

TOWN BOARD MEETING

Town of Ulysses

July 9, 2019

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- Nancy Zahler, Richard Goldman, John Hertzler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Deputy Highway Superintendent- Chris Stevenson

Project Assistant- Michelle Wright

ABSENT:

Board member- Michael Boggs

OTHERS PRESENT:

Matt McKenna (MRB Group engineer/consultant), Linda Liddle, Geraldine Keil, Julia Morehouse, Terri Gruber-Hine, Francisco Garzon, Carolyn Koppel, Lydian Green

CALL TO ORDER:

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

APPROVAL OF MEETING AGENDA

RESOLUTION 2019-127: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for July 9, 2019 with the additions of: discussions of an alternate to the BZA and an assistant to the Water District Operator; moving up the water district 3 funding and flood management presentations.

Moved: Ms. Thomas

Seconded: Mr. Hertzler

Ms. Thomas aye

Ms. Zahler nay

Mr. Hertzler aye

Mr. Boggs absent

Mr. Goldman aye

Vote: 3-0

Date Adopted: 7/9/19

PRIVILEGE OF THE FLOOR:

Ms. Thomas explained that the town has been researching the process required to change a speed limit- it requires state approval. She alerted the board to copies of a letter (see appendix) from residents of Rabbit Run Road.

Ms. Keil clarified that the letter was not just for a speed limit reduction but other safety issues as well. She shared excerpts.

Ms. Gruber-Hine said that her partner had contacted Ms. Thomas earlier in the year with concerns regarding traffic and safety. She would like a speed reduction as well as more sheriff patrol.

Ms. Morehouse believes that traffic is increased during the school year, especially with young drivers taking advantage of the lack of speed limit signage.

Ms. Green is new to the area but is astonished at amount of traffic. She has called the sheriff several times.

Ms. Keil said that the county conducted a traffic study on South Street Extension. Ms. Green added that traffic was monitored for a month and tallied about 420 cars travelling in one direction. She further noted that there are many industrial vehicles on the road.

Mr. Garzon feels that a speed reduction is long overdue. He added that wildlife crossings are frequent and intersections at both ends of the road are dangerous.

NEW BUSINESS:

Ms. Thomas explained that the town was awarded a NYS WIIA (Water Infrastructure Improvement Act) grant that will pay 60% of the costs to install an aerator in the town's water tank to help reduce THMs (trihalomethanes). Water District 3 residents will have to pay 40% of the cost. Mr. McKenna presented a proposal to design and manage the project.

Ms. Zahler inquired as to whether MRB would bid on its own design plans. Mr. McKenna answered in the negative.

Mr. Goldman asked how long the tank would be offline. Mr. McKenna said that taking the tank off-line will not be necessary.

Mr. Goldman also asked whether TTHM reductions can be guaranteed by the manufacturer. Mr. McKenna said that it depends on the equipment but that MRB will work with the manufacturer on this.

Mr. Hertzler asked whether the project can be done in the winter and Mr. McKenna believed that it could.

Mr. McKenna said that after the design and bidding process, MRB will make a contractor recommendation to the Town Board.

Ms. Thomas reminded the board that the THM levels were very close to (or exceeded) the limit and are expected to be high again during the warmer months.

The group discussed "Additional Services" on page 5 of the contract and made some amendments to the "Ownership of Documents" section on page 7.

RESOLUTION 2019-128: AUTHORIZING THE PROPOSAL FOR PROFESSIONAL SERVICES WITH MRB GROUP FOR ENGINEERING OF THE TOTAL TRIHALOMETHANES (TTHM) REMOVAL SYSTEM IN WATER DISTRICT #3 GROUP STORAGE TANK PROJECT

WHEREAS, the MRB Group, upon hire in 2015, has continued to provide problem-solving support to the Town of Ulysses regarding mitigation of Water District #3 Total Trihalomethanes (TTHMs), including design alternatives and multiple submissions for grant funding opportunities, and

WHEREAS, in 2018 MRB submitted the application for the NYS Water Infrastructure Improvement Act (WIIA) grant, and

