

TOWN BOARD ORGANIZATIONAL MEETING

Town of Ulysses

January 6, 2020

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, Michael Boggs, Katelin Olson

Town Clerk- Carissa Parlato

Deputy Supervisor- Michelle Wright

Bookkeeper- Gloria Cassetti

Highway Superintendent- Scott Stewart

Attorney for the Town- Khandi Sokoni

OTHERS PRESENT:

(none)

CALL TO ORDER:

Ms. Thomas called the meeting to order at 8am.

RESOLUTION 2020-1: DATES OF MEETINGS

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A second monthly meeting will be held on the 4th Tuesday of each month at 7 p.m.

Moved: Mr. Boggs Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-2: MEDIA

BE IT RESOLVED the designated news media is advised of the foregoing schedule and meeting

notices will be posted, in accordance with the Open Meetings Law, on the Town Clerk's bulletin board and the Town website.

FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of the Town of Ulysses.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-3: MINUTES

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval, and further

RESOLVED in accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office but not posted on the website until approved by the Town Board, and further

RESOLVED that the printed minutes books are hereby designated as the official minutes.

Moved: Mr. Boggs Seconded: Ms. Zahler

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-4: MILEAGE

BE IT RESOLVED mileage at a rate of \$0.575 cents per mile, based on the 2020 IRS standard mileage rate, shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported on the official town form (available from the Town Clerk).

Moved: Ms. Zahler Seconded: Ms. Olson

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

Vote: 5-0
Date Adopted: 1/6/20

RESOLUTION 2020-5: PETTY CASH

BE IT RESOLVED that the Town Clerk and the Court Clerk’s petty cash funds are each \$300 for 2020.

Moved: Mr. Boggs Seconded: Ms. Zahler

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

Vote: 5-0
Date Adopted: 1/6/20

RESOLUTION 2020-6: CRIME COVERAGE

BE IT RESOLVED that the purchase of the following crime insurance coverage at the following levels through NYMIR for Town officials, appointees and employees is hereby approved:

- Money inside premises \$100,000 (\$1,000 deductible)
- Money outside premises \$100,000 (\$1,000 deductible)
- Forgery and alteration \$100,000 (\$1,000 deductible)
- Employee Theft - Per Loss \$50,000 (\$2,500 deductible)
- Excess Coverage:
 - Deputy Supervisor \$650,000
 - Supervisor \$650,000
 - Tax Collector/Town Clerk \$650,000
 - Deputy Town Clerk \$650,000
 - Bookkeeper \$650,000
- Includes Faithful Performance

Moved: Mr. Boggs Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye

Date Adopted: 1/6/20

RESOLUTION 2020-9: FINANCIAL INSTITUTIONS

BE IT RESOLVED that Tompkins Trust Company is designated as depository, in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands and,

FURTHER RESOLVED the Town investments can be made at other banks and institutions as outlined in the Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-10: FINANCIAL AUDIT

BE IT RESOLVED that the Town Board of Ulysses will perform an audit of the 2019 financials for the Town Court, Town Supervisor and Town Clerk on Friday, Jan. 24 at 8am.

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-11: TOWN INTERNAL EMERGENCY PREPAREDNESS MEETING

WHEREAS the Town's Safety Committee has identified a need for an annual internal emergency preparedness meeting;

BE IT RESOLVED that this meeting be held within the first 60 days of each year, and

BE IT FURTHER RESOLVED that the Town Board of Ulysses schedules a meeting with all Town elected officials and staff to review emergency procedures on Thurs 2/13 at 8am.

Moved: Ms. Thomas Seconded: Goldman

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-12: COLLECTION OF BUILDING FEES

RESOLVED that the Town Board designates the Building Inspector to collect building and code fees and the Fire Inspector to collect fire inspection fees using Town Board approved procedures established by March 31, 2020.

Moved: Mr. Goldman Seconded: Ms. Zahler

Amended to add "using Town Board approved procedures established by March 31, 2020".

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-13 COUNTERSIGNING OF CHECKS

RESOLVED that checks dispersed by the Town of Ulysses in the amount of \$5000 or greater will be signed by both the Town Supervisor and Town Clerk or other designated signatory per Town Law Section 29.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-14: ESTABLISHMENT OF PAY PERIODS AND SALARIES

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 29, 2019 and going through December 26, 2020:

Annually: Historian, Planning Board, Board of Zoning Appeals

Monthly: Councilpersons

Bi-weekly: Town Supervisor, Highway Superintendent, Town Clerk, Justices, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Supervisor, Highway Department Staff, Bookkeeper, Code Enforcement Officer, Zoning Officer, Planning and Zoning Staff, Court Clerk, Temporary student and other employees, part-time Clerical, Administrative, and Support staff, Water Department staff and other staff otherwise not mentioned that are later added to this list.

