

## TOWN BOARD MEETING

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Town of Ulysses

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August 13, 2019

Audio of the minutes are available on the website at [ulysses.ny.us](http://ulysses.ny.us).

The meeting was held at the Ulysses Town Hall at 10 Elm Street, Trumansburg.

Notice of Town Board meetings are posted on the Town's website and Clerk's board.

### **ATTENDANCE:**

#### TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas

Board members- Nancy Zahler, Richard Goldman, John Hertzler, Michael Boggs

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Project Assistant- Michelle Wright

#### OTHERS PRESENT:

Casey Mastro (NYPA), Linda Liddle, Roxanne Marino

### **CALL TO ORDER:**

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

### **PRESENTATION FROM CASEY MASTRO OF NY POWER AUTHORITY (NYPA)**

Mr. Mastro introduced himself as the Central NY Energy Manager for NYPA. NYPA has been assisting municipalities across the state with buying back streetlights.

Mr. Mastro provided an analysis for the town to show the savings of procuring streetlights from NYSEG, and switching to LED lights with digital controls. NYPA provides low interest financing to buy back the assets from NYSEG.

The board discussed Mr. Mastro's analysis and whether it was more cost effective to just replace NYSEG's lights with LEDs.

### **LED STREETLIGHT CONVERSION**

#### **RESOLUTION 2019-145: AUTHORIZATION FOR LED STREETLIGHT CONVERSION**

Resolved that the Ulysses Town Board authorizes the Town Supervisor and staff to complete all documents and work needed to join the LED streetlight conversion effort through NYPA to convert the Ulysses streetlights to LEDs to save money and energy.

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas                      aye

Ms. Zahler                        aye

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

Vote: 4-1

Date Adopted: 8/13/19

## **APPROVAL OF MEETING AGENDA**

### **RESOLUTION 2019-146: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for August 13, 2019 with the additions of approval of claims, an Executive Session for the purpose of promotion of a particular person, a resolution approving the Supervisor to sign the EFC/WIIA grant, and a discussion of rifle approval in Tompkins County.

Moved: Ms. Thomas            Seconded: Mr. Boggs

Ms. Thomas                aye  
Ms. Zahler                 aye  
Mr. Hertzler                absent (*stepped out for a moment*)  
Mr. Boggs                  aye  
Mr. Goldman                aye

Vote: 4-0

Date Adopted: 8/13/19

### **PRIVILEGE OF THE FLOOR:**

(none)

### **REPORTS FROM REPRESENTATIVES:**

Ms. Koreman shared the following updates from the Tompkins County Legislature:

- The Facilities & Infrastructure Committee meeting is on Thursday.
- A public hearing will be held to consider whether rifle use should be allowed in the county. Ms. Koreman is not in favor.
- The legislature voted down a resolution to co-locate the Sheriff & Ithaca Police Department. Ms. Koreman did not like the property that was suggested. They may look at other options.

Ms. Marino shared the following updates from the Conservation and Sustainability Committee:

- The committee submitted its plans for the NYSERDA grant to update the town hall HVAC and received approval to move forward.
- The committee plans to work on water quality projects and may look for grants.

### **NEW BUSINESS:**

#### **DISCUSSION OF USE OF RIFLES IN TOMPKINS COUNTY**

##### **RESOLUTION 2019-147: OPPOSITION TO ALLOWING RIFLES IN TOMPKINS COUNTY**

Resolved that the Town Board of the Town of Ulysses opposes allowing the expansion of rifles for hunting within Tompkins County.

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: 8/13/19

**SUPPORT FOR A COUNTY-WIDE WATER QUALITY STAFF PERSON**

Ms. Thomas read a letter that she sent to Tompkins County on this topic.

**RESOLUTION 2019-148: SUPPORT FOR A COUNTY-WIDE WATER QUALITY STAFF PERSON**

BE IT RESOLVED that the Town Board of the Town of Ulysses endorses the letter presented at the 8/13/2019 meeting asking the Tompkins County Legislature to add one staff person to coordinate work to preserve and improve the water quality of Cayuga Lake and its watershed.