WHEREAS, the Town of Ulysses was awarded the WIIA grant, and

WHEREAS, the MRB Group has provided a Proposal for Professional Services to complete the TTHM Removal System using partial WIIA grant funding,

Therefore, be it

RESOLVED that the Town Board of Ulysses authorizes the Town Supervisor to sign the Proposal for Professional Services (as amended) from the MRB Group, dated June 13, 2019.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 7/9/19

MANAGING FLOOD PLAIN DEVELOPMENT- OVERVIEW

Mr. Zepko shared a presentation on flood management, including insurance costs, statistics, definitions, regulators, and key players.

He noted that there about 330 parcels totaling about 515 acres of land (excluding lake shore properties) in the town that are located in flood plains. There are 151 structures (including lakeshore properties) in these areas.

Ms. Zahler inquired as to whether the 151 structures are in compliance with floodplain management regulations. Mr. Zepko answered that since the floodplain map was adopted in 1987, only those properties built or extensively changed since then are liable.

Mr. Zepko added that he plans to work on an updating the local law.

TOWN REPORTS:

Mr. Zepko gave a brief summary of this report and invited questions from the board. Ms. Zahler inquired about the CARS project and wondered if neighbors had been notified. Mr. Zepko responded that notifications have been sent but there will be several more commenting opportunities.

TOWN REPORTS:

(see Appendix I)

CONSIDERATION OF SPEED LIMIT CHANGE ON RABBIT RUN

The board talked more on this issue and decided that a collaboration with other municipalities and state representatives would be most effective when submitting a request to the state.

Rabbit Run Road residents in attendance gave additional feedback.

RESOLUTION 2019-129: REQUEST SPEED LIMIT REDUCTION

RESOLVED that the Ulysses Town Board authorizes the Town Supervisor to complete actions to make requests to reduce the speed limit on Rabbit Run Road to 30 miles per hour; on Route 96 from Rabbit Run Road, north to the Village of Trumansburg to 30 miles per hour; and on Route 89 from Gorge Road to Taughannock Park Road to 30 miles per hour.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 7/9/19

APPOINTMENT OF PLANNING BOARD ALTERNATE

RESOLUTION 2019-130: APPOINTMENT OF AN ALTERNATE TO THE ULYSSES PLANNING BOARD

WHEREAS, John Wertis resigned his seat on the Ulysses Planning Board effective June 4, 2019, and
WHEREAS, Planning Board Alternate, Morris Klein, was appointed on June 11, 2019 to fill the vacant seat with a term ending December 31, 2019, and
WHEREAS, the Ulysses Town Board and the Planning Board wish to have all seats, including that of Alternate, filled to fulfill their responsibilities,

Therefore, be it

RESOLVED, that Linda Liddle be appointed to serve as an Alternate member on the Ulysses Planning Board effective July 9, 2019 through December 31, 2019.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 7/9/19

APPOINTMENT OF PLANNING BOARD 2ND ALTERNATE

RESOLUTION 2019-131: APPOINTMENT OF A 2ND ALTERNATE TO THE ULYSSES PLANNING BOARD

RESOLVED, that the Ulysses town Board appoints Rodney Bent to serve as a 2nd Alternate member on the Ulysses Planning Board effective July 9, 2019 through December 31, 2019.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 7/9/19

APPOINTMENT OF BZA ALTERNATE

RESOLUTION 2019-132: APPOINTMENT ALTERNATE TO BZA

RESOLVED, that the Ulysses town Board appoints Thomas Butler to serve as an Alternate member on the Ulysses BZA effective July 9, 2019 through December 31, 2019.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 4-0
Date Adopted: 7/9/19

TOWN REPORTS (Cont'd):

(see Appendix I)

PRIVILEGE OF THE FLOOR:

Ms. Liddle stated that she is looking forward to serving on the Planning Board.

