

TOWN BOARD MEETING

Town of Ulysses

July 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- Michael Boggs, John Hertzler, Nancy Zahler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys

OTHERS:

Courtney Kempiski, Erick Whelpey, Matt Butler

CALL TO ORDER:

Ms.Thomas called the meeting to order at 7pm.

APPROVAL OF MEETING AGENDA

RESOLUTION 2018-135: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for July 10, 2018 with the addition of temporary parking discussion and an executive session to discuss collective bargaining.

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: 7/10/18

PRIVILEGE OF THE FLOOR:

Ms. Kempiski is concerned about parking on her lawn during the Grassroots festival. She asked whether the board can post that section of the road to prohibit parking during the festival.

DISCUSSION OF PARKING ON TOWN ROADS

Ms. Thomas noted that she has had some calls from concerned residents regarding parking by Grassroots festival participants on private property. Ms. Geldenhuys note that the board can regulate parking and authorize the Highway Superintendent to post areas.

RESOLUTION 2018-136: POSTING PARKING DURING GRASSROOTS FESTIVAL

BE IT RESOLVED that the Ulysses Town Board directs the Town Highway Superintendent to temporarily post no parking signs in the following areas from July 16-23, 2018: Falls Road, from Cemetery Road to Cayuga View Road., on both sides; and Rabbit Run Road where posted in prior years.

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: 7/10/18

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS:

(see appendix)

OLD BUSINESS:

TRUMANSBURG COMMUNITY RECREATION MEMORANDUM OF UNDERSTANDING

RESOLUTION 2018-137: AUTHORIZATION TO SIGN TRUMANSBURG COMMUNITY RECREATION MEMORANDUM OF UNDERSTANDING

WHEREAS the 2009 Town of Ulysses Comprehensive Plan calls for development of a coordinated recreation plan; and

WHEREAS Trumansburg Community Recreation, the Village of Trumansburg, the Trumansburg School District and the Town of Ulysses wish to collaborate in shared planning and coordination of recreational opportunities and facilities and

WHEREAS the parties have outlined a Memorandum of Understanding to guide a shared planning process with representatives from each entity; now therefore be it

RESOLVED that the Ulysses Town Board authorize Supervisor Elizabeth Thomas to sign the proposed Memorandum of Understanding with minor edits as needed for all parties to agree; and further

RESOLVED that the Ulysses Town Board designate Elizabeth Thomas as the Town’s designated representative to the planning group with Nancy Zahler serving as alternate; and further

RESOLVED the Town Clerk send a certified copy of the resolution to each of the other parties of the Memorandum of Understanding.

Moved: Ms. Zahler Seconded: Mr. Hertzler

Friendly amendment by Ms. Zahler, seconded by Mr. Hertzler, to strike the last sentence from section 1d.

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

Vote: 5-0

Date Adopted: 7/10/18

NEW BUSINESS:

ZONING UPDATES:

JACKSONVILLE

ZONING WORKSHOP 7/11

The board opted not to spend time on this topic as a meeting was scheduled for the following morning.

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2018-138: APPROVAL OF MINUTES- 6/25/18

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 6/25/18 as edited.

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: 7/10/18

BUDGET MODIFICATIONS

RESOLUTION 2018-139: BUDGET MODIFICATIONS

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

A FUND BUDGET MODIFICATIONS

A1940.4	Purchase of Land/ROW	INCREASE	\$1,500
<i>To cover costs for individual parcel appraisals of lots associated with Salo Dr land</i>			
A1990.4	Contingency	DECREASE	\$1,500
<i>\$11,738 would remain in the A Fund Contingency account</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: 7/10/18

APPROVAL OF CLAIMS

RESOLUTION 2018-140: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #289-340 in the amount of \$166,252.08.

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: 7/10/18

EXECUTIVE SESSION:

Ms.Zahler moved to go into Executive Session at 9:15pm for the purpose of discussing union negotiations, seconded by Mr. Boggs and passed unanimously.

Mr. Goldman moved to end Executive Session at 10:10pm, seconded by Ms. Thomas and passed unanimously.

ADJOURN:

Mr. Boggs moved to adjourn the meeting at 10:11pm; seconded by Ms. Zahler.