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-15: PAY RATES

No action taken at this time. This resolution was passed later in the meeting.

<i>Position</i>	<i>2020 Budgeted Appropriation</i>	<i>Hourly rate, if applicable</i>
Town Board		
Supervisor	\$18,970	-
Budget Officer	\$20,280	-
Deputy Supervisor	\$20,280	-
Bookkeeper	\$40,560	-
Councilperson	\$4,822 each	-

Clerk		
Town Clerk	\$56,290	-
Deputy Town Clerk		\$20.60 / hour
2nd Deputy Town Clerk	-	\$16.97 / hour
Court		
Town Justice	\$18,687 each	-
Court Clerk	\$49,000	-
Planning, Zoning, Building		
Enforcement Officer for Building Code	\$31,194	-
Planner	\$63,000	-
Deputy Enforcement Officer	-	\$22.28 / hour
Highway		
Superintendent	\$61,810	-
MEO	-	See Union Contract
Deputy Highway Superintendent	-	See Union Contract

RESOLUTION 2020-16: TIME RECORDS

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card by the end of the last day of the pay period. Salaried employees and eligible elected officials wishing to participate in the town's benefits programs according to the Personnel Policy shall report time used for vacation, sick time, holiday or other time off on a Town of Ulysses time card to maintain accurate records of benefit time used. No pay will be issued without a time card that has been signed by the employee and the employee's supervisor and submitted to the Bookkeeper. If the employee is submitting the time card electronically to the Bookkeeper, the Department Head / Employee Supervisor must give electronic approval as part of the time card submission. Salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off. It is the responsibility of the employee's supervisor to assure the time card is accurate.

FURTHER RESOLVED that to maintain accountability of all employees who work for the town, and to clarify supervisory roles, the following listing specifies employee supervisors. Each employee

supervisor is responsible for approving time cards (if required), vacation, personal, sick days and compensation time used by each employee. Time off for each employee must be reported to Bookkeeper who will maintain records. Elected officials must have the Town Supervisor or other Town Board member sign their time card.

Employee	Employee Supervisor	Hours/ Week
Town Supervisor	Town Board	30
2nd Deputy Town Supervisor	Town Supervisor	30
Highway Superintendent	Town Supervisor or Town Board	40
Town Clerk	Town Supervisor or Town Board	40
Deputy Town Clerk	Town Clerk	30
Court Clerk	Town Justices	40
Bookkeeper	Town Supervisor	30
Enforcement Officer for Building Code	Town Supervisor	23
Deputy Enforcement Officer	Enforcement Officer	10
Zoning Officer/Planner	Town Supervisor	40
Planning and Zoning Clerk	Zoning Officer/Planner	various
Deputy Highway Superintendent	Highway Superintendent	40 (combined)
Highway Machine Equip. Operators	Highway Superintendent	40/ various
Highway Laborer	Highway Superintendent	various
Water Dist. & Maintenance Operator	Highway Superintendent	40 (combined with highway work)
Water District Laborer	Water Dist. Operator	40 (combined with highway work)

Moved: Mr. Goldman

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-17: INSURANCE

RESOLVED the Town of Ulysses make the following insurance choices in 2020:

<i>insurance item</i>	<i>carrier</i>	<i>Town contribution</i>	<i>policy expiration date</i>
Health insurance	Greater Tompkins County Health Insurance Consortium Gold Plan through Excellus BCBS	90% for Class A employees 50% for Class B employees	
Dental insurance	Excellus BCBS	50% of the premium	12/31/20
Medicare insurance	Excellus BCBS	<i>Dependent upon experience and employee class (see Personnel Policy for details)</i>	12/31/20
Health Savings Account (HSA)	through Tompkins Trust Company	single plan-\$1,500 family plan-\$3,000	n/a
Worker's Compensation	PERMA	100% of premium	12/31/20
General liability	NYMIR	100% of premium	12/31/20
Disability (including Paid Family Leave)	Shelter point	100% of premium	

RESOLVED that the following table presents the 2020 premiums for Health Related Insurances:

Plan Type	Monthly Premium
Health Insurance (Single Policy)	\$571.79
Health Insurance (Family Policy)	\$1,486.56
Dental Insurance (Single Policy)	\$47.36
Dental Insurance (Family Policy)	\$117.17
Medicare Policy (single policy)	\$386.87

RESOLVED that the Town Board requests that the Bookkeeper transfer the HSA contributions to eligible employees' Health Savings Accounts within the first 14 days of 2020; and

FURTHER RESOLVED that the Town Board directs the Bookkeeper that for any new employee who is eligible and chooses to enroll in Town-provided health insurance to transfer a prorated amount based on their start date to the new employee's Health Savings Accounts within 30 days of the new employee opening an HSA account.

