure the transition had happened correctly
 - Reversed 2017 pre-paid expense journal entries
- Personnel
 - Many hours spent reviewing Personnel Policy for clarification and developing illustrative examples, drafting and re-drafting
 - Continued to work with Tompkins County HR Dept to resolve historic paperwork issues
- Procedures
 - Continued to update and refine written accounting procedures
 - Drafted procedures for completing the AUD report
- Other Accounting
 - Continued to investigate, research and work on resolutions to outstanding accounting issues

Up Coming:

- Trainings & Meetings
 - NYSLRS *Retirement Online* Training Webinar – Member Enrollment - Mar 12
 - NYSLRS *Retirement Online* Training Webinar – Reporting - Mar 13
- Other Accounting
 - Develop plan (with Accountant) for how to handle outstanding accounting issues
- Personnel
 - Continue review/clarification/update to Personnel Policy

MS. ZAHLER:

Jacksonville

- With Rich Goldman, coordinated receipt and review of offers on the Old Church and assisted with resolutions to clarify no owner financing and acceptance of purchase offer from high bidder/scorer.
- Received correspondence from Senator Gillibrand in response to our request for help to maintain the Post Office in Jacksonville indicating lease has been reviewed and USPS has no intention of closing PO
- Working with Jacksonville Community Association on completion of MOU with Town

Emergency Medical Services Billing

- Requested and received Village rates from MedEx and Billing and Revenue reports for 2017.
- Updated background information to adjust rates.
- Village may consider raising current rates later this year.

Fire/EMS Meeting with Village and Towns

- March 14th mtg canceled due to scheduling problems & Village elections. Reschedule 3/26?

Village

- Mayor Marty Petrovic and Trustee Rachel Kennedy were recognized for their service at 3/12 meeting. Elections will be March 20th and new officials take office on April 1st.
- Fire Department has sketch of expansion for Fire Department operation and a rough estimate of \$450,000. They plan to use some capital reserve to contract with an engineer for plans, grant research and bid documents.
- No report on status of EMS building.
- Zoning Moratorium requested by some residents was discussed with legal counsel, who provided a 3 hour tutorial, raising concerns among Trustees, and action was tabled until after the elections.
- The Village's request to modify the Policing MOU was withdrawn since Grassroots will be contracting with the Sheriff's Department for security at their new site.
- Redacted Police Report for February being sent as separate attachment.

Trumansburg Community Recreation

- Attended joint meeting with other TB members and representatives from Village and School. Offered to help with an MOU among all to cooperate in efforts to develop fields, pool, and community center.

Youth commission

- Recruited Reanna Levine as new member to fill vacant Town seat on Commission.
- Commission is developing a proposal for a part-time year-round recreation coordinator to expand offerings, enhance access for families, and improve quality of local programs.

Outreach for new committee members

- Met with two residents re: volunteering with the Town. Joined interviews for two others.

Agriculture committee

- Attended two meetings. Unable to attend CCE training on Ag Law 3/17/18.

Conservation and Sustainability Advisory Committee

- Met with Chair Roxanne Marino to get caught up as liaison & discussed possible work plan:
 - Solar law updates shared with Town Board- need to decide process
 - CSAC may investigate re-application for tree inventory grant
 - CSAC may be willing to help organize a community advisory group for Salo Habitat, NZ willing to work with Liz to develop a charge for advisory group.

Union Negotiations & Personnel

- Clarifying language re: crediting time worked and other working conditions. Salary for 2019 and 2020 to be discussed before finalizing proposed agreement, which would need ratification of union members and Town Board. Will also recommend changes to assure non-union employees are treated fairly, too.

Water Quality Workshop

- Invited Community Science Institute to conduct a water quality workshop in Ulysses. Carissa helped with scheduling. Workshop will be held on 3/21 at Tburg Library 5:30-7:00pm with

representative of Tompkins County Health Department who will also provide info on Septic System grants.

Housing Forum

- Attended presentation by County Planning re: housing initiatives and resources available.

Respectfully submitted by Carissa Parlato on 3/20/18.