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2019-133: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes of the regular Town Board meeting on 6/25/19.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 4-0
Date Adopted: 7/9/19

APPROVAL OF CLAIMS

RESOLUTION 2019-134: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed claims #284-325 in the total amount of \$50,537.50.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 7/9/19

EXECUTIVE SESSION:

Ms. Thomas moved to go into Executive Session at 9:11pm to discuss matters of a particular person's appointment. This was seconded by Ms. Zahler and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:25pm. This was seconded by Mr. Goldman and passed unanimously.

APPOINTMENT OF WATER ASSISTANT

RESOLUTION 2019-135: APPOINTMENT OF WATER ASSISTANT

RESOLVED that the Ulysses Town Board authorizes the hiring of Janelle Stewart to assist with water district management at a wage of \$15/hour under the supervision of Water District Operator Chris Stevenson.

Moved: Ms. Thomas Seconded: Mr. Hertzler

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

Vote: 4-0
Date Adopted: 7/9/19

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:30pm. This was seconded by Mr. Hertzler and passed unanimously.

APPENDIX:

TOWN REPORTS:

PLANNER'S REPORT 1 June – 30 June 2019- Submitted by Mr. Zepko

Planning Board:

- No meetings June 2019
- 1 Simple Subdivisions and 2 Lot Line Adjustments were approved administratively, for a net creation of 1 new building lot in the Town of Ulysses.
 - 7000 Route 227 – Lot line adjustment
 - 27.-3-17.4 (Perry City Rd) – Lot line adjustment
 - 34.-2-3.122 (Perry City Rd) – Simple Subdivision

Board of Zoning Appeals:

- 19 June 2019 BZA meeting
 - Cayuga Addiction Recovery Services (CARS) is seeking relief from the maximum lot coverage of 5% in the R1 zone to construct a new 25 bed facility at their existing location on Route 227. As the project will also require Site Plan Approval, and is a Type I action under SEQR, the Planning Board is acting as Lead Agency for the SEQR review.

Zoning Update:

- See “Planner Activity” section below. The Draft Zoning code was discussed at two Town Board meeting in the month of June 2019. Updates were made to the definition of building height, criteria relating to solar access were added to site plan review, and the Elder Cottage Housing was reintroduced as a permitted use with a permit from the Zoning or Code Enforcement Officer.

Planning Activity:

- Responded to approximately 25 requests for information
- Reviewed 8 building permit applications for zoning compliance
- 11 June 2019 – Attended Town Board meeting for the purpose of discussing Draft Zoning code.
- 12 June 2019 – Attended Tompkins County Stormwater Management Coalition meeting
- 25 June 2019 – Attended Town Board meeting for the purpose of discussing Draft Zoning code

Zoning Officer Activity:

- Issued a Notice of Violation pertaining to non-compliance with a conditional approval for an area variance in the Lakeshore District
- **Issued a Notice of Violation for pertaining to construction without a building permit and within the required setback area in the Lakeshore District
- **Investigated site of unpermitted filling on Cayuga Lake, coordinating with DEC and ACOE on resolution
- **Investigated instance of site erosion on Cayuga Lake, at a property with an approved Site Plan.

** Actions taken in concert with the efforts of Code Enforcement Officer Tom Myers.

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart, explained by Mr. Stevenson

- Continue to Mow / Second Time around
- Fixed Broken Spring on T10
- Cleaned up Trees on Willow Creek Rd and Frontenac during July 6 storm
- Replaced 3 driveway pipes on Van Dorn Rd
- Fixed Trouble spot on Garrett Rd. Driveway Pipe kept washing out, we built headwall and placed rip rap in ditch to slow the water down.
- We widened the parking area for the Glenwood Hts/Black Diamond Trailhead
- Placed T23 (1989 Mack Truck) on Auctions International and it sold for \$12,100.00

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	11
Disabled parking permits	11
Dog licenses and renewals	107
Marriage licenses	3
Plumbing permits	0
Address assignments	2
Notarizations	11
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$2068.50	TOTAL Collected for fees & licenses
\$1473.73	stays in the town
\$594.77	goes to the state

CLERK'S OFFICE TASKS:

- Notarizations
- Ordered supplies
- Answered inquiries on various topics
- Attended Town Board meetings and took minutes
- Kept website current
- Sent listserv messages to residents (~2/month)
- Mailed and posted dog licenses; issued tickets as needed
- Scheduling of various meetings
- Assisted other departments when possible
- Health/dental insurance updates for staff as needed
- Vouchering: collecting bills, getting approvals, sorting out billing issues, entering into system

TAX COLLECTION:

- Continued to reconcile tax account to \$19.38 due to outstanding rebate checks for Gov. Exec Order issued in February to issue refunds on penalties due to winter storm.
- Attended annual NYS conference of Tax Collectors/Receivers (NYSATRC) in Lake Placid June 9-12. (See details below)

SALO HABITAT COMMITTEE:

- Continued work on draft sign, making changes based on feedback from committee

WATER DISTRICT TASKS:

- Posted bills
- Spent hours working with Bookkeeper and water software support on issues related to bounced checks on an account with a credit.
- Updated water spreadsheets with test results
- Updated quarterly usage spreadsheet for reconciling with Town of Ithaca

RECORDS MANAGEMENT TASKS:

- Continued to fold and file into banker boxes plans that have already been scanned into Laserfiche
- Researched information for equipment inventory guidelines
- Had meeting with IT manager re: cybersecurity and inventory
- Attended NYS Local Government Records Officers (NYALGRO) annual conference in Alexandria Bay June 2-4. (See details below)

COMMITTEES/ASSOCIATIONS:

- Health Consortium- attend June 6 meeting

SPECIAL PROJECTS:

- (Deputy Clerk) continued work with Project Asst., Bookkeeper and Highway Superintendent on creation of database for capital assets.
- (Deputy Clerk) assisted supervisor on annexation research.

TRAININGS:

NYALGRO sessions attended:

- Cyberthreats
- Records program evaluation
- Grants
- Working with IT
- Social media
- Disaster planning

NYSATRC sessions attended:

- Motivational session- communications
- Active shooter training
- Update from tax service organization
- Legal updates
- Robbery training
- NYS legislative update
- Presentation from bank, post office, and on-line payment service

CODE ENFORCEMENT OFFICER:

Ms. Thomas noted that Mr. Myers is busy and has been working well with the Planner.

SUPERVISOR'S REPORT- Submitted by Ms. Thomas

7/8/2019 to 6/11/2019

Highway/DPW

- Bridge NY grant –Still working on contract with engineers for the project.
- More consideration of options for cash flow for project
- Finalize agreement with NYS DOT (tons of details with state and federal funds)
- More work on Highway Dept capital planning, equipment purchases, inventory.
- Consideration of speed limit reduction on Rabbit Run. Review steps provided by Khandi and Michelle.
- Evaluate hiring part-time summer help for water district management.

Planning and Zoning update

- Interview candidates for alternate positions on Planning Board and Board of Zoning Appeals
- Consideration of Conservation and Sustainability Advisory Committee on zoning update.
- Add floor areas to zoning update document, organize stream and wetland setbacks.

Water Districts

WD3

- Coordinate with Michelle and MRB on grant details.
- Work with Nina and Michelle on cash flow and possible bonding of project.

Water Quality

- Work with TC Water Resource Council and Cayuga Lake Watershed Intermunicipal Organization on water quality issues, primarily HABs
- Training to spot HABs for the monitoring network

Other

- Jacksonville Park restroom project.
- Town Hall heat pumps – need upgrade to electric system.
- Request for public EV charging stations at county buildings.

- Work on IT security with staff and Jeff Burns
- Eagle Scout project in cemetery
- IthacaTrails.org – migration from Ulysses is back on the table. Respond to questions from site.
- Consideration of plug in electric vehicle for code enforcement.
- Compare taxable assessed value numbers for 2019 compared to previous years. Analyze impact on 2020 budget.