Moved: Mr. Goldman Seconded: Ms. Zahler

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

Vote: 5-0
Date Adopted: 1/6/20

RESOLUTION 2020-18: CELL PHONE REIMBURSEMENT FOR CODE ENFORCEMENT AND HIGHWAY DEPARTMENTS

WHEREAS the Code Enforcement Officer and both the Highway Superintendent and Water District Operator are frequently out of their offices and away from their stationary phones during their regular duty hours, and

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response.

THEREFORE BE IT RESOLVED that the Town of Ulysses hereby allows people who hold the positions of Code Enforcement Officer, Highway Superintendent, and Water District Operator to either have and use a town-owned cell phone at the town's expense which will only be used only for town purposes OR be reimbursed for part of the cost of their personal cell phone at the rate of \$40/month; and

RESOLVED that if the Code Enforcement Officer, Highway Superintendent and Water District Operator elect to be reimbursed for their personal cell phone they will provide the Bookkeeper with proof of each monthly expense via invoice or bill along with the submission of the reimbursement form; and

RESOLVED that the Town Clerk will provide a copy of this resolution to each of the three people to whom this resolution refers.

Moved: Ms. Olson Seconded: Ms. Thomas

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

Vote: 5-0
 Date Adopted: 1/6/20

RESOLUTION 2020-19: TOWN BOARD MEMBER LIAISONS

BE IT RESOLVED that the Town Board makes the following liaison appointments and requests that each appointee report to the Town Board at least annually:

	2019	2020
A. Highway Department	Michael Boggs	Town Supervisor, Deputy Supervisor
B. Personnel	Liz Thomas, Nancy Zahler (alternate)	Nancy Zahler, Rich Goldman
C. Planning Board	Rich Goldman, Michael Boggs (alternate)	Rich Goldman, Michael Boggs (alternate)
D. BZA	<i>(was combined with PB liaison)</i>	Katelin Olson, Michael Boggs
E. Fire Department	Michael Boggs, John Hertzler (alternate)	Michael Boggs
F. Tburg Ulysses Youth Commission	Nancy Zahler	Nancy Zahler
G. Village EMS & EMS Billing Oversight Committee	Michael Boggs, Nancy Zahler	Michael Boggs, Nancy Zahler
H. Town Hall Maintenance	Michael Boggs	Supervisor, Michael Boggs (alt)
I. Sustainability Committee	Nancy Zahler	Katelin Olson
J. Trumansburg Village Board	Nancy Zahler	Nancy Zahler
K. Records Advisory Board	Liz Thomas	Supervisor
L. Safety Committee	Michael Boggs, Nancy Zahler (alternate)	Michael Boggs, Nancy Zahler (alternate)
M. Union negotiations	Rich Goldman, Nancy Zahler	Rich Goldman, Nancy Zahler

N. Agricultural Committee	Nancy Zahler, Michael Boggs (alternate)	Katelin Olson, Nancy Zahler
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Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0
 Date Adopted: 1/6/20

RESOLUTION 2020-20: TOWN BOARD APPOINTMENTS

BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee report to the Town Board at least annually:

	2019	2020
A. Health Consortium Board	Rich Goldman, Nancy Zahler (alt)	Rich Goldman, Nancy Zahler (alt)
B. Planning Board Chairperson	Katelin Olson	Linda Liddle
C. Board of Zoning Appeals Chairperson	Robert Howarth	Robert Howarth
D. Clerk for Board of Zoning Appeals	ouis DiPietro	Louis DiPietro
E. Clerk for Planning Board	Maria Barry	Maria Barry
F. Tompkins County Environmental Mgmt Council	Cait Darfler, Liz Thomas (alternate)	Cait Darfler, Liz Thomas (alternate)
G. Tompkins County Water Resources Council (WRC)	Liz Thomas serving in an “at- large” position.	Liz Thomas serving in an “at- large” position.
H. Tompkins County Stormwater Coalition	John Zepko	John Zepko
I. Stormwater Officer	John Zepko	John Zepko