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: 8/13/19

**TOWN REPORTS:**

*(See appendix)*

**OLD BUSINESS:**

**REQUEST FOR SPEED LIMIT REDUCTION ON RABBIT RUN ROAD**

**RESOLUTION 2019-149: REQUEST FOR SPEED LIMIT REDUCTION ON RABBIT RUN ROAD**

WHEREAS Rabbit Run Road is a 1.2-mile road in the Town of Ulysses with an unposted speed limit of 55mph, and

WHEREAS the easterly bordering road--South Street Extension--has a 30mph speed limit and the westerly bordering road, State Route 96, has a 45mph speed limit, and

WHEREAS limited sight distances and several blind curves exist on Rabbit Run Road cause dangerous situations for vehicles and pedestrians, and

WHEREAS the road borders an active fairground, and

WHEREAS the Town Board of the Town of Ulysses has received several requests from residents of Rabbit Run Road to reduce the speed limit to 30mph from the current speed limit of 55mph,

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Ulysses requests that the New York State Department of Transportation (NYS DOT) allow a reduction of the maximum speed to 30mph to increase safety for residents, fairground visitors, drivers, pedestrians, and other users of the Rabbit Run Road, and further

RESOLVED that the Town Clerk send this resolution to Tompkins County for their additional approval of this speed limit reduction request, and if approved, send on to the NYS DOT for their consideration and approval.

Moved: Ms. Thomas                      Seconded: Mr. Hertzler

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

Vote: 4-1

Date Adopted: 8/13/19

## **RECREATION DIRECTOR**

### **RESOLUTION 2019-150: SUPPORT FOR TRANSITIONING MUNICIPAL RECREATION PROGRAM FROM THE VILLAGE OF TRUMANSBURG TO THE TOWN OF ULYSSES**

WHEREAS, the Ulysses-Trumansburg Youth Commission was created to advise the Town and Village about youth needs and to recommend effective programs using support from local, county, and state funds and other revenues; and

WHEREAS, the Youth Commission has gathered feedback on the current recreation program from users, community groups, and the Village; and

WHEREAS, the Youth Commission has identified a number of goals to address local concerns including:

- Better and easier access to programs
- More varied options that are better designed to meet youth and family needs
- Better coordination of public and privately sponsored youth programs; and

WHEREAS, the Youth Commission has researched how other communities address these needs and found that nearly every other town has at least a half-time year-round director that takes guidance from their youth commission; and

WHEREAS, the Youth Commission, the Village of Trumansburg Mayor and Youth Commissioner have asked the Town to consider sponsorship of the Recreation Program run by a part-time year-round Recreation Director so that all youth programs can be coordinated and administered by the Town for those in the Town, inclusive of the Village, and Trumansburg School District; and

WHEREAS, the Youth Commission has submitted a Proposal for the Town Board to consider; and

WHEREAS, the Town Board has reviewed the proposal, supplemental information requested, and considered the recommendations of the Youth Commission and Village, now therefore be it

RESOLVED, that the Ulysses Town Board agrees to administer the Recreation Program with a part-time year-round recreation director starting in January 2020; and further

RESOLVED, that the Town of Ulysses Town Board approves the attached 2019 Memorandum of Understanding which reaffirms the continued co-sponsorship of local youth programs with the Village of Trumansburg and clarifies the terms and conditions of the transfer effective January 1, 2020, subject to review and approval of the Village.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

Discussion of budget and supervision

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

Vote: 5-0

Date Adopted: 8/13/19

**RESOLUTION 2019-151: AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE GRANT AGREEMENT (PROJECT NUMBER 18271) WITH NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION**

WHEREAS the drinking water in Water District #3 has had elevated levels of trihalomethanes, a known risk to human health, and

WHEREAS while the aerator in the water tank owned by the Town of Ithaca near the Cayuga Medical Center has reduced the levels of TTHM to near the regulated limit, the levels still occasionally exceed the TTHM limit, and