Meetings

- 6/12 – HAB training
- 6/13 – IT meeting on security with staff and Jeff
- 6/13 – Capital Assets
- 6/17 – Water Resources Council
- 6/18 – WRC – HAB subcommittee
- 6/19 – Jacksonville restroom
- 6/19 – Water Resources Council
- 6/25 – TC Parks and Trails Network
- 6/25 – Town Board meeting
- 6/26 – PB interview
- 6/26 – Town Hall heat pumps
- 6/26 – Cayuga Lake Watershed Intermunicipal Organization
- 6/26 – MRB meeting on EFC grant
- 6/27-7/5 Vacation!
- 7/8 – PB and BZA interviews

Concerns/questions/comments from residents

- Trails (3)
- Rabbit Run speed limit (2)

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.
- Review county actions.

ASSISTANT TO THE SUPERVISOR- 6/5/19-7/8/19 -Submitted by Michelle Wright

Salo Drive Grant Reimbursement

Continued work to gather the expense documentation in the format required by NYS included contact with Habitat of Humanity's attorney's office. Subsequent documentation was collected and sent to the NYS Parks Grant Administrator. A final walk through with NYS Parks Grant Administrator Kathleen McIssacs was conducted on 6/27/19. This was the last action item required for submission according to Kathleen. About a week after the walk through, we received an email requesting that we send further documentation pertaining to the deed. This was sent on 7/8/19.

Cemetery Road Bridge Grant

A thorough review of the B&L contract continued, this was followed by inquiries to Town Attorney Khandi Sokoni, NYSDOT Contact Gene Cilento, and Tompkins County Highway Contacts Emily Peters and John Webert. After collecting information from those professional resources, contact was made with the Town's B&L contact/Managing Engineer, Ben Werner, regarding the format and method in which requests and questions regarding the contract should be made. A Word document with tracked changes along with an Excel document with questions organized by contract section and page number was sent on 7/3/19 to Ben Werner and Matt Schooley. These questions included follow up inquiries to questions Gene Cilento had previously sent to Matt Schooley (an Executive at Barton and Loguidice) in separate communication. At the time of submission of this report, we had not yet received recognition of receipt from B&L of those contract change requests and questions.

In collaboration with Liz and Nina, a cash outlay projection was created for financing purposes. A cash flow meeting with NT and LT was conducted on 6/13/19. Contact with NYSDOT confirmed that Ulysses staff time was a reimbursable expense, however, due to the fact it was not included in the original budget, this would only make an impact on our internal expenses if other budget lines were underspent. A method for tracking internal hours is developing based on previous experience with this internal tracking.

The agreement with NYSDOT was signed by Khandi at her offices on 6/26/19, final work was done on the agreement and sent via certified mail on 7/1/19. Gene Cilento has since confirmed recognition of receipt of the agreement. At this point, NYSDOT submits funding obligation and phase authorization to the Federal Highway Administration (FHWA). Once the FHWA gives us the "okay," work can begin.

Capital Asset GAAP Compliance & Multi-year Financial Planning

Presentation to the Board on 6/25/19. Further development via meetings with Sarah K., Nina and Liz: data field and format development in database, continued work on shared working agreements. Participation in a Capital Asset OSC webinar on 6/13/19 which very much highlighted the need to regularly maintain data as it will be entered on a yearly basis into accounting system, among other reasons. Preliminary gathering of all information pertaining to the bridge/culvert on Curry Road was conducted via server search.

Continued investigation into other software:

- Arc GIS inquiry meetings with John Z. (6/13/19), and Michael B. and Mary Colomaio (6/26/19)
- Continued communication via phone with DS' Asset Essentials (6/17/19) to assess for Ulysses utilization and price structure.

Other Activities

- Support in compiling 7/9/19 agenda. Communication with Clerk's office supplied further context of Rabbit Run speed limit investigation. Communications with Khandi regarding NYS laws for reduction of maximum speed.
- Participation in IT meeting (6/13/19) with Jeff Burns. Notes from this meeting: Our server is backed up every evening onto an offsite backup. Discussion regarding the threat of Ransomware, an example: if you don't save your files on the server and something happens to your computer, it won't be savable. (Regular staff training item). Ransomware can seek out server files but the offsite server protects the Town from that. Discussion regarding website host: GoDaddy is a regularly used service (Village uses it). Exploring details regarding how to obtain access to server files at Highway Barn.
- SAMs number update: Systems for Award Management is a federal source of grant revenue. Our SAMs number needs to be updated in order to maintain eligibility for applying for federal grants, this is a complicated process. Initial work started on this process.

