

TOWN BOARD MEETING

Town of Ulysses

September 10, 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, Michael Boggs

Town Clerk- Carissa Parlato

Project Assistant- Michelle Wright

Attorney for the Town- Khandi Sokoni

OTHERS PRESENT:

Linda Liddle, Roxanne Marino

CALL TO ORDER:

Ms. Thomas called the meeting to order at 7pm and moved into a Public Hearing (*see separate minutes*).

APPROVAL OF MEETING AGENDA

RESOLUTION 2019-157: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for September 10, 2019 with the removal of the resolution for a generator; additions of an executive session for the promotion or appointment of a particular person, and an MOU for the recreation director.

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 9/10/19

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS:

(see Appendix I)

OLD BUSINESS:

TAX CAP OVERRIDE LOCAL LAW

RESOLUTION 2019-158: LOCAL LAW # 2 OF 2019: TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C

WHEREAS, municipalities of the State of New York are limited in the amount of real property taxes that may be levied each year under the tax levy limit established in General Municipal Law §3-c, and

WHEREAS, subdivision 5 of General Municipal Law §3-c expressly authorizes a municipality to override the tax levy limit if the town government decides to adopt a budget with a property tax levy that exceeds the level set by the State, by the adoption of a local law approved by vote of at least sixty percent (60%) of the governing body, and

WHEREAS, the Town Board of the Town of Ulysses reviewed and discussed a proposed local law to override the tax levy limit and adopted a resolution on August 10, 2019 for a public hearing to be held by said Town on September 10, 2019 at 7:00 p.m. to hear all interested parties on the proposed local law entitled "A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3- C"; and

WHEREAS, in the event the Town of Ulysses annual tax levy exceeds the allowable tax levy limit due to their own decisions or cost increases outside their control, New York State has the authority to penalize the Town unless the Town has formally given itself permission to exceed the tax cap, and

WHEREAS, adopting this local law is not predictive of the final tax levy but will provide the Town of Ulysses Town Board the flexibility to exceed the Property Tax Cap if it is deemed necessary, and

WHEREAS the Public Hearing on September 10, 2019 was publicized in the Ithaca Journal on Friday, August 23, 2019,

Therefore be it

RESOLVED that the Town of Ulysses Town Board enacts a local law to override the tax levy limit for the fiscal year 2020, as follows:

LOCAL LAW # 2 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 adjudged 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: Mr. Goldman

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

Mr. Goldman aye

Vote: 5-0

Date Adopted: 9/10/19

OFFICIAL MAP FOR TOWN OF ULYSSES

RESOLUTION 2019-159: OFFICIAL MAP FOR TOWN OF ULYSSES

WHEREAS having an accurate map of the Town of Ulysses provides a clear record of the town roads and other features; and

WHEREAS the Town of Ulysses adopted an Official Map in 1972 and updated it in 1980; and

WHEREAS several roads have been added and one road abandoned since 1980 and other details had changed,

Therefore, be it

RESOLVED that the Ulysses Town Board adopts the Official Map provided by T.G. Miller as presented at the September 10, 2019 meeting, with two changes made if possible:

- Clarification of Cemetery Road to better reflect ownership of the road
- The addition of Tamarack and Larchmont roads in the Village of Trumansburg

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: 9/10/19

INTERFUND LOAN FROM DA FUND FOR CEMETERY ROAD BRIDGE

RESOLUTION 2019-160: INTER-FUND LOAN FROM DA FUND BALANCE TO CAPITAL FUND HB FOR SEED MONEY FOR THE CEMETERY ROAD BRIDGE REPLACEMENT PROJECT

WHEREAS the DA and newly formed HB Capital Fund are the same tax base, and

WHEREAS General Municipal Law, §9-a allows for inter-fund loan which states that any such temporary advance shall be authorized in the same manner as prescribed by general, special or local law for making budgetary transfers between appropriations. And that suitable records shall be kept of each temporary advance, and

WHEREAS Resolution 2019-120: Approval of Capital Project Bank Account approved the opening of a bank account for the HB Capital fund for the Cemetery Bridge Replacement project, and

WHEREAS at this point in the year there is no foreseen short fall in revenue or proportionally significant excess in expenditures, and

WHEREAS the bank account for the Cemetery Bridge Replacement Capital Fund (HB) requires seed money to open the account, and

WHEREAS the HB fund will pay back the DA fund with money received by the grant from reimbursement,