WHEREAS TTHM levels in the Ulysses tank build up to levels over the TTHM threshold and an aerator would reduce those levels to below the limit, and

WHEREAS the Town of Ulysses was awarded a New York State Environmental Facilities Corporation Grant through the Water Infrastructure Improvement Act (WIIA) Grant Program, EFC project number 18217 that would cover 60% of the costs associated with installing an aerator in the Ulysses water tank , and

WHEREAS a grant agreement from EFC is expected to arrive prior to the next Town Board meeting on 9/10/2019, and

WHEREAS it is advantageous to both residents of Water District 3, and the timeline of the project to avoid delays in the grant administration process,

THEREFORE, BE IT RESOLVED that the Ulysses Town Board gives the Town Supervisor authorization to sign agreement for the EFC WIIA grant upon review by Town staff and approval of the Town Attorney, as well as authorization to sign any and all related documents pertaining to this grant.

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: 8/13/19

**NEW BUSINESS:**

**APPROVAL OF A WATER DISTRICT #3 CAPITAL PROJECT BANK ACCOUNT**

**RESOLUTION 2019-152: APPROVAL OF A WATER DISTRICT #3 CAPITAL PROJECT BANK ACCOUNT**

WHEREAS the Town of Ulysses will be undertaking a capital project for the installation of a Total Trihalomethanes (TTHM) Removal System in the Town of Ulysses Water District #3 Ground Storage Tank; and

WHEREAS an engineering firm has been selected and the project will begin shortly; and

WHEREAS the New York State Comptroller guidance requires that a separate account is maintained for such a capital project; and

WHEREAS the Town of Ulysses Supervisor and Bookkeeper recommend opening a separate new bank account to keep capital project funds segregated from other Town monies,

THEREFORE, BE IT RESOLVED that the Town Board approves opening a new bank account with Tompkins Trust Company; and

RESOLVED that the signatories for this account will be the Town Supervisor, Elizabeth Thomas and the Town Clerk, Carissa Parlato; and

RESOLVED that the Town Clerk will provide a certified copy of this resolution to the Bookkeeper to submit with the paperwork needed to open the bank account.

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: 8/13/19

**SETTING A PUBLIC HEARING ON LOCAL LAW # \_\_\_ OF 2019: TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C**

**RESOLUTION 2019-153: SETTING A PUBLIC HEARING ON LOCAL LAW # \_\_\_ OF 2019: TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C**

BE IT RESOLVED that the Town Board of the Town of Ulysses will hold a Public Hearing on the proposed Local Law # \_\_\_ of 2019 to override the NYS tax levy limit as allowed by General Municipal Law §3-C. The Public Hearing will be on Sept. 10, at 7pm at the Ulysses Town Hall at 10 Elm St. Trumansburg, NY.

**LOCAL LAW # \_\_\_ OF 2019: TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C**

Be it enacted by the Town Board of the Town of Ulysses as follows:

Section 1. Legislative Intent: It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Ulysses, County of Tompkins pursuant to General Municipal Law §3-c, and to allow the Town of Ulysses, County of Tompkins to adopt a town budget for (a) town purposes, (b) fire protection districts, and (c) any other special or improvement district, and Town improvements provided pursuant to Town Law Article 12-C, governed by the Town Board for the fiscal year beginning January 1, 2020 and ending December 31, 2020 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 2. Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the Town Board to override the tax levy limit by the adoption of a local law approved by vote of at least sixty percent (60%) of the Town Board.

Section 3. Tax Levy Limit Override: The Town Board of the Town of Ulysses, County of Tompkins is hereby authorized to adopt a budget for the fiscal year 2020 that requires a real property tax levy in excess of the limit specified in General Municipal Law §3-c.

Section 4. Severability: If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date: This local law shall take effect immediately upon filing with the Secretary of State.

AND FURTHER RESOLVED, that the Town Clerk file this local law with the Secretary of State as required by law.

