

TOWN BOARD MEETING

Town of Ulysses

October 8, 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
- Planner- John Zepko
- Highway Superintendent- Scott Stewart

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator)

CALL TO ORDER:

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

APPROVAL OF MEETING AGENDA

RESOLUTION 2019-173: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for October 8, 2019.

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: 10/8/19

PRIVILEGE OF THE FLOOR:

(none)

TOWN REPORTS:

Mr. Zepko began his report at this time- see Appendix.

REPORTS FROM REPRESENTATIVES:

Ms. Koreman shared the following information:

- The legislature is finishing up the proposed county budget. Details:
 - Taxes will increase about \$12 on a median-valued home (\$190,000)
 - A public forum is scheduled for 7pm on 10/29
 - \$50,000 has been budgeted again for municipalities to request grant funds up to \$5000 for parks.
 - Continued funds to work on improving roads
 - The Sheriff's Dept. will hire 2 new deputies and work on spending more time in the farthest municipalities.
- Sales tax is up for the year for both municipalities and the county. Internet sales tax will finally be coming to the county from NYS but the state will deduct AIM funding from this.
- The new Veterans' Services office is up and running
- A new full-time employee has been hired in the DA's office
- The county fleet will be convert to electric over the next several years
- Some county building are getting evaluated for safety

TOWN REPORTS (cont'd.):

See Appendix

OLD BUSINESS:

PURCHASE OF GENERATOR FOR TOWN BARN

Mr. Stewart stated that the Highway Dept. needs a generator to run lights, heaters, garage door openers, and fuel pumps in case of emergency. He shared the details of of the two quotes that he received.

Mr. Boggs wants to make sure that the power load and how long the generator could run are considered. As he and Mr. Stewart agreed to study this further before making a decision, the board took no action on the topic.

STATE ENVIRONMENTAL QUALITY REVIEW ACT DECLARATION OF LEAD AGENCY FOR A LOCAL LAW TO AMEND THE TOWN OF ULYSSES ZONING LAW

Ms. Thomas drew the board's attention to the zoning draft. Ms. Sokoni completed her review and no substantive changes were made.

Mr. Zepko and Ms. Sokoni gave an overview of the steps to adopt the zoning law.

Mr. Stewart was excused at this time (8:24pm).

The group discussed dates and locations for the public information meetings and the Public Hearing.

RESOLUTION 2019-174: STATE ENVIRONMENTAL QUALITY REVIEW ACT DECLARATION OF LEAD AGENCY FOR A LOCAL LAW TO AMEND THE TOWN OF ULYSSES ZONING LAW

WHEREAS, the Town Board of the Town of Ulysses (hereafter "Town Board") finds it necessary to amend Town of Ulysses Zoning Local Law, and

WHEREAS, the Town Board seeks to ensure maximum consistency with the adopted 2009 Ulysses Comprehensive Plan and related Future Land Use Plan and the adopted 2013 Ulysses Agriculture and Farmland Protection Plan; and

WHEREAS, the Town Board directed that a draft local law, entitled "A Local Law to Amend the Town of Ulysses Zoning Law," be prepared for the Town Board's consideration; and

WHEREAS, 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA) requires that a Lead Agency be established for conducting environmental review of projects in accordance with local and state environmental law; and

WHEREAS, State Law specifies that for actions governed by local environmental review, the Lead Agency shall be that local agency which has primary responsibility for approving and carrying out the action; and
WHEREAS, the Town Board is the local agency with primary responsibility for approving the action; and
WHEREAS, the Town Board has compared the proposed action with the criteria for determining significance in SEQRA 6 NYCRR 617.7;

Now Therefore, be it

RESOLVED, by the Town Board as follows:

1. The Town Board of the Town Ulysses hereby determines that the action is subject to SEQRA.
2. The Town Board hereby determines that the action does not involve a Federal agency, and does not involve other agencies, except that the Town Board has sought the advisory input of the Planning Board and the Zoning Update Steering Committee, which had representation from the Planning Board, the Board of Zoning Appeals, the Conservation and Sustainability Advisory Committee and the Agricultural Committee as well as the Jacksonville Community Association.
3. The Town Board hereby makes a preliminary determination that the proposed zoning changes are a Type I Action under State Environmental Quality Review Act Section 617.4, and the Town Board hereby establishes itself as Lead Agency for purposes of SEQRA for this Action.
4. A public hearing with reference to the above-described proposed Local Law shall be held on Monday, November 18, at 7pm at the Trumansburg Fire Hall. The Town Clerk of the Town of Ulysses is hereby authorized to publish a notice of said public hearing in the Ithaca Journal and to give notice thereof to the Tompkins County Department of Planning and to other municipalities, boards and agencies entitled to notice thereof.
5. A copy of the proposed Zoning Law and a copy of this Resolution shall be sent by the Town Clerk of the Town of Ulysses to all persons entitled to notice pursuant to NY Town Law §264 and NY General Municipal Law §239-m including to wit,
 - a. The Ulysses Planning Board,
 - b. The Ulysses Zoning Board of Appeals,
 - c. Building and Code Inspector of the Town of Ulysses,
 - d. Tompkins County Department of Planning,
 - e. Clerk of the Tompkins County Legislature,
 - f. Seneca County
 - g. Schuyler County
 - h. Town of Covert
 - i. Town of Hector
 - j. Town of Enfield
 - k. Town of Lansing
 - l. Town of Ithaca
 - m. N.Y. State Commissioner of Agriculture and Markets,
 - n. N.Y. State Commissioner of Environmental Conservation, and
 - o. N.Y. State Office of Parks, Recreation and Historic Preservation

Moved: Mr. Hertzler

Seconded: Mr. Boggs

Ms. Thomas

aye

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

Vote: 5-0
Date Adopted: 10/8/19

Mr. Zepko and Ms. Sokoni were excused at this time (9:01pm).

2020 PRELIMINARY BUDGET- Discussion

Ms.Thomas gave a brief overview of the budget and tax rates.

APPOINTMENT OF A BOOKKEEPER

RESOLUTION 2019-175: APPOINTMENT OF A BOOKKEEPER

RESOLVED that the Town of Ulysses Town Board appoints Gloria Cassetti to the position of Ulysses Bookkeeper at the rate of \$25.40/hour through December 31, 2019.

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: 10/8/19

2020 PRELIMINARY BUDGET (continued)

RESOLUTION 2019-176: ADOPTION OF 2020 PRELIMINARY BUDGET AND SETTING OF PUBLIC HEARING

WHEREAS the Town Supervisor presented the 2020 Tentative Budget to the Town Clerk and the Town Board on September 24, 2019, and

WHEREAS the Town Board discussed and considered the 2020 Tentative Budget at meetings on 9/24, 9/25 and 9/26/2019,

Now, therefore be it

RESOLVED that the Town Board accepts the Preliminary Budget for 2020 as presented at the 10/08/2019 meeting for the Town of Ulysses, with a 3.69% increase in the tax levy and a 1.9% tax rate decrease for Town residents outside the Village of Trumansburg, and an 8% levy increase and 1.32% tax rate increase for Village of Trumansburg residents, and further

RESOLVED that the Town Board hold a public hearing at 10 Elm Street, Trumansburg, NY, on Tuesday, October 22, 2019 at 7p.m. for the purpose of hearing public comments on the Town of Ulysses 2020 Preliminary Budget.

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: 10/8/19

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES (cont'd.)

Ms. Koreman added that the legislature passed the resolution to allow big game hunting with a rifle but needs state approval.

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2019-177: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from the special town board meetings on 9/3, 9/25, and 9/26; and the regular meeting on 9/24/2019.

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: 10/8/19

APPROVAL OF CLAIMS

RESOLUTION 2019-178: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board approves payment of claims #1 through 4 in the HA fund in the amount of \$8,058.75; and #434-475 in all other funds in the amount of \$63,080.68.