	2019	2020
J. Tburg Ulysses Youth Commission Reps	Sharon Bilotta, Reanna Levine	Sharon Bilotta, Reanna Levine
K. Rec Partnership rep.	Nancy Zahler	Durand Van Doren, Nancy Zahler (alt)
L. Tompkins County Youth Services Board	Pete Angie	<i>vacant</i>
M. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Michelle E. Wright	Michelle E. Wright
N. Tompkins County Council of Governments	Liz Thomas & Nancy Zahler (alternate)	Supervisor & Deputy Supervisor
O. Fair Board liaison	John Hertzler	Michelle E. Wright
P. Historian	John Wertis	John Wertis
Q. Tompkins County Animal Control	Liz Thomas, Carissa Parlato (alt)	Supervisor, Carissa Parlato (alt)
R. Cayuga Lake Water Shed Intermunicipal Org. (IO)	Michael Boggs (Thomas alternate)	Supervisor, Michael Boggs (alt)
S. Chamber of Commerce	Nancy Zahler, Rich Goldman (alt)	Nancy Zahler, Rich Goldman (alt)
T. Voucher Reviews	Nancy Zahler & Rich Goldman (Jan-Jun) Michael Boggs & John Hertzler (July-Dec)	Nancy Zahler & Rich Goldman (Jan-Jun) Michael Boggs & Katelin Olson (July-Dec)

Moved: Mr. Goldman

Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-21: HIGHWAY SHARED SERVICE AGREEMENTS

WHEREAS, Highway Law #142-d allows co-operative agreements for highway services and sharing of labor, equipment and supplies; and

WHEREAS, General Municipal Law Article 5-G allows and encourages municipal co-operations, by joint or contract basis, performance of powers and duties among themselves; and

WHEREAS, it is deemed beneficial to the Town of Ulysses to allow for shared highway agreements of equipment and services with other nearby municipal highway departments;

WHEREAS the *Agreement for the Expenditure and Repair and Improvement of Highway Moneys* is authorized by Highway Law #284, and an agreement to cover *Custody of Highway Moneys* is authorized by Highway Law #283,

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor pursuant to Highway Law #283 to enter into agreements for shared services and equipment with other municipalities and authorize, within existing budget constraints, the Town’s Highway Superintendent pursuant to Highway Law #284 to take such action to implement said agreements consistent with Town highway needs and availability, and maintain sufficient liability coverage to protect the town in such joint efforts.

Moved: Ms. Thomas Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-22: AUTHORIZING SPENDING OF HIGHWAY FUNDS

WHEREAS, the Town Board annually must approve expenditures for the maintenance of the roads, and

WHEREAS by law, the Town Board must approve these expenditures for highway maintenance, Therefore, be it

RESOLVED that the Ulysses Town Board approves the Agreement for the Expenditure of Highway Moneys as presented by the Ulysses Highway Superintendent at the January 6, 2020 Town Board Organizational meeting

Moved: Ms. Thomas Seconded: Ms. Olson

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

Vote: 5-0
 Date Adopted: 1/6/20

RESOLUTION 2020-23: TOWN HIGHWAY DEPARTMENT HOURS OF OPERATION

BE IT RESOLVED that the hours for the Town Highway Department, set by the Town Highway Superintendent, are 6:30am-3pm year-round.

Moved: Mr. Goldman Seconded: Ms. Zahler

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

Vote: 5-0
 Date Adopted: 1/6/20

RESOLUTION 2020-24: PLANNING BOARD AND BOARD OF ZONING APPEALS APPOINTMENTS

BE IT RESOLVED that the Town Board has appointed the following to be members of the Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2019 may be either replaced or reappointed. The following members being reappointed for 2020:

<i>Name /email</i>	<i>Date Appointed</i>	<i>Date of Oath</i>	<i>Term Expiration</i>
BOARD OF ZONING APPEALS			
ROBERT HOWARTH, Chair howarth@cornell.edu <i>(Chair appts are for one year)</i>	12/10/2019		12/31/2024
CHERYL THOMPSON cherylthompsonarchitect@gmail.com	1/4/2018	1/23/2018	12/31/2022
STEPHEN MORREALE Sjm11@cornell.edu	12/9/2014	1/28/2015	12/31/2020
DAVID TYLER Datyler123@gmail.com	2/27/2018	3/16/2018	12/31/2021