SEQR ACTION: TYPE II-20

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: 8/13/19

**PRIVILEGE OF THE FLOOR:**

*(none)*

**MONTHLY BUSINESS:**

**APPROVAL OF MINUTES**

**RESOLUTION 2019-154: APPROVAL OF MINUTES**

**RESOLVED** that the Ulysses Town Board approves the minutes of the regular Town Board meeting on 7/23/19.

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: 8/13/19

**APPROVAL OF BUDGET MODIFICATIONS**

**RESOLUTION 2019-155: APPROVAL OF BUDGET MODIFICATIONS**

**RESOLVED** that the Ulysses Town Board approves the budget modifications as presented at the 8/13/19 meeting.

**A FUND BUDGET MODIFICATIONS:**

A7410.4	Library CE	INCREASE	\$240.00
<i>To increase line to cover additional funding for 3 Empire Passes at \$80 each</i>			
A1450.4	Elections CE	DECREASE	\$240.00
<i>Budget available</i>			

SW3 FUND BUDGET MODIFICATIONS:

SW3-9950.9	Transfer to Capital Projects Fund	INCREASE	\$45,000.00
<i>To move funds so that they go directly into the Capital Project fund instead of reserve</i>			
SW3-9901.91	Transfer to Repair Reserve (SW3-962/230)	DECREASE	\$45,000.00
<i>To move funds directly into the Capital Project fund for the start of the project</i>			

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: 8/13/19

**APPROVAL OF CLAIMS**

**RESOLUTION 2019-156: APPROVAL OF CLAIMS**

**RESOLVED** that the Ulysses Town Board has reviewed claims # 326-387 in the total amount of \$83,957.23.

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: 8/13/19

**EXECUTIVE SESSION:**

Ms. Thomas moved to go into Executive Session at 9:31pm to discuss the promotion of a particular person. This was seconded by Mr. Goldman and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:58pm. This was seconded by Mr. Goldman and passed unanimously.

**ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 9:58pm. This was seconded by Mr. Hertzler and passed unanimously.

**APPENDIX:**

**TOWN REPORTS:**

**HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart**

1. Closed Off Yard and Brush Pile
  - a. I considered this a liability to have access to the yard and brush pile when we were closed.
  - b. We needed to police who dumped off Brush. Residents of the town should be the only ones Allowed
  - c. Contractors were taking advantage of the yard. They would dump stumps, fill and yard waste and not asking permission to do so.
  - d. The capacity to hold brush in our yard is becoming scarce.
2. Paved Rabbit Run I Maplewood Culvert Pipe
  - a. Shoulders on Rabbit Run should done within the next few weeks
3. Fixed bottom of Gorge Road
  - a. Intersection of Gorge road and State Rt 8g. Vehicles were cutting the corner and damaging the shoulder of Gorge road. Water run off was not properly going to the storm drain. We replaced the shoulder and dug a ditch to the storm drain, filled it in with gabion stone for proper run off. Put up 3 delineator posts to keep vehicles off the shoulder.
4. Continue to Mow Roadsides and mow back intersections for sight visibility.
5. Ordered New Roadside Signs for replacement of bad signs. Should be replacing them in the next few weeks.
6. Attended Ethics Meeting and Safety Meeting
7. Fixed Hole on Town Hall Roof and Put up new flagpole.
8. Have Been helping town of Enfield by sending 2 trucks to help haul item 4 to a culvert project.
9. Continue to clean up shop and Yard.

**TOWN CLERK: Submitted by Ms. Parlato**

<b><u>LICENSES/PERMITS issued:</u></b>	<b><u>#</u></b>
Sporting licenses	23
Disabled parking permits	15
Dog licenses and renewals	88
Marriage licenses	7
Plumbing permits	1
Address assignments	0
Notarizations	12
FOIL requests-received	1
FOIL requests-completed	1

**FINANCIAL REPORT:**

\$2292.00	TOTAL Collected for fees & licenses
\$1574.99	stays in the town
\$717.00	goes to the state

**ROUTINE 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

#### ADDITIONAL ACTIVITIES FOR THIS MONTH:

- Coordinate Ethics Training and staff compliance with policy sign off. Research other policies in preparation for updating Ulysses' policy.

