

TOWN BOARD MEETING

Town of Ulysses

April 10, 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- Rich Goldman, John Hertzler

(Nancy Zahler & Michael Boggs participated via conference call but were not eligible to vote),

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys

OTHERS:

Jules Burgevin, Linda Liddell

CALL TO ORDER:

Ms.Thomas called the meeting to order at 6:30 p.m. and moved into Executive Session.

The board moved out of Executive Session at 7:20pm and began the Public Hearing (see separate minutes).

The regular meeting resumed at 7:24pm.

APPROVAL OF MEETING AGENDA

RESOLUTION 2018-89: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for April 10, 2018.

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas aye

Mr. Hertzler aye

Mr. Goldman aye

Vote: 3-0

Date Adopted: 4/10/18

PRIVILEGE OF THE FLOOR:

Mr. Burgevin suggested that the board consider having a fire station in Jacksonville due to its location and that the ladder truck could be utilized by Ithaca too. He also suggested that the Town & Village

should go on record opposing the possible incinerator in Romulus. He further encouraged the board to investigate the possibility of starting a cat licensing program.

TOWN REPORTS:

(see Appendix A)

MOTION FOR EXECUTIVE SESSION:

At 8:02pm, Mr. Goldman made a motion to hold an Executive Session at the end of the regular meeting to discuss union negotiations. This was seconded by Hertzler and passed unanimously.

OLD BUSINESS:

AMENDING CHAPTER 142 OF ULYSSES CODE: SPECIAL EVENTS - SEQR

RESOLUTION 2018-90: MAKING A SEQR DETERMINATION FOR PROPOSED LOCAL LAW TO AMEND CHAPTER 142 OF THE CODE OF THE TOWN OF ULYSSES PERTAINING TO SPECIAL EVENTS

WHEREAS, this action is the adoption of a Local Law to amend the Chapter 142 of the Code of the Town of Ulysses pertaining to special events; 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 April 10, 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
Mr. Hertzler	aye
Mr. Goldman	aye

Vote: 3-0

Date Adopted: 4/10/18

AMENDING CHAPTER 142 OF ULYSSES CODE: SPECIAL EVENT PERMITS

RESOLUTION 2018-91: APPROVING LOCAL LAW TO AMEND CHAPTER 142 OF THE CODE OF THE TOWN OF ULYSSES PERTAINING TO SPECIAL EVENTS

WHEREAS, on March 27, 2018 the Town Board accepted the Local Law language and set the public hearing date of April 10, 2018; and

WHEREAS, a public hearing on the proposed local law amending the Zoning Law was held on April 10, 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, April 6, 2018, 5 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 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 April 10, 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.2 of 2018, to amend the Ulysses Chapter 142: Special Events, 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, Zoning Officer, and Building Inspector when the Local Law is acknowledged by the Secretary of State.

Moved: Ms. Thomas Seconded: Mr. Hertzler

Ms. Thomas	aye
Mr. Hertzler	aye
Mr. Goldman	aye

Vote: 3-0

Date Adopted: 4/10/18

CLARIFYING SECTIONS OF THE PERSONNEL POLICY

RESOLUTION 2018-92: CLARIFYING HOURS WORKED FOR THE PERSONNEL POLICY

WHEREAS, Collective bargaining negotiations are ongoing and it is understood that further changes to the Personnel Policy will be needed; and

WHEREAS, The Town Board wishes to assure equitable treatment of all employees and to provide some clarity and guidance to the Town employees in the interim,

NOW THEREFORE BE IT

RESOLVED, that the Town Board of Ulysses clarifies that paid time off, such as vacation, personal time, sick time and holiday time, used during a week are included in hours worked for the purposes of calculating overtime and compensatory time.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas	aye
Mr. Hertzler	aye
Mr. Goldman	aye

Vote: 3-0

Date Adopted: 4/10/18

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS:

APPROVAL OF CLAIMS

RESOLUTION 2018-93: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #137-186 in the amount of \$55,270.14

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas aye

Mr. Hertzler aye

Mr. Goldman aye

Vote: 3-0

Date Adopted: 4/10/18

APPROVAL OF MINUTES

RESOLUTION 2018-94: APPROVAL OF MINUTES- 3/27/18

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 3/27/18.