ANDREW HILLMAN andrew.hillman@davey.com	1/10/2019	3/25/2019	12/31/2023
THOMAS BUTLER Tom_Ryan@twcny.rr.com (alternate)	12/10/19		12/31/2020
LOUIS DIPIETRO (Clerk) Dipietro.louis@gmail.com	1/6/2020		12/31/20
PLANNING BOARD			
REBECCA SCHNEIDER rls11@cornell.edu	1/10/19	04/16/19	12/31/2023
JONATHAN FERRARI jonaFerrari@gmail.com	2/27/18	2/29/18	12/31/2022
LINDA LIDDLE, Chair liddlela@verizon.net (Chair appts are for one year)	1/6/2020		12/31/2021
MORRIS KLEIN moxie@dr.com	1/6/2020		12/31/2024
RODNEY BENT rodney.bent86@gmail.com	1/6/2020		12/31/2020
Vacant (alternate)			12/31/2020
MARIA BARRY (Clerk) planningboardclerk@gmail.com	1/6/2020	1/16/19	12/31/20

Moved: Ms. Zahler

Seconded: Ms. Thomas

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-25: POLICIES

WHEREAS the Town of Ulysses has adopted the following policies:

<i>Policy</i>	<i>Last updated</i>	<i>Notes</i>
Personnel	various sections updated at various times	includes vacation, sick leave, and holiday benefits
Alcohol and Controlled Substance Testing	2015	(for Highway employees only) included in Personnel Policy
Code of Ethics	2009	included in Personnel Policy
Workplace Violence	2015	included in Personnel Policy
Harassment & Discrimination	2019	included in Personnel Policy
Procurement	2010	
Claims	2012	
Computer System Security (aka IT Breach Notification)	2012	
Meeting Rules and Procedures	2018	
Investment	1994	
Planning Board and Zoning Board Attendance and Training	2012	
Records Management	2017	
Emergency Preparedness	1993	
EMS Ambulance Billing	2019	
Mailbox Replacement for Highway Dept.	2019	

BE IT RESOLVED that these documents shall be maintained on the town website, and also provided in print upon request, and further

RESOLVED that each employee and elected or appointed official shall sign off that they have read

and understand the following policies within one month of hire or taking office:

- Personnel- includes vacation, sick leave, and holiday benefits
- Alcohol and Controlled Substance Testing (for Highway employees only)
- Code of Ethics
- Workplace Violence
- Harassment & Discrimination, and

FURTHER RESOLVED that ANNUALLY all employees and elected or appointed officials shall sign off that they have read and understand the following policies:

- Code of Ethics
- Workplace Violence
- Harassment & Discrimination

FURTHER RESOLVED that the Town Clerk's Office shall maintain these records and notify the Town Supervisor of anyone who has not complied with these requirements.

Moved: Zahler Seconded: Goldman

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

Vote: 5-0
Date Adopted: 1/6/20

RESOLUTION 2020-26: RECORDS MANAGEMENT OFFICER

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer with the backup Records Management Officer of Sarah Koski. The Town Board shall be notified of Freedom of Information Requests.

Moved: Zahler Seconded: Olson

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

Vote: 5-0
Date Adopted: 1/6/20

RESOLUTION 2020-27: GIFTS

WHEREAS, the Town Code of Ethics guides receipt of gifts to town staff & elected officials,

BE IT RESOLVED that in accordance with the New York State Constitutional prohibition against gifts by municipalities as described in Article III, Section 1, the Town of Ulysses will not give donations, or other gifts of recognition for service (retirement, annual appreciation, or otherwise) to any organizations, volunteers, or other individuals in the employment of the Town or otherwise providing service to the Town or the community. The Town may, however, hold recognition events and provide refreshments.

Moved: Ms. Zahler Seconded: Ms. Thomas

Amended to include "WHEREAS, the Town Code of Ethics guides receipt of gifts to town staff & elected officials,"

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-28: FEE SCHEDULE 2020

RESOLVED that the Town Board approves the following fees for 2020:

PLANNING & ZONING:

ZONING:		reference
Development District	\$250 + costs	Res. 2007-36
Re-zoning	\$250 + costs	Res. 2007-36
BOARD OF ZONING APPEALS:		reference
Variance	\$150. (includes legal ad)	LL 2 of 2015
PLANNING BOARD:		
Subdivison- Simple	\$50.00	Res. 2007-36
Subdivison- Minor (3 lots)	\$150.00	Res. 2007-36
Subdivison- Major (4 or more lots)	\$300.00	Res. 2007-36
Site Plan Review- Residential	\$100 + costs	LL 2 of 2015
Site Plan Review- Commercial	\$200. + costs	LL 2 of 2015

Site Plan requiring Special Permit	\$250.00	LL 2 of 2015
OTHER PLANNING & ZONING:		reference
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36
Copies of Comprehensive Plan, Zoning, Farmland Protection Plan, etc.	\$15/copy of plan	LL 2 of 2015
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36