#### TAX COLLECTION:

- Continued to reconcile tax account to \$19.38 due to outstanding rebate checks from the February Gov. Exec. Order to issue refunds on penalties due to winter storm.

#### SALO HABITAT COMMITTEE:

- Continued work on draft sign

#### WATER DISTRICT TASKS:

- Posted bills
- Updated water spreadsheets with test results

#### RECORDS MANAGEMENT TASKS:

- Continued to fold and file plans that have already been scanned into Laserfiche
- Coordinated with Tompkins County to digitize historic minutes books and subdivision plans

#### COMMITTEES/ASSOCIATIONS:

- Health Consortium- July meeting was cancelled

#### SPECIAL PROJECTS:

- (Deputy Clerk) continued work with Project Asst., Bookkeeper and Highway Superintendent on creation of database for capital assets.
- Investigate first female Ulysses Town Clerk
- (Deputy Clerk) solicited quotes for Town Hall sign, working on Rural Beautification Grant from the County to fund sign

#### TRAININGS:

*(no trainings this month)*

### **SUPERVISOR'S REPORT- Submitted by Ms. Thomas**

7/9/2019 to 8/12/2019

#### **Highway/DPW**

- Bridge NY grant –contract with engineers for the project.
- Bonding and BAN work. Finalizing all paperwork required.
- Speed limit request change on Rabbit Run – learn process and initiate procedures to reduce speed.

#### **Water Districts WD3**

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

#### **Water Districts – other**

- Work with GrassRoots on water district, but this is off the table for now.

#### **Water Quality**

- Work with TC Water Resource Council and Cayuga Lake Watershed Intermunicipal Organization on water quality issues, primarily HABs
- Observe and report if HABs are present for the monitoring network

#### **Other**

- Official Map of town – review again.
- Recreation Director
- Town Hall heat pumps
- IthacaTrails.org – migration to Convention and Visitor’s Bureau
- Snow and Ice contract with Tompkins County
- Cemetery maintenance.
- Streetlight conversion to LEDs
- Begin budget work for 2020 – check contracts, annual payments to affiliates, receive preliminary budget requests, taxable assessed value, check sales tax, review spending and revenues to date, tax cap override local law
- Empire Pass funding for 3 passes for Ulysses library
- Town hall – sign and landscape maintenance, plus tree removal for heat pumps.
- Jacksonville Park – potential water connection.
- Heat pump grant
- Review draft of zoning before sending to legal for review.
- EV charging stations – feedback for municipal station and info for others on funding.

### **Meetings**

- 7/18 – PRI Advisory Board
- 7/23 – WRC – Watershed Rules and Regulations Subcommittee
- 7/23 – Town Board meeting
- 7/24 – Cayuga Lake Watershed Intermunicipal Organization meeting
- 7/25 – TCCOG
- 7/25 – Ethics training
- 7/31 – HABs Summit in Geneva
- 8/1 – Conference call meeting with Taitem regarding Heat Pumps for Town Hall
- 8/6 – WRC – HABs subcommittee meeting
- 8/7 – Budget meeting – capital planning for Highway
- 8/8 – Streetlight conversion to LED meeting
- 8/9 – meet with statewide environmental group to plan fall meeting

### **Concerns/questions/comments from residents**

- HABs (18)
- GrassRoots
- Trails (3)
- Rabbit Run speed limit (4)
- Hydrant testing request on Maplewood
- Navigable waters
- Intersection of Willow Creek and Gorge
- Dogs running loose
- Breakins (4)
- Ditch maintenance idea to help prevent runoff into lake.