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas aye

Mr. Hertzler aye

Mr. Goldman aye

Vote: 3-0

Date Adopted: 4/10/18

EXECUTIVE SESSION:

Ms. Thomas made a motion to move into Executive Session at 8:20pm for the purpose of discussing union negotiations and advice of counsel. This was seconded by Goldman and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:15pm. This was seconded by Mr.Hertzler and passed unanimously.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:15pm; seconded by Mr. Hertzler.

APPENDIX:

TOWN REPORTS:

TOWN PLANNER- Submitted by Darby Kiley

Planning Board

On 3/20, the Planning Board and Town Board met to discuss comments on the Moore's development district.

On 4/3, the PB reviewed and approved a single family residence on a flag lot on Krums Corners Rd and the signs at Inn at Taughannock. Discussions continued on the Moore's development district. The PB revised their rules and procedures regarding minutes approval, and discussed the most recent ZUSC meeting.

Board of Zoning Appeals

On 3/21, the BZA reviewed and tabled a variance request for the width at the front lot line, and the BZA granted a lot depth variance for a two-lot subdivision on Rabbit Run Rd.

Simple subdivisions

Two simple subdivisions were approved in March – one on Podunk Rd where a house is already located and one on Rabbit Run Rd, which was subject to BZA approval for the lot depth.

Grants

Zoning Updates Grant – 3/22 and 4/5: the expanded steering committee focused on the draft map and subdivision limitations and lot size in the ag zone.

Clean Energy Communities – NYSEDA 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) – 3/28: The IO is holding a watershed summit for municipalities and agencies on April 19 from 9-1:30. The IO received notification that Cornell Engaged Opportunities funding was approved for the summit.

Environmental Management Council – 3/15: attended public event that focused on UNAs and wetlands.

Planning Advisory Board (PAB) – 3/28: the PAB heard about options for forestry management on county-owned lands.

Stormwater Coalition of Tompkins County (SWC) – 3/21: the SWC discussed options for future contracts, training and advertising.

Water Resources Council (WRC) – 3/26: Members of the WRC who participated in the 3/5-6 HABS summit discussed the event and shared information.

Town-Gown Conference – 4/2: The conference focused on sustainability and included sessions on Buffalo's renewable energy initiative, community based decision making, lessons learned from difficult renewable projects (Enfield wind and Dryden solar), Clarkson University

and Potsdam's collaboration on Climate Smart Communities program, the Cornell lake source cooling project, and ended with a keynote address from the EPA Region 2 Administrator, Pete Lopez.

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	3
Disabled parking permits	6
Dog licenses and renewals	49
Marriage licenses	2
Plumbing permits	0
Address assignments	2
Notarizations	12
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$910.	TOTAL Collected for fees & licenses
\$761.	stays in the town
\$149.	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

Other tasks:

- Coordinate ethics training with staff & attorney
- Advertise for PB-BZA clerk, Fire Inspector and Planner
- Create new procurement form to manage the many expiring contracts we have this year.
- Get new quotes for expiring contracts- research options, make calls, meet with sales agents...
- Work with Nancy to update EMS documents and EMS webpage

TAX COLLECTION TASKS:

Ended collections- totaled \$4.7 million.

WATER DISTRICT TASKS:

- Collect and post water payments

- Gather assessment data for Attorney/Engineers for Proposed WD5.
- Pull together information for water unit/EDU assessment overhaul.

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.
- Work with Planner on records management.