Therefore be it

RESOLVED that the Town of Ulysses Town Board approves the temporary fund loan of \$30,000 from DA fund balance to the HB fund.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 9/10/19

APPROVAL OF MOU WITH VILLAGE FOR A RECREATION DIRECTOR

RESOLUTION 2019-161: APPROVAL OF MOU WITH VILLAGE FOR A RECREATION DIRECTOR

WHEREAS the Town of Ulysses wishes to continue and strengthen their joint support of local youth and recreation programs and

WHEREAS, the Village's Trustees voted to support the Updated version of the memorandum of understanding but expressed a desire to finalize language with the Town, now therefore be it

RESOLVED that the Ulysses Town Board authorizes Supervisor Elizabeth Thomas to sign a final Memorandum of Understanding negotiated with the Village of Trumansburg to maintain support for programs and transfer administrative responsibility to the Town of Ulysses effective January 1, 2020.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 9/10/19

NEW BUSINESS:

INTERFUND LOAN FORGIVENESS

RESOLUTION 2019-162: INTER-FUND LOAN FORGIVENESS B FUND, SW-1, SW-4

WHEREAS two historic inter-fund loans exist in the Town’s municipal accounting software between the B fund and Water District 1 for \$1000 as well as the B fund and Water District 4 for \$900, totaling \$1900, and

WHEREAS throughout at least 12 years, multiple departments have attempted to locate any documentation or resolutions passed regarding these inter-fund loans and have not located any reference to these loans, and

WHEREAS according to research by staff of the State Comptroller’s guidelines, it is proper to have a record of loan forgiveness if no records or documentation can be found,

WHEREAS, any further time and expense spent to find documentation of these loans would exceed the cost of these loans,

Therefore, be it

RESOLVED that the Town of Ulysses Town Board approves the forgiveness of inter-fund loans between the B fund and the SW-1 fund, and the B fund and SW-4 fund for the combined total of \$1,900, and

FURTHER RESOLVED that the Bookkeeper is authorized to make the proper journal entry for this loan forgiveness.

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: 9/10/19

CEMETERY ROAD-CLARIFY OWNERSHIP

RESOLUTION 2019-163: CEMETERY ROAD OWNERSHIP

WHEREAS the ownership of roads within a municipality needs to be clear to know which municipality maintains which part of what roads; and

WHEREAS according to New York State, the Town of Ulysses owns 0.14 miles of Cemetery Road; and

WHEREAS according to Tompkins County records found at <https://tompkinscounty.maps.arcgis.com/apps/InformationLookup/index.html?appid=d3cbf04ff83f45d5a29137514fd2aad8>, the Town of Ulysses owns Cemetery Road from NYS Route 96 to the intersection of Falls Road; and

WHEREAS the Town of Ulysses recently paid to have its section of Cemetery Road paved, Therefore, be it

RESOLVED that the Town of Ulysses clarifies that it owns both lanes of the section of Cemetery Road from NYS Route 96 to the intersection of Falls Road.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 9/10/19

REQUEST REINSTALLATION OF STOP SIGN ON CEMETERY ROAD

RESOLUTION 2019-164: REQUEST TO RE-INSTALL THE STOP SIGN ON CEMETERY ROAD AT THE INTERSECTION OF FALLS ROAD

WHEREAS the Village of Trumansburg recently removed a stop sign at the intersection of Cemetery Road and Falls Road, an intersection it shares with the Town of Ulysses; and

WHEREAS for drivers turning left off Falls Road onto Cemetery Road, the sight distance is dangerously impaired due to the elevation drop of Cemetery Road going north (right), and also from the stone building in the cemetery that is set only a few feet from the edge of the shoulder of Cemetery Road on the corner of Falls Road, blocking the view,

WHEREAS the Town Highway Superintendent feels that the safest situation would be a 4-way stop sign,

Therefore, be it

RESOLVED that the Town authorizes the Highway Superintendent to install a stop sign at Cemetery Road heading north to make this a 4 way stop,

RESOLVED that the Ulysses Town Board requests that the Village of Trumansburg reinstall the stop sign at this shared municipal intersection to protect the safety of all residents and drivers turning left onto Cemetery Road from Falls Road, and further

RESOLVED that the Ulysses Town Board respectfully requests that the Village of Trumansburg have a dialog in the future about decisions affecting traffic flow in areas where the municipal roads meet.