### **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- 7/9/19-8/12/19-Submitted by Michelle Wright**

### **Active Grant Updates**

- *Trying a new method of organization around organization-wide communication regarding active grants via a regular “active grants” report—coming soon.*

### **Cemetery Road Bridge over Trumansburg Creek**

- *Project Phase = getting a signed agreement with the design engineer:*
  - *Received response from Ben at Barton and Loguidice regarding contract questions. Follow up was required after a delayed response.*
  - *Back and forth communication regarding specific verbiage of the contract, in collaboration with Khandi.*
  - *Confirmation regarding agreement of verbiage in agreement itself was sent to B&L on 7/31 after receiving response from Khandi.*
  - *Received final version of agreement, ran a compare doc via PDF and a hard copy spot check.*
  - *Signed version sent on 8/12 to Barton and Loguidice.*

### **WD #3 WIIA Grant (EFC)**

- *Project Phase = getting a grant agreement from EFC, project cash flow projections, financing details, grant administration details:*
  - *Commenced involvement with this grant. Interactions with MRB regarding agreement and documentation. MRB had been carrying the torch on this application, various documents had to be obtained for internal record keeping on server—including a letter between NYS DOH and MRB regarding the change in scope of the project.*
  - *Communication directly with EFC regarding required documentation and a maximum grant award figure given the fact that it was not explicitly stated anywhere in writing except for an old maximum figure in a letter based on the previous scope of the project, which included the inlet/outlet design. Documentation has since been received with an updated project budget and WIIA grant figure (60% of total project costs, not to exceed \$300,000).*
  - *Phone meeting on 7/29 with EFC.*
  - *Communications with RD regarding proof of de-obligation of funds from RD, documentation required by EFC prior to moving forward with funding*

*agreement.*

- *Communications with EFC regarding required paperwork, budget updating, etc.*
- *Multiple internal meetings with Bookkeeper regarding budgeting related topics for this project.*
- *Ongoing communications with MRB regarding grant logistics and billing procedures.*

### **Capital Asset GAAP Compliance & Multi-year Financial Planning**

- *Met with Sarah K. to assess and plan next steps with data entry. Currently developing the Access database for import. A standard data template was created for Sarah to input data.*
- *Met with Nina regarding the coordinator for each data point: this is required in order to know who the resident expert on each data point is. Nina is an expert on a variety of data points: our planning documents include a list of data fields and which ones she will need direct control over development of. This meeting produced a point of clarification regarding how improvements to an asset are tracked, which is that improvements to a facility or land are considered a separate asset. There was follow up communication with Sarah K. regarding the need to document improvements to assets separately from the assets themselves.*
- *Continued development to ready the Access database for data import for phase 1 = GAAP compliance. Research required in order to develop a more complex data point of "improvement asset" data, which will require a table or query within the database to allow for accumulated costs of improvements to a particular asset over time.*
- *Continued development of scope regarding long-term asset tracking: to include complete asset life cycle process—development of well communicated and documented process of asset tracking from acquisition to disposal.*
- *Follow up quick meetings with Nina and Sarah throughout reported time in order to maintain a high level of information sharing, momentum, and updates.*
- *Tracking down of currently existing water district inventory.*

### **Budget Work**

- *Met with Nina on several occasions regarding budget specifics.*
- *Met with Nina and Liz on 8/1 to discuss parameters of the 2020 budget preparation.*
- *8/7/19 Meeting with Scott, Nina and Liz regarding Highway Capital plan and organization for Highway Department 2020 Budget preparation.*
- *Budgeting work: general work regarding getting reacquainted and familiarized.*

### **Other Activities**

- *ITCTC attendance.*
- *Email back up process established.*
- *LED Conversion project: meeting attendance, communications pertaining to required documentation needed for design engineers.*
- *Began process of getting acquainted with NYSERDA heat pump grant.*
- *Development of an update document regarding all active grants.*

### **BOOKKEEPER REPORT: Submitted by Ms. Thompson**

Regular Duties:

- Personnel
  - Payroll

- Processed and reconciled payrolls 14, 15 & 16
  - Processed employee changes and made corrections as needed
- NYSLRS
  - Produced, uploaded and submitted June report in new format
- Retirees
  - Quarterly reconciliation for retiree benefits
- Quarterly reporting to PERMA
- 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 – June
  - 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 WD AR accounts – this was much smoother for June
  - Reviewed month end financial reports and distributed them to Town Board & Staff
- 2020 Budget
  - Started to prepare for 2020 budget season
  - Reviewed notes from last year for timeline and changes needed in 2020 budget
  - Developed and revised budget development calendar
  - Updated historical revenue and expenditure summary workbook
  - Created and updated individual Department Budget Worksheets and compiled associated financial reports