- Contact was made with Ithaca-Tompkins Transportation Council regarding an annual transportation improvement document update that was inaccurate due to the fact Ulysses did not currently have a designated person to attend the council meetings. This has since been rectified as I was appointed as the contact at the 6/25 meeting.
- PB & BZA: tracked changes for additions to verbiage for Board Rules and Procedures regarding the role of the Alternate for each Board was sent to John Z. and Liz T. Verbiage came directly from Town Law (§ 212-17 Planning Board. parts G and H) and from a discussion from a Planning Board Meeting on 2/4/14).
- Preliminary investigation memo drafted to TB regarding electric vehicle.

BOOKKEEPER REPORT: Submitted by Ms. Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 12 & 13
 - Processed employee changes and made corrections as
 - NYSLRS
 - Produced, uploaded and submitted May report in new format
- Banking
 - Completed regular bank deposits – in person for cash and 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
 - Produced and processed TA account checks
 - 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)
 - Worked with Clerks toward reconciliation of WD AR accounts – this was a significant challenge this month and caused the May financial reports to be delayed
 - Reviewed month end financial reports and distributed them to Town Board & Staff
- Reviewed and worked on cross reconciliation of Clerk and Tax Collector bank accounts

Trainings:

- Webinar – OSC: Capital Assets – June 13

Meetings:

- 06/06/2019 – Capital Assets meeting
- 06/07/2019 – Meeting with Village Treasurer about capital projects
- 06/11/2019 – Town Board Meeting
- 06/12/2019 – Meeting with Highway Superintendent
- 06/13/2019 – IT Meeting
- 06/13/2019 – Cemetery Rd Bridge Project Meeting
- 06/19/2019 – Water District Reconciliation meeting
- 06/20/2019 – B&L Contract meeting/phone call

- 06/20/2019 – Asset Management Meeting
- 06/24/2019 – YEP Kick-off meeting
- 06/25/2019 – Water District/BAS system meeting
- 06/25/2019 – Town Board Meeting
- 06/26/2019 – Water District/BAS system meeting/phone call

Non-Regular Duties:

- Personnel
 - Responded to HR related inquiries
 - Communications and document compilation around recent retiree
 - Research and meeting regarding time sheet/OT question
 - Worker Comp
 - Completed and submitted paperwork related to PERMA 2018 Worker Comp Audit
 - Youth Employment Program
 - Held kick-off meeting – discussed budget, paperwork requirements, payroll schedule, etc
- Capital Assets
 - Multiple meeting regarding capital assets
 - Reviewed data that I had previously collected with Project Assistant
 - Discussed what type of data is needed for GAAP compliance purposes and how/where to collect & store that data
 - Discussed next steps in process
- Additional Highway Equipment purchase request
 - Follow-up and clarification regarding request for the purchase of highway equipment not in the 2019 budget
 - Drafted reserve resolution to appropriate additional reserve funds to cover the additional highway equipment - 6/25/2019 board meeting
 - Drafted budget modification to cover the additional highway equipment purchases - 6/25/2019 board meeting
 - Updated Highway Capital Plan
- Bridge NY Grant – Cemetery Road Bridge
 - Further research/investigations into financial impacts
 - B&L Contract – review of contract, phone call with attorney regarding contract
 - Initial discussion with Municipal Solutions regarding funding for the project
 - Reviewed cash flow projects from Supervisor and Project Assistant
 - Created cash flow projection based on experience with Sidewalk Project
 - Touched base with Accountant regarding funding options and implications for the future need for an independent audit
 - Research/investigations into implementation
 - Discussed the practical implementation of capital projects and grant funding process with VOT Treasurer
 - Discussed implementation of capital project in WLB software with consultant
 - Implications related to the need for an independent audit
 - Discussed initial findings and recommendations regarding project with Supervisor and Project Assistant
 - Follow up with Insurance Broker on question from Town Attorney on the B&L contract
 - Drafted resolutions for Board approval of new capital project bank account - 6/25/2019 board meeting
- Procedures