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: 9/10/19

PURCHASE OF GENERATOR FOR TOWN BARN

Ms. Thomas explained that the Highway Superintendent feels that it is important to have a generator to operate tools and equipment in the event of an emergency. Mr. Boggs felt that it is important for the department to have design for their needs. Ms. Thomas indicated that this will be taken up at the next meeting.

RATE OF PAY FOR TRANSITIONAL BOOKKEEPING

Ms. Thomas read a resolution pertaining to the topic but suggested that the board discuss it in executive session before taking action.

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2019-165: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes of the regular Town Board meeting on 8/13/19.

Moved: Mr. Hertzler Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 9/10/19

APPROVAL OF CLAIMS

RESOLUTION 2019-166: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed claims # 388-433 in the total amount of \$143,623.00.

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: 9/10/19

EXECUTIVE SESSION:

Ms. Thomas moved to go into Executive Session at 8:42pm to discuss the appointment of particular people. This was seconded by Mr. Hertzler and passed unanimously.

Ms. Zahler moved to end Executive Session at 9:31pm. This was seconded by Mr. Goldman and passed unanimously.

RESOLUTION 2019-167: ESTABLISHING RATE OF PAY FOR TRANSITIONAL BOOKKEEPING

WHEREAS the Town of Ulysses currently has no Bookkeeper, but a Bookkeeper is essential to keep the bills paid as well as other critical aspects of the Town; and

WHEREAS Michelle E. Wright is willing to temporarily take on the role of Bookkeeper until a permanent Bookkeeper can be found; and

WHEREAS this will require her to increase her hours up to 31 hours/week; and

WHEREAS Nina Thompson, the former Bookkeeper, has agreed to assist during this time of transition, but only for very limited hours,

Therefore, be it

RESOLVED that the Ulysses Town Board authorizes an increase in hours for Michelle E. Wright, up to 30 hours/week at \$25.40/hour for the rest of 2019, and

RESOLVED that the Ulysses Town Board authorizes an hourly rate of pay for the former Bookkeeper, Nina Thompson, to be \$25.40/hour for the time she spends assisting the town for a short period of time during the transition to a new Bookkeeper.

Moved: Mr. Hertzler

Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 9/10/19

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:35pm. This was seconded by Mr. Boggs and passed unanimously.

APPENDIX I:

TOWN REPORTS:

PLANNING/ZONING OFFICER-Submitted by Mr. Zepko:

Planning Board-

- Staffed meeting 2 July 2019
 - 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.
- 3 Simple Subdivisions were approved administratively, for a net creation of 3 new building lots in the Town of Ulysses.
 - 6171 Mayo Rd – simple subdivision
 - 4120 Krums Corners – simple subdivision
 - 24.-4-9.112 (Perry City Rd) – Simple Subdivision

Board of Zoning Appeals-

- Staffed 21 Aug 2019 BZA meeting
 - BZA granted relief for a side yard setback on Van Dorn Corners Rd.

Zoning Update-

- Updates were made to the Draft Zoning Code in any areas pertaining to stream buffers. Definitions were added for “Perennial” and “Intermittent” streams. The code was made consistent across all zones in requiring a 50’ buffer from Perennial Streams and a 25’ buffer from Intermittent. The zoning map was modified to more accurately portray road name labels.
- Summary sheets were created for the AR and R zones, illustrating the major changes proposed, as compared to the current zoning.

Planner Activity-

- Responded to approximately 35 requests for information
- Reviewed 24 building permit applications for zoning compliance

Enforcement Action-

- **Resolved** a Notice of Violation pertaining to non-compliance with a conditional approval for an area variance on Taughannock Blvd in the Lakeshore District
- **Resolved** a Notice of Violation for pertaining to construction without a building permit and within the required setback area on Taughannock Blvd in the Lakeshore District
- **Resolved** a Notice of Violation for the illegal subdivision of a property on Jacksonville Rd
- **Resolved** a Notice of Violation and Order to Remedy at a site of unpermitted filling on Cayuga Lake, coordinating with DEC and ACOE on resolution - SEE ATTACHED SPECIAL REPORT in Appendix II