#### Trainings:

- Town of Ulysses Ethics Training – July 25

#### Meetings:

- 07/09/2019 – Town Board Meeting
- 07/15/2019 – New Hire Onboarding
- 07/23/2019 – Town Board Meeting
- 07/24/2019 – WD3 Capital Project Planning
- 07/29/2019 – WD3 Capital Project Phone Meeting with EFC & MTB plus follow up with Project Assistant
- 07/29/2019 - WD3 Project Phone Meeting follow up with Project Assistant

#### Non-Regular Duties:

- Personnel
  - Responded to HR related inquires
  - Retirees
    - Communication with retirees regarding quarterly reconciliations and missing paperwork
  - New Hires & Departures
    - Completed paperwork and orientations with new hires–22 Summer YEP & 1 Other
    - Entered new hires into payroll system
    - Communicated with Tompkins County HR Dept with regards to new hires
    - Follow-up regarding missing paperwork

- Lots of follow-up regarding NYSLRS registrations due to their new online system
- Capital Assets
  - Multiple conversation around capital assets as information is starting to be compiled
- Additional Highway Equipment purchase request
  - Entered budget modification and general journal entries for appropriation of additional reserve funds in accounting system once permissive referendum period had expired
- Capital Projects
  - Water District 3
    - Drafted resolutions for Board approval of new capital project bank account – 8/13/2019 board meeting
    - Spoke with Municipal Solutions about plan for financing the WD3 capital project – discussed plan to use funds budgeted to go into the WD3 Repair Reserve and instead to transfer them into the new WD3 Capital Project fund
    - Drafted budget modification – see below
    - Multiple meetings and discussions about this project, especially around changes to the budget and the impact that would have on the grant and the financing needed
  - Bridge NY Grant – Cemetery Road Bridge
  - Touched base briefly with Project Assistant as to the current status of this project
- Procedures
  - Continued to update and refine written accounting procedures
- Budget Modification
  - 06/25/2019
    - Entered budget modification for additional reserve appropriation into accounting system on 7/25/2019 once permissive referendum period had elapsed
  - 08/13/2019
    - Drafted budget modification to cover an additional \$240.00 to be paid to the Library for the purchase of three Empire Passes as per the discussion at the 7/23/2019 TB Meeting
    - Drafted budget modification to move the money that was budgeted to be added to the WD3 Repair Reserve Fund instead to the new WD3 Capital Project Fund – see above
    - Sent budget modifications to Supervisor for inclusion on the 8/13/2019 meeting agenda
- Other Accounting
  - Continued to investigate, research and work on resolutions to outstanding accounting issues

Up Coming:

- Budget - from now until the final budget is passed . . .
- Capital Projects
  - Cemetery Road Bridge Project – This is going to be on my plate, and therefore consistently on my report, for the foreseeable future
  - Water District 3 TTHM Remediation Capital Project – Ditto
- Capital Asset project – continue to assist with/work towards asset tracking and valuation for GAAP compliance
- 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

**MR. BOGGS shared the following:**

Items to consider for budget:

- Fuel program to document where fuel is used (which vehicle).
- Custody transfer master meter
- Digital time clock for highway department
- More radio meters for the water district
- An ipad to inventory road signs
- Getting an engineering intern through the Cornell Local Roads program
- Getting an estimate for town hall parking lot/driveway

**MS. ZAHLER shared the following:**

Village board meeting highlights:

- Interviewed applicants for EMS coordinator
- Habitat for Humanity asked the Village to consider taxing the Salo properties at lower rate.  
(The town passed a resolution regarding this)
- The impacts of a CARS water expansion

Other updates:

- She attended a census meeting- they are hiring census takers
- A chicken BBQ on Saturday will support the JCA park.

*Respectfully submitted by Carissa Parlato, 9/4/19*