- Drafted procedures for how to handle returned checks and chargeback fees in WD billing system and WLB accounting system
- Continued to update and refine written accounting procedures
- Budget Modification
 - 06/11/2019
 - Drafted budget modifications as outlined in board resolution
 - Drafted/revised budget modification for JCA grant from Tompkins County
 - Entered budget modifications into accounting system once approved
 - 06/25/2019
 - DA fund – Additional funds need in Highway Equipment CE to cover purchase of highway equipment not in budget
 - Drafted budget modification to appropriate additional reserves per request
- Other Accounting
 - Continued to investigate, research and work on resolutions to outstanding accounting issues
 - OPEBs
 - Further communication with Actuary with regards to GASB 75 update
 - Compiled and submitted covered payroll numbers for 2019 update report
 - Reviewed 2019 interim report when received from Actuary
 - Forwarded report to Town Board for review

Up Coming:

- Cemetery Road Bridge Project – This is going to be on my plate, and therefore consistently on my report, for the foreseeable future
- Capital Asset project – continue to assist with/work towards asset tracking and valuation for GAAP compliance
- Water District 3 TTHM Remediation Capital Project – this has just come onto my radar but it sound like I will need to become more involved as funding for the project is sought
- Other Accounting
 - Continue to work on how to handle outstanding accounting issues
 - TA Fund/Bank Account
 - Resolve remaining interfunds – SW1 & SW4 to repay B
 - Full GAAP Compliance
- Personnel
 - Continue to review/clarify/update Personnel Policies

MS. ZHALER submitted the following:

Village

- Working with Ben Carver and Youth Commission & Supervisor Thomas on a proposal to create a part-time year round recreation director position at the Town to plan and oversee existing youth recreation programs and coordinate activities with other recreation providers. Existing Village-Town budget and program fees would be re-structured to improve year round services.
- The Village discovered and rectified a significant health compliance issue prior to the start of camp, which they hope can be avoided in the future in a re-structured program.
- Taughannock Giant is temporarily resting on the porch of the Village Hall while a future home is being sought.
- Village has advertised for and received applications for EMS coordinator and N. Zahler has been asked to serve on the interview team.
- Comprehensive Planning update is underway with consultants. One feature is that they will be describing the character of various neighborhoods in the Village to determine if there are any

zoning differences needed based on the character of the neighborhoods. A public input session will be conducted in October and a stakeholder session prior to that may be held in September and may include the Town's Planner. Ben Darfler is lead Trustee on the planning and zoning updates.

- Research is underway to see if the footbridge by the Post Office which is currently closed for safety reasons can be reinforced with a mix of local volunteers and DPW. DEC will be contacted to determine next steps.
- Fire and EMS reports were not available at the July 8th meeting. 7 of the Village's 248 Police calls were in the Town of Ulysses.
- Assured the Village that they will be looped in when bridge construction gets underway.

Habitat Nature Preserve

- Temporary signs with guidelines have been posted. Permanent sign for trail head and a separate Parking sign are being finalized.
- Village Code Officer has approved the sign language, size and location.
- Once final signs have been produced and mounted, Nancy will contact Village Police Chief Nelson to notify him for enforcement purposes. Fire Chief Fulton suggested a walking tour to pre-plan for any emergencies. He has been referred to Marvin Pritts, the volunteer who has been instrumental in developing and marking the trails.
- Awaiting Town Attorney review on right of way requested for land-locked neighbor's property.
- Forsythia bushes have been planted by a volunteer to provide screening on one side of the parking area.
- The Advisory Committee agreed that now that guidelines have been developed they could meet quarterly or seasonally to monitor progress and address any new issues that arise. They will plan to meet on September 23rd before the opening of hunting season to make sure notifications to the public about the Town's NO HUNTING policy and seasonal signage are in place.
- For continuity, the committee suggested that the Town include in its organizational meeting, appointment of a Town Board liaison to the Advisory Committee and an annual reminder of the purpose of the Preserve- to assure that it does not become more developed.