APPENDIX:

TOWN REPORTS:

HIGHWAY SUPERINTENDENT:-Submitted by Mr. Reynolds

- Road shoulder work- lowering grading off re-seeding
- Mowing road sides
- Replaced road crossing pipe near 95 Maplewood Rd in May and June.
- Pave and re-do shoulders on Pennsylvania Ave
- Oil & stoned 5 miles of road: Cold springs, Glenwood Heights, Pine ridge and Van Dorns
- Trimmed brush for sight distance and sign visibility
- Worked with Tompkins County Soil & Water to hydroseed areas where NYS DOT cleaned ditches.
- Equipment maintenance

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	12
Disabled parking permits	5
Dog licenses and renewals	115
Marriage licenses	3
Plumbing permits	1
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	0

FINANCIAL REPORT:	
\$2760.00	TOTAL Collected for fees & licenses
\$1861.35	stays in the town
\$898.65	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:

- Assist with on-boarding of new staff

- Collect new quotes for expiring contracts- research options, make calls, meet with sales agents...

WATER DISTRICT TASKS:

- Work with Water District Operator on new water hook ups and other issues.

RECORDS MANAGEMENT TASKS:

- Attended training (see below)
- Continue with scanning of building plans into Laserfiche for easier access and storage. Scanning is being done through the County Clerk’s office. We are more than half way done!

COMMITTEES/ASSOCIATIONS:

- Health Consortium- attended June 7 meeting
- Safety Committee- held staff training on June 28 for Workplace Violence and Hazard Mitigation/Right to Know

TRAININGS:

Attended NY Assoc. of Local Government Records Officers (NYALGRO) meeting in early June.

Sessions attended by Clerk and/or Deputy Clerk:

- Creating Value for Citizens by Cross-Boundary Information Sharing
- Managing Case Files
- Making an Office Retention Schedule
- Creating an E-mail Policy
- Citizen Preparedness Training
- Electronic Records Bootcamp
- Cloud Computing
- Working with Your Historian
- Round Table Q&A

CODE ENFORCEMENT:

The Town Supervisor reported that Mr. Myers has been busy.

ATTORNEY:-shared by Ms. Geldnehuys

Ms. Gledenhuys reports that she has mainly been reviewing the draft zoning amendments.

SUPERVISOR REPORT – Submitted by Ms. Thomas

Energy

- EV station – New SIM card installed to correct being offline.
- CEC Grant – meet with Roxanne to move this grant for heat pumps in Town Hall forward.

Water Districts

- Falls Road – finish preparing second petition. Review with resident representatives, review units, costs, instructions, petition accuracy, etc.
- Rt 89 – many questions from residents,

Planning and Zoning update

- Chair Zoning Update Steering Committee – organize topics, assist with and prepare agendas, conduct meetings, interface with consultants, review new drafts, edit minutes, etc.
- Continued work to be ready for new Planner/Zoning Officer. Assist when possible, with interim Planner. Contact all planner applicants.
- Planning Board Clerk – provide guidance.

Other

- Meet with Health Department regarding GrassRoots.
- The Habitat – appraisal for grant requirements.
- Trumansburg Community Recreation Memo of Understanding
- Provide some of listserv content
- Letter of support for grant application for Trumansburg Conservatory of Fine Arts
- Process for posting parking for GrassRoots

Meetings and Training

6/12 – Group meeting with GrassRoots, enforcement, fire inspector, building inspector, Mayor of Village, at the request of the Health Department

6/13 – meet with new County Administrator

6/13 – Meet with staff from the Chamber of Commerce – Tompkins County and also Mayor of Tburg.

6/25 – Town Board meeting

Questions/Concerns from Residents

- Drainage concern
- Rt 89 water district (several)
- Lime bikes
- HAB in lake (several)

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: submitted by Nina Thompson

Regular Duties:

Personnel

- Payroll
 - Processed and reconciled payrolls 12 & 13
 - Processed employee changes and made corrections as needed
- NYSLRS
 - Monthly Reporting
 - Distribute annual account statements

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 – May

- 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

Trainings:

- Ulysses Safety Training – June 28

Meetings:

- 06/07/2018 – Meeting with Accountant about 2018 Accounting Projects
- 06/12/2018 – Town Board Meeting
- 06/13/2018 – Sidewalk Construction Meeting
- 06/14/2018 – FINZ Meeting – NYS PFL Program
- 06/25/2018 – Town Board Meeting

Non-Regular Duties:

Trumansburg/Ulysses Sidewalk Project

- Communicated with contractor and engineering firm with regards to plan for completion of TOU portion of project
- Attended construction meeting
- Crosswalk striping (the last item on the Town's portion of the project) is done!
- Follow-up regarding paperwork and the financial end of the project will continue for a little while longer

Personnel

- Personnel Policy & Union Contract/Collective Bargaining Agreement
 - Reviewed additional drafts of Union Contract /Collective Bargaining Agreement
 - Continued to revise and update the Comparative Analysis document
 - Continues to incorporate changes into draft Union Contract/Collective Bargaining Agreement
 - Drafted PFL policy language for review and incorporation into Personnel Policy