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

- Hauled in Stone Dust for the Trumansburg Fairgrounds. Fairgrounds use stone dust for the track which holds many events
- August 17th we had a minor wind storm that produced some trees to fall. 3 roads were affected (Agard, Willow Creek and Willow Point Road.)
- Rt 96 and Perry City Rd intersection. Eastside of Intersection (96 to 89) We cut down weeds and small trees that the state did not take care of. Visibility was very poor and vehicles were creeping out into the intersection to see. Vehicles can now stop at the stop sign and see much better.
- We continue to mow our town roads and intersections for sight visibility.
- Worked on Budget and attended meetings regarding the budget
- Helped Enfield Highway with stone and oil projects last week
- We oil and stoned 4 roads. Each road had wear and needed to be sealed.
 - Gorge Road
 - Willow Creek Road
 - Willow Point Road
 - Willow Creek Point Road
- We are in the process of replacing road signs that are either faded or very old. So far we have replaced 19 signs. (17 signs on Cold Springs Road and Durling Road.) (2 signs on Curry Road) We have many more that are being replaced.
- Shoulders on Rabbit Run are scheduled to be done the week of Sept 13th
- Met with TC Engineer Dan Pichette regarding a couple of intersections (Cemetery Rd and Falls Rd) (Willow Creek and Gorge Rd)

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	80
Disabled parking permits	10
Dog licenses and renewals	53
Marriage licenses	2
Plumbing permits	0
Address assignments	1
Notarizations	13
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$4097.00	TOTAL Collected for fees & licenses
\$880.48	stays in the town
\$3216.52	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:

- Prep for 2020 budget:
 - use past years' data to project the water districts' and clerk's budgets
 - reach out to town affiliates for 2020 contract estimates

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:

- Coordinate with Water District Operator to read meters and bill customers
- Posted bills
- Updated water spreadsheets with test results
- Pull 3rd quarter water information together for quarterly report for Health Dept.

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- attend August meeting

SPECIAL PROJECTS:

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

TRAININGS:

- Attend webinar on cyber security on 8/14/19

SUPERVISOR'S REPORT- Submitted by Ms. Thomas- 8/13/2019 -9/10/2019

Highway/DPW

- Bonding and BAN work. Continue with paperwork required.
- Concerns about stop sign removal on Cemetery Road

Water

District

s WD3

- EFC-WIIA contract finalization

- Budgeting for cash flow during aerator project
- Health Department progress reports for last 2 quarters.

Water Quality

- Work with TC Water Resource Council and Cayuga Lake Watershed Intermunicipal Organization on water quality issues, primarily HABs
- Coordinate presentation of additional staffing request to the County.
- Observe and report if HABs are present for the monitoring network

Budget

- Enter estimates for year-end spending
- Meet with Dept heads to discuss year-end spending and 2020 requests
- Edit excel budget spreadsheet
- Work with Clerks and Michelle on annual contract requests
- Analyze sales tax.
- Finalize tax levy override local law, write public hearing script.
- Tax cap info – comparison to 2019
- Capital plan review and edit
- Fire/EMS – analyze budget info from Village

Other

- Official Map of town – review again.
- Recreation Director – how to budget for change
- Town Hall heat pumps
- Bookkeeper replacement – job description, interviews, follow-up.
- Paperwork and documentation for conversion of streetlights to LEDs.

Meetings

- 8/22 – Tompkins County Council of Governments – present about HABs
- 8/25 – Present at West Shore Homeowner’s Association meeting
- 8/28 – Bookkeeper interviews
- 8/28 – Cayuga Lake Watershed Intermunicipal Organization (IO)
- 8/29 – Bookkeeper interview
- 8/29 – Cayuga Lake Watershed IO – Project Advisory Committee
- 9/3 – presentation to County Legislature for staffing to help with water quality issues
- 9/3 – Fire and EMS budget meeting
- 9/5 – Special TB meeting – personnel appointment
- 9/10 – Water Resource Council – HAB subcommittee
- 9/10 – Town Board meeting

Concerns/questions/comments from residents

- HABs (2)
- Noise complaints (BBQ on Agard) (2)
- Jacksonville gas station closing (4)
- Cemetery Road stop sign removal concern (4)
- Complaint about road condition of Taughannock Park Road (county road)
- Complaint about confederate flag
- Complaint about intersection of Gorge and Willow Creek Road

- Spelling of Van Dorn's Corners Road
- Complaint about high property taxes.