BUILDING/CODE:

OPERATING PERMITS	fee	reference
Operating Permit	\$75.00	LL 2 of 2015
Fireworks display	\$150.00	Res. 8/18/10
Special Event Operating Permit- for events with 2000 or more in attendance	\$150/day of event	Res. 2019-32
Special Event Operating Permit- for events requiring a permit with under 2000 in attendance.	\$50/day of event	Res. 2019-32
BUILDING PERMITS	fee	reference
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	Res. 2018-25
Unfinished basements	\$.15/sq ft.	Res. 2019-32
Multiple dwelling/Multi-residential	\$225 + \$3/K	Res. 2007-36
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	Res. 2007-36
Alterations, renovations, additions, pools	\$75 + 3/K	LL 2 of 2015
Accessory Building- separate from a main building	\$55 + \$3/K	Res. 2007-36
Accessory Building – attached to 1 & 2 family residence	\$0.30/sq. ft.	Res. 2018-25
Building Permit Renewal	Half existing building permit fee	Res. 2016-64
Any building begun without a valid building permit	Double normal fee	Res. 2018-25
Solar, wind or alt. energy permit- RESIDENTIAL	\$75.00	LL 3 of 2015
Solar, wind or alt. energy permit-	\$75 + \$3/K	LL 3 of 2015

COMMERCIAL		
Sign permit	\$50.00	LL 2 of 2015
Woodstove or heating unit	\$50.00	LL 2 of 2015
Demolition	\$2/K (\$65 min)	Res. 2007-36
Fire Inspection (includes one re-inspection if necessary)	\$50/inspection	Res. 2018-25
Additional Fire Inspections (if more than 2 are necessary beyond initial inspection(s))	\$50/inspection	Res. 2018-25

EMERGENCY MEDICAL SERVICES:

SERVICE PROVIDED	FEE	REFERENCE
BLS Non-Emergency	\$500	Res. 2018-75
BLS Emergency	\$800	Res. 2018-75
ALS 1 Non-Emergency	\$850	Res. 2018-75
ALS 1 Emergency	\$1050	Res. 2018-75
ALS 2 Emergency	\$1150	Res. 2018-75
Specialty Care Transport	\$500	Res. 2018-75
Paramedic Intercept	\$325	Res. 2018-75
Ground Transport Miles	\$20.00/mi	Res. 2018-75

CLERK:

DOG FEES:		reference
Dog license/renewal (spayed/neutered)	\$13.50	Res. 12/14/10 (LL2 of 2010)
Dog license/renewal (not spayed/neutered)	\$20.50	Res. 12/14/10 (LL2 of 2010)
New dog tag	\$3.00	Res. 12/14/10 (LL2 of 2010)
Purebred license (5-20 purebred dogs)	\$100.00	Res. 12/14/10 (LL2 of 2010)
Purebred license (21 or more purebred dogs)	\$200.00	Res. 12/14/10 (LL2 of 2010)
Dog impoundment fee	\$25 for 1 st offense \$50 for 2 nd offense \$75 for 3 rd offense	Res. 12/14/10 (LL2 of 2010)

Dog enumeration fee	\$5.00	Res. 12/14/10 (LL2 of 2010)
OTHER FEES:		reference
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	LL1 of 1980
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Handicap Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	Maximum allowed by NYS

WATER:

PERMITS:		reference
Plumbing permit (up to 5 inspections)	\$240.00	LL 2 of 2015
New contractor registration	\$15.00	Res. 9/15/03
TAPS:		
Main tap (Standard household tap)	Current cost (billed by Bolton Point)	LL 2 of 2015
>1" Tap	Current cost (billed by Bolton Point)	LL 2 of 2015
METERS:		
Standard Household	Based on current cost	LL 2 of 2015
RF Radio Reader	Based on current cost	LL 2 of 2015
Meter: pit type	Based on current cost	LL 2 of 2015
Meter: >3/4"	Based on current cost	LL 2 of 2015
Frosted meter replacement	Cost of meter + 1 hr. labor	LL 2 of 2015
BACKFLOW/CROSS CONNECTION:		reference
Annual backflow admin fee	\$32/first device; \$16/additional	Based on contract with Bolton Point
Backflow application review	\$80.00	Res. 9/15/03
Backflow certification inspection	\$72.00	Based on contract with Bolton Point
Backflow Inspection	\$72.00	Res. 2007-36
WATER SALES:		reference
Water sales to customers in Districts 3 and 4)	\$7.97/1000 gallons	Based on Town of Ithaca's 2020 water price

Out of District Users (only those with valid contracts with the Town of Ulysses may purchase water outside a water district)	1.1x the rate set for regular customers unless otherwise specified in a contract	See contracts
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Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-29: MANDATORY JUSTICE SCHOOLING

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for approved expenses provided the funding is available.