Responded to HR related employee and Town Board member inquires

New Hires & Departures

- Completed paperwork and orientations with new hires
- Entered new hires into payroll system
- Communicated with Tompkins County HR Dept with regards to new hires & departures

Insurance

Contacted insurance agent to remove Jacksonville church once sale was complete

Procedures

- Continued to update and refine written accounting procedures

Budget Modification

Prepared draft 2018 budget modifications for 06/25/2018 Town Board Meeting

Entered budget modifications once approved

Other Accounting

- Continued to investigate, research and work on resolutions to outstanding accounting issues
- Worked with Accountant on cleaning up the TA fund and the outstanding historical interfund transactions
- Continued research and began developing plan regarding Capital Assets
- Continued to work on OPEB Liabilities
 - We have access to the services of an Actuary to calculate this for us through the GTCMHIC
- Continued to research implications of NYS plan regarding Charitable Reserves and SALT deductions

Up Coming:

Other Accounting

Continue to work on how to handle outstanding accounting issues

- TA Fund/Bank Account
- Full GAAP Compliance

Personnel

Continue to work on Union Contract/Collective Bargaining Agreement

Continue to review/clarify/update Personnel Policy

Youth Employment Program

- Process new hire paperwork for all summer Youth Employees

MS. ZAHLER shared the following:

Village of Trumansburg

EMS

- Requested and reviewed EMS data on Town calls, including Cayuga Addiction Recovery Services EMS calls. The number of calls from CARS has dropped significantly since Spring 2017.

- Requested and reviewed revenue reports from MEDEX re: Town revenue for EMS calls and revenue from CARS calls. Discussed changes in Medicaid reimbursement with Brian Snyder, EMS coordinator.
- Will be compiling to share with CARS at a joint Town- Village re: referral procedures.
- Received Monthly calls and revenue reports from EMS for June. Will follow up with Tburg and MEDEX to see why Town of Ulysses MEDEX fee is higher than other municipalities.

Meeting with Mayor Hart

- Provided background on Youth Commission & updates on Youth Commission planning.
- Reviewed MOU with Tburg Community Recreation.
- Discussed Village concerns re: Salo Habitat and provided update on potential guidelines.
- Reviewed updates on CARS EMS services.

Union

- Met with Rich Goldman and Union reps to review proposed Town changes and discuss impact of Supreme Court decision affecting unions. Sought & received feedback from attorney. Will meet again July 12th.

Administrative

- Water District #3 Report- Worked with Carissa to submit Health Department Report with updated data showing continued compliance with Health Department TTHM thresholds.
- Attended Safety Training organized by Clerk.
- MOU- Shared Town Board feedback on Tburg Community Recreation's draft Memo of Understanding to Tburg Rec, Village and School. Requested, received and updated a new version for July 10 Town Board meeting.
- Preparation for Planner -Submitted information needed to determine whether the civil service exam can be waived by County Human Resources based on prior exams taken by new planner John Zepko.
- Cemetery repair project- Followed up with Jacob McAvoy re: working as laborer to repair cemetery. Nina, Carissa, and Dave met with Jacob re: getting ready for employment and cemetery project.
- ZUSC – attended meeting on Jacksonville zoning on June 28th and followed up with CJ Randall about Zoning Workshop July 11.
- Town Road Map- followed up with TG Miller Engineering and attorney re: status of map. No replies due to vacations.
- Rt 89 discussion of water district- received feedback via Clerk from Rt 89 resident re: concerns about costs of report and potential costs to users. Replied to thank for input.
- Reviewed Town Board minutes from June 26 and finished Agenda for July 10th.
- Mowing contracts- followed up with Clerk who created two separate mowing contracts- one for cemeteries signed by Highway Superintendent and another for Jville Park and Rt 96 sidewalk. Signed the Jville & Sidewalk contract with Brandon McGee.

Salo Habitat

- Met with Conservation and Sustainability Advisory Council for updates on their work and to seek input on a process to get feedback and develop guidelines for Habitat. Visited to prep for posting NYS sign.
- Followed up twice with appraiser re: status of appraisals- expected July 9, 2018.

Jacksonville

- Met with Diane Hillmann re: concerns re: housing stock and quality of life in Jacksonville.
- Addressed questions and concerns raised by Cameron Neuhoff re: renovation of old church.
 - Asked Historian John Wertis to see if Historical Society were interested in cases of soil samples from old church and requested a historical marker for the old church.

MR. GOLDMAN shared:

New municipalities have joined the health consortium. It is a very efficient operation with a healthy fund balance.

MR. BOGGS shared:

Mr. Boggs has attended the Planning Board meetings and IO (watershed group), fire hall, Jacksonville Community Association and zoning update meetings.

Respectfully submitted by Carissa Parlato on 7/17/18.