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- 8/13/19-9/7/19-Submitted by Michelle Wright

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**
 - Grant timeline status:
 - Received word from NYSDOT that the project has Federal authorization for Right-of-Way and Design for the Cemetery Road over Trumansburg Creek project (PIN 375659).
 - With these authorizations, B&L may begin work; but until the State-Local Agreement is finalized by the NYS Attorney General / Comptroller's Office, billing requests can't be sent in.
 - Last update from Ben Werner at B&L on 8/27: "Schedule-wise, Prudent Engineering (the surveyor) is anticipating that they'll be on site to survey the bridge next week. I'm waiting for confirmation on that and I can report back once I hear it. We're also coordinating our driller for the soil borings, but that will likely be 3-4 weeks out. We also discussed completing our environmental screenings and are looking at the week of 9/12 for that. So at this point it's a lot of data collection type work that we're kicking off."
 - Activities:
 - Communications with B&L: obtaining proof of insurance per contract agreement.
 - Development of an accountability reference sheet, specific to the B&L

agreement (see below). The purpose of this is a quick reference sheet that distills highlights of the B&L agreement.

- My intent is to create a similar document based on the agreement we have with NYSDOT.
 - Resolution development for seed funding, interfund loan research.
- **NYSERDA Heat Pump Grant**
 - Minor work done on this, internal communications via email with group involved re: electrical design and competitive bidding process. Still in the midst of reviewing NYSERDA agreement, with the intent to create an accountability reference document like the one with B&L
- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Grant Timeline Status: projected timeline at this point is that the bidding process will start in November, with construction starting at the beginning of the year.
 - Activities:
 - Internal communications regarding cash flow, project schedule, and BAN/Bonding
 - MRB communication
 - Pending phone call with Municipal Financial Advisors (Municipal Solutions) some point in September to discuss BAN/Bonding timing.
 - Town Board members who would like to see the cash flow: this is available upon request.
 - Project Timeline Estimate per MRB as of August 2019:

ITEM	COMPLETION DATE	STATUS
Begin Design	8/13/19	Beginning
Advertise to Town	10/27/19	
Plans and Specs Available for Bidders	11/1/19	
Pre-bid Meeting	11/15/19	
Bid Opening	11/26/19	
Provide Bid Tabulation & Summary of Bids to Town	12/3/19	
Board Meeting to Award Contracts	12/10/19	
Start of Construction	1/7/20	
Substantial Completion of Construction (90 days)	5/1/20	
Final Completion of Construction (30 days)	6/1/20	

Capital Asset GAAP Compliance & Multi-year Financial Planning

- Continued work with Sarah on managing data in order to get it into a format that we can import into Access database.
- Continued to identify resources for data: work with JZ on obtaining

Budget Work

- *Meeting with Liz regarding budget worksheet, annual budget tasks*
- *Meeting with Nancy and Nina regarding Recreation Budget 8/14*

- Meeting with Nina on “big and new” budget items 8/14
 - How capital funds and projects, along with other budget items will affect fund balance appropriation and other budgeting nuances
- Scheduled department budget meetings.
- Participated in several pre-budget-worksheet-submission meetings with department heads.
- Began work on salary and benefits worksheet including reaching out to vendors, insurance, etc. for updated 2020 rates.
- Fire and EMS budget meeting attendance on 9/3/19.

Bookkeeper Transition Activities

- Proportionally significant amount of time spent on administration related to this transition. In collaboration with Clerks’ Office and Supervisor, edited and updated job description, posted on Indeed, reviewed candidates, scheduled interviews, and internal communications regarding continued development of process and job description.
- Retraining bookkeeper procedures and tasks with NT.
- Resolution drafting and research related to interfund loan forgiveness.

Other Activities

- 8/15/19 FLRWA meeting attendance:
 - Emphasis of partnerships between lake associations and businesses: State Rep Pam Helming (54th district) mentioned that Three Brothers Winery out of Romulus was instrumental in helping to pass key water protection legislation.
 - The smaller lakes seem to be highly organized.

MS. ZAHLER shared the following:

- Gas station in Jacksonville has closed. She confirmed that the gas station was not closing due to contamination.
- Re: Rec program- the village agreed to the town’s MOU.
- Restroom construction in Jacksonville Park is under way.
- The village is exploring the idea of a grant coordinator or writer.
- 2020 TC budget does not include Parks & Trails funding. Ms. Zahler plans to let our rep know that this funding was valuable in 2019.

APPENDIX II

<< INSERT JOHN’S REPORT .PDF >>

*Respectfully Submitted by Carissa Parlato,
September 17, 2019*