Moved: Thomas

Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-30: VEHICLE BENEFIT:

RESOLVED, that because the Highway Superintendent and Water District Operator are on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of town vehicles for travel to and from work, provided they are not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk quarterly and shared with the Highway Department liaison.

Moved: Mr. Boggs

Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-31: COMMITTEES APPOINTED BY THE TOWN BOARD

The following working groups or committees are appointed by the Town Board for specific purposes and may or may not have terms of office:

COMMITTEE	MEMBERS	E-MAIL	TERM
SUSTAINABILITY & CONSERVATION ADVISORY BOARD	Roxanne Marino - Chair Bara Hotchkiss Robert Oswald Don Ellis Andy Hillman Terry Carroll	Rmm3@cornell.edu baraHotchkiss@gmail.com reo1@cornell.edu don@lakepassage.com andrew.hillman@davey.com tc629@cornell.edu	All members appointed through 2020 (appointed on 12/10/19)
YOUTH COMMISSION	Sharon Bilotta – Chair (town appointment) Reanna Levine – Town (town appointment) John Gregory - Village Ben Carver – Village Trustee Nancy Zahler – Town Board liaison <i>Vacant - County</i> Paul Pennock – School liaison	seb@fltg.net reabug@gmail.com jgregory@ithaca.edu Carver@trumansburg-ny.gov Zahler@ulysses.ny.us ppennock@tburg.k12.ny.us	Through 2020 Through 2020 Through 2020
HABITAT NATURE PRESERVE COMMITTEE	Nancy Zahler Carissa Parlato (vacant) Bara Hotchkiss (alternate) Aaron Rovitz Marvin Pritts Kira Lallas	zahler@ulysses.ny.us clerk@ulysses.ny.us ----- barahotchkiss@gmail.com arovi25@gmail.com mpp3@cornell.edu kiralallas@yahoo.com	Through 2020- All terms set to expire 12/31/2020
SAFETY COMMITTEE (AS REQUIRED BY PERMA)	Scott Stewart– Highway Court Carissa Parlato – Safety Coord. Michelle Wright– HR Michael Boggs – TB Steve Manciocchi– Union (Nancy Zahler – TB	highway@ulysses.ny.us --- clerk@ulysses.ny.us michelle@ulysses.ny.us boggs@ulysses.ny.us highway@ulysses.ny.us zahler@ulysses.ny.us	

	Alternate)		
RECORDS ADVISORY COMMITTEE:			

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020---: GATEKEEPER RESOLUTION (ORIGINALLY ADOPTED 6/26/2006)

WHEREAS the Town Board is the Executive body charged with speaking and acting on behalf of the Town (Town Law Section 64), unless such powers are specifically delegated by resolution to the Supervisor, as per Town Law Section 29(16), or to another individual,

BE IT RESOLVED that effective immediately it is required policy in the Town of Ulysses that any application (full or partial, new or revised) for grant funding or financing, or request for evaluation of funding potential, or any request for review or approval of any project proposed by the Town of Ulysses to any government agency or other entity external Ulysses Town government be approved by the Town Board before it is submitted to the appropriate agency. It is also hereby the policy of the Town of Ulysses that a copy of this resolution will be provided to any engineering or other consulting firm engaged by the Town, at the time a contract is signed.

This resolution hereby supersedes all previous Town Board resolutions which may be interpreted as giving the Supervisor, any other member of the Town Board, Highway Superintendent, or any professional contracted with by the Town of Ulysses the authority to make applications (full or partial) for grants, loans, or any other type of project financing, make contractual commitments (verbal or written) on behalf of the Town, or otherwise act in any legal or official capacity on behalf of the Town of Ulysses.

All Town Board members including the Supervisor shall identify whether they are speaking by authority of the Board or as an individual when talking with third parties.

THE TOWN BOARD FURTHER RESOLVES that at the organizational meeting of the Town Board each January, all resolutions passed from this date forward authorizing the Supervisor, individual Town board members, or any other agents or consultants of the Town to act on behalf of the Town will be reviewed. The Supervisor shall provide copies of all such resolutions in effect to seated and incoming

Town Board members at least two weeks prior to such meeting.

TABLED.

NOTE: An amended version was passed at the 1/14/20 meeting and is included as an appendix of this document.