COMMITTEES/ASSOCIATIONS:

- Health Consortium- did not attend March meeting
- Safety Committee- initiated contact with committee members to select topics/meeting date
- Tompkins County Town Clerks Assoc- planned quarterly meeting for early April

CODE ENFORCEMENT: Submitted by Tom Myers

Building Permits issued	9
Plan Reviews	7
Certificate of Occupancy issued	1
Certificate of Compliance issued	1
Complaints Received	1
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	37
New Site Inspections	7
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	11
Fire Safety Inspections	4
Code Training Seminars	2 (one for 24 hours)
County Assessment/Board Reports	2
Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$868,900

Building Permit fees collected for month: \$4,945

SUPERVISOR REPORT – Reported by Ms. Thomas

Has worked on the following:

- zoning update
- personnel issues
- Falls Rd water district petition process
- EV Tompkins (electric vehicle committee)
- Route 89 potential water district

Announced the following items/events:

- Ethics training scheduled for 4/30

- NYS farmland initiative
- green bldg. workshop for local officials
- watershed summit

BOOKKEEPER REPORT: March 2018 Nina Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 6 & 7
 - 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
- Month End Close Out – January
 - 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, budget modifications & other general journal entries)
 - Close out steps (Load abstracts, close CR & CD journals & print reports)
 - Reconciled WD3 & 4 receivable accounts
 - Reviewed month end financial reports and distributed them to Town Board
- Month End Close Out – February
 - 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, budget modifications & other general journal entries)
 - Close out steps (Load abstracts, close CR & CD journals & print reports)
 - Reconciled WD3 & 4 receivable accounts
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Trainings:

- NYSLRS Retirement Online Training Webinar – Member Enrollment - Mar 12

- NYSLRS Retirement Online Training Webinar – Reporting - Mar 13
- NYSLRS Retirement Online- File Upload Practice Session – Mar 29

Meetings:

- 03/07/2018 – Williamson presentation on Highway Records Management software (unplanned)
- 03/13/2018 – Town Board Meeting – brief presentation on AUD
- 03/21/2018 – Meeting with Nancy Zahler to discuss Personnel Policy
- 03/23/2018 – Summer Youth Employment prep meeting with Ethan Cramton
- 03/27/2018 – Town Board Meeting
- 03/28/2018 – Review Sidewalk project accounting with Village Treasurer

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
 - Continued to work with Village Treasurer on accounting issues related to the project
 - Communicated with contractor and engineering firm with regards to resumption of construction
- Budget Modifications
 - Prepared draft 2018 budget modification for 03/13/2018 Town Board Meeting
- 2018 Fiscal year
 - Fully transitioned to new fiscal year within the accounting system
- Personnel
 - Significant amount of time was spent reviewing Personnel Policy for clarification, researching polices of other local municipalities, drafting and re-drafting policy language
 - Communicated with Tompkins County HR Dept with regards to the Fire Inspector vacancy
 - Responded to HR related employee and Town Board member inquires
 - Started research into Medicare plan offered by the Town
 - NYSLRS
 - Participated in trainings and practice session related to new system for reporting that will go live in April
 - Communicated with NYSLRS to try to resolve data mismatch errors resulting from the transition to the new NYSLRS Retirement Online system
 - Reviewed and updated NYSLRS tier 6 member’s contribution rates
 - Updated Town employees regarding the new W-4 form and the updated IRS guidelines for income tax withholding
- Procedures
 - Continued to update and refine written accounting procedures
- Other Accounting
 - Continued to investigate, research and work on resolutions to outstanding accounting issues
 - Researched and worked on developing a resolution to cleaning up the TA fund and the outstanding historical interfund transactions

Up Coming:

- Trainings & Meetings
 - NYSLRS Employer Education Seminar – Apr 19
 - Annual Ethics Training – Apr 30

- Other Accounting
 - Develop plan (with Accountant) for how to handle outstanding accounting issues
- Personnel
 - Continue review/clarification/update to Personnel Policy

MR. HERTZLER reported:

He attended the village meeting last night and shared some highlights.

MS. ZAHLER reported:

She sent a written report but also noted that Historic Ithaca is recognizing the board's efforts to preserve old church and has invited them to a ceremony on May 15.

MR. BOGGS reported:

He attended the zoning update committee (ZUSC) meeting, the joint meeting with the Planning Board to discuss the Moore's Development District issue, the Intermunicipal Organization (IO) meeting, and interviewed the fire inspector candidate.

Respectfully submitted by Carissa Parlato on 4/16/18.