Recreation Partnership

- Attended the June 25th Recreation Partnership Board meeting as the alternate for Durand Van Doren who is on medical leave to review and finalize the 2020 budget and program offerings. The overall budget will increase by 2%. All programs except some specialty programs will be maintained, with budget balancing cuts coming from Ithaca Youth Bureau administrative costs. The updated cost-sharing formula projects a **\$207 DECREASE** in Ulysses share for a projected 2020 total cost of **\$8,229**.

Youth Commission

- Did not meet in July. They will be working on their proposal to the Town and Village re: Recreation Director and will be soliciting funding requests from youth programs to make 2020 funding recommendations on September 3rd.

Health Consortium

- Attended June 27th meeting as alternate for Rich Goldman. Don Barber will be extended as consultant to the Consortium to share outreach duties with the new Executive Director. Administrative staff positions for the Consortium will be filled with employees on the payroll of the Town of Ithaca. Wellness consultant Michelle Courtney Barry chose not to renew her contract so they will be searching for new consultant.
- A new governance structure was approved to allow a smaller Executive Committee that includes all committee chairs to act for the Consortium to allow full membership (close to 40 members) to meet just once a year.
- All municipal members offering retiree health coverage will need to cover retirees through the consortium within 3 years. They will be seeking bids to have more affordable plans available; however, as municipalities, they cannot offer Medicare Advantage plans. ***Ulysses will need to track these developments since the coverage we provide to retirees is currently not through Consortium due to its higher cost plans.***
- The \$53.3 million dollar consortium continues to run efficiently with just 6% administrative costs compared to the 15% administrative charge that the Affordable Care Act allows. Primary expense is payment of claims through providers Excellus Blue Cross and Blue Shield and Pro Act drug plans.
- In addition to required fund balances, the Consortium maintains an unencumbered fund balance with an original target of 18%. At the end of June the balance of \$12.6 million represents 30% of the budget. When I asked the Rich Goldman question about the size of this reserve, was told that the Audit and Finance committee will be reviewing this.
- Income grew based on a combination of increased interest income and lower costs associated with the County's new Platinum plan.
- 2020 premiums have not yet been set. Last year a 7% increase was projected for 2020. Hopefully, premiums will be less than 7% when costs are calculated in the Fall but they will be no more than 7%.
- In an effort to expand the scope of the consortium within the State's allowable limits, it appears that Libraries that fall under the NYS Education Department could be eligible to join. NZ will follow up with the Library to have them inquire with Don Barber if interested.

Jacksonville Community Association

- Supervisor Thomas arranged for Steve Maybee, Ulysses volunteer and Health Dept retiree with expertise in septic systems, to visit the Park and consult on various options on June 19th.
- The fund raiser for the Park will be held Saturday, July 7th from 3-6pm at the Trumansburg Conservatory of Fine Arts.
- The Lions Club will hold a chicken BBQ fund raiser for the Park at Brownies on August 17th.
- Confirmed with Darby Kiley, County Planner responsible for the Recreation and Trails grant received by the Town on behalf of the JCA, that using the grant funds to build the above ground structure this year would be sufficient fulfillment of the grant obligation since the County understands that some projects require additional time and funding for completion.
- Provided email updates and spending guidelines to the Project Coordinator, Bookkeeper and Clerk to be sure all spending is accordance with Town policies and that records are kept to be able to request full reimbursement from the County.

- After the fund raiser, JCA will resume longer range planning re: infrastructure and park improvements and will commence plans for a community build of the restroom structure. Community volunteers who have helped with other projects in Tburg have offered to help.

MR. HERTZLER:

Has been spending time working on JCA bathroom project. He feels that this will be beneficial for the town. Event on Sat. 7/13.

Respectfully submitted by Carissa Parlato, -/--/19