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: 10/8/19

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:21pm. This was seconded by Mr. Hertzler and passed unanimously.

APPENDIX I:

TOWN REPORTS:

PLANNING/ZONING OFFICER-Submitted by Mr. Zepko:

Planning Board

Staffed meeting 3 September 2019

- The Planning Board issued a Negative Declaration of Significance for the expansion of Cayuga Addiction Recovery Services. The project is now with the BZA to address a variance from the maximum lot coverage requirements of the R1 zone.

Board of Zoning Appeals

- Staffed 18 Sept 2019 BZA meeting
 - BZA granted relief the height of an accessory structure on Perry City Rd.
 - The C.A.R.S application was tabled until the October meeting pending information to be provided from the applicant.

Zoning Update

- The zoning update is in a final draft form. Several steps are required to proceed w/ the adoption of the draft code, including formal introduction of the Final Draft at Town meeting, SEQR, 239 review, and a public hearing.

Planner Activity

- Responded to approximately 25 requests for information
- Reviewed 5 building permit applications for zoning compliance
- Attended a webinar on the creation and use of the EPA's latest SWAT (Soil and Water Assessment Tool) software.
- Dept of Zoning and Code Enforcement has begun investigating the feasibility of implementing a software database for the tracking of planning, zoning, and building permit applications. Several companies have been contacted, including BAS and Smart Gov, to provide software demonstrations and estimates.

Zoning Enforcement

- **Resolved** – two violations of the regulations for temporary signs
- **Issued** a notice of apparent violation for the presence of more than two unregistered vehicles

Issued a notice of apparent violation for the presence of more than two unregistered vehicles and the presence of rubbish/construction debris

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

- Shouldered Rabbit Run with help from the Town of Ithaca
- Helped the Town of Enfield and Covert with some of their projects
- Worked on the budget
- Worked on T21, getting it ready an inspection
- Attended Highway Superintendent conference in Callicoon NY, and plans to create policies in the future regarding snow plowing and replacement of mailboxes
- Fire hydrants have been repainted

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	108
Disabled parking permits	12
Dog licenses and renewals	49
Marriage licenses	3
Plumbing permits	0

Address assignments	1
Notarizations	16
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:

\$6138.50	TOTAL Collected for fees & licenses
\$982.94	stays in the town
\$5155.56	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:

- Present minute-taking and business writing to Ithaca College class
- Get quotes for enhancing town hall security (doors and desk)
- 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
 - determine water units for the 300 parcels in Water District 3

TAX COLLECTION:

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

HABITAT NATURE PRESERVE COMMITTEE:

- Continued work on draft sign
- Attended meeting on 9/16
- Contact resident from Aubles Trailer Park regarding feedback on preserve

WATER DISTRICT TASKS:

- Coordinate with Water District Operator to read meters and bill customers
- Posted bills
- Updated water spreadsheets with TTHM results
- Create 3rd quarter water report for Health Dept.

SAFETY COMMITTEE:

- Schedule annual all-staff training for 10/24.

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:

- Tompkins County Town Clerks Association meeting on 9/25

SPECIAL PROJECTS:

- (Deputy Clerk) continued work with Project Asst. on creation of database for capital assets.
- Assist in interviews for bookkeeper

TRAININGS:

- Attend PERMA training on Crisis Management on 9/25 in Syracuse

SUPERVISOR'S REPORT- Shared by Ms. Thomas:

- Time taken up with budget

- The rotary is ready to get the money that the town budgeted for them for the trees near the fairgrounds