RESOLUTION 2020-32: TOWN BOARD ACCESS TO ATTORNEY SERVICES

WHEREAS the Town of Ulysses has contracted with Khandikile Mvunga Sokoni, from True, Walsh, and Sokoni for legal services including attendance at monthly meetings of the Town Board and as well as regular calls with the Town Supervisor to prioritize and discuss legal work, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of attorney time per topic to resolve needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 1/6/20

RESOLUTION 2020-33: TOWN BOARD ACCESS TO ENGINEERING SERVICES

WHEREAS the Town of Ulysses has contracted with MRB for engineering services, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of engineering time per project per year to resolve needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 4-1

Date Adopted: 1/6/20

RESOLUTION 2020-34: CONTRACTS

RESOLVED that the Town Board approves the Supervisor to annually sign contracts with the following entities:

Entity	Estimated Contract Amount for 2020	Contract not to Exceed Amount for 2020
American Legion (Assistance for Veterans)	\$475	\$475
BAS software annual agreement for water billing	\$700	\$1,000
BAS software annual agreement for clerk program	\$650	\$1,000
Cayuga Lake Watershed Intermunicipal Organization (IO)	\$900	\$1500
Cemetery and Jacksonville Park Mowing	\$2750 & \$2411	\$7,000
Cleaning- Wednesdays	\$30/hr; \$75/week	
Cleaning- Weekends	\$20/hr; \$600/month + annual floor wax @ about \$900	
Community Science Institute	\$6,312	\$6,500
Cooperative Extension (Youth Programming)	\$49,177	\$50,000
Engineering - MRB	See 2019 rate schedule	Not to exceed rate schedule.
Foodnet	\$2,250	\$2,250
Gadabout	\$2,000	\$2,000
General Code (for annual fee only, zoning update will be bid separately)	\$1,195	\$2,500
IT Services	\$45/hr to \$90/hr	\$95/hr

Landscaping	\$65/hr	\$65/hr
Lifelong	\$1000	\$1,000
Paychex	n/a (varies by pay period based on number of employees)	n/a (price per employee set to increase in Spring of 2020)
Stormwater Coalition	\$1500	\$2,000
Trumansburg Senior Citizens	\$850	\$850
Tompkins County Recreation Partnership	\$8,229	\$8,500
Tompkins County Animal Control	\$18,134	\$18,300
Trumansburg Conservatory of Fine Arts	\$3,800	\$3,800
Town Hall – Mainstay - Plumbing, electric and heating	\$42.50 - \$60/hr	(As needed)
Tompkins County Soil & Water	\$1500	\$1500
Attorney for the Town– Khandikile M. Sokoni, at True, Walsh, and Sokoni	\$200/hr- Attorney \$145/hr- Paralegal	\$200/hr- Attorney \$145/hr- Paralegal
Ulysses Historical Society	\$700	\$700
Ulysses Philomathic Library	\$12,250	\$12,500
Ulysses Philomathic Library – Park Passes	\$250	\$300
Williamson Law – Accounting Software	\$1100	\$1,500
Williamson Law Book- Tax Glance software program	\$124	\$200
Village of Trumansburg Police Contract	\$0	\$0
Village of Trumansburg Sidewalk Maintenance	\$32.09/hr	Up to \$35/hr
Youth – Summer reading program	\$4,000	\$4,000
Winterfest	\$1000	\$1,000

Moved: Thomas

Seconded: Goldman

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

Vote: 5-0
 Date Adopted: 1/6/20

RESOLUTION 2020-35: DISTRIBUTION OF ORGANIZATIONAL MINUTES

RESOLVED that once all resolutions of the Organizational Meeting are completed, the Town Board will make a motion to accept the minutes as a whole. These minutes shall be the final minutes of the meeting and a certified version of the complete Organizational Meeting minutes will be distributed by the Town Clerk to ALL employees and elected officials within 14 days of completion and will be posted to the website.

Moved: Mr. Goldman Seconded: Mr. Thomas

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

Vote: 5-0
 Date Adopted: 1/6/20

OTHER ANNUAL APPOINTMENTS

Job title:	Name of appointee:	Appointed by:
Bookkeeper	Gloria Cassetti	Town Supervisor
Deputy Supervisor 1	Nancy Zahler	Town Supervisor
Deputy Supervisor 2	Michelle Wright	Town Supervisor
Court Clerk	Angela Champion	Town Justices
Deputy Town Clerk	Sarah Koski	Town Clerk
Second Deputy Town Clerk	Michele Mitrani	Town Clerk
Deputy Highway Superintendent	Chris Stevenson	Highway Superintendent

RESOLUTION 2020-15: PAY RATES

<i>Position