ASSISTANT TO SUPERVISOR- Submitted by Michelle E. Wright

Work done between: 9/8/19 – 10/4/2019

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**
 - Grant timeline status: design and survey work. Still waiting for the “go ahead” from NYS OSC that things are finalized on their end and that we can begin to submit expenses.
 - FYI, this was the original schedule. We are behind due to a lag in the State-Local Agreement Execution. But this will give you an idea of the sequence and duration of events...
 - September 2018 Project Awarded Bridge NY Funding
 - October 2018 Project Added to STIP/TIP
 - January 2019 State-Local Agreement Executed
 - January 2019 Design Consultant Contract Executed
 - May 2019 Public Meeting
 - October 2019 Design Approval
 - January 2020 Obtain Necessary Permits
 - March 2020 ROW Acquisition Completed
 - March 2020 PS&E Approved by County & State
 - May 2020 Bid Construction
 - May 2020 Public Pre-Construction Meeting
 - June 2020 Begin Construction
 - November 2020 Complete Construction
 - Activities: very little, aside from budget related work and opening a bank account specific to this capital fund.
- **NYSERDA Heat Pump Grant**
 - Re-acquaintance with NYS GML regarding procurement over \$35k
 - Contact with NYS OGS regarding requirements
 - 10/3 meeting with committee
 - Feedback regarding design
 - Began draft RFP
- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Grant Timeline Status: design work has commenced on the MRB side of things. Communications with EFC (grantors of the WIIA grant funding) indicate that we are still in the bureaucratic hoop jumping process regarding paperwork and that we should be seeing an agreement from them in the next month or so.
 - Activities:
 - Communications with EFC regarding timeline and paperwork.
 - Communications with MRB regarding billing/invoicing questions.

Other Work

Capital Asset GAAP Compliance & Multi-year Financial Planning

- Work on this has essentially paused, hoping to pick this back up again in early November.

Budget Work

- Budget work was the majority of time spent in this month.
- Payroll and benefits calculations.

- General budget support.
- Fund balance calculations: communication and collaboration with accountant.
- Capital fund multi-year budget creation.
- Development of annual task list for budget creation.

Bookkeeper Transition Activities

- Re-training on many aspects to the bookkeeping position in order to train incoming bookkeeper.
 - General banking
 - Printing checks
 - Personnel matters
 - Vouchering
 - Payroll: conducting and accounting
- Secondary interview for successful candidate: organization and communication.
- Reference checks for candidate.
- Onboarding paperwork and initial training with new bookkeeper.
- Preparing an offsite training program for the new bookkeeper.
- Preparation for the new bookkeeper’s first week of in-house and offsite OSC training.
- Open new bank account for the Cemetery Bridge (HB) fund.
- Notification to other candidates that a hire was made.
- Very time consuming process getting integrated into the NYSLRS.

Other Activities

- Updated SAMs code, which had lapsed, this code allows us to access federal grant money.
- 9/10/19 attendance of ITCTC meeting
- Various internal meetings with Town staff

Upcoming

- The new bookkeeper’s first day in the office will be October 15th.
- Please note an upcoming period of busy workshop/training/conference activity. I will plan to report out to the Board and Staff with relevant information:
 - October 17th & 18th: in Albany at the NYS Department of State Local Government Innovation
 - Conference.
 - At this point I plan to stay with a friend, so mileage and meals will be the only expense to the Town.
 - October 21st & 22nd: in Geneva at the PERMA conference, our workers’ comp provider.
 - Mileage will be the only expense for attending this event.
 - Conference Topics: Employers Have Rights, Too ; The Legalization of Marijuana in New York State ; The Janus Decision Implications for New York Unions ; New York State Tax Cap
 - October 22nd – October 25th: in Lake Success with new bookkeeper taking the NYS OSC
 - Advanced Accounting Course.
 - Mileage, meals, and hotel for this education have been included in the EOY projections.

Mr. BOGGS shared the following:

He has been working with Taitem on the new heating system for the town hall.

MS. ZHALER shared the following:

- The Youth Commission met and has been updated on the recreation program transfer to the town.
- The Youth Commission is organizing a fundraiser.

The Attorney for the Town reminded the board that municipalities cannot do fundraising.

- Attended the Health Consortium meeting- the 2020 budget was approved & premiums set.

*Respectfully Submitted by Carissa Parlato,
10/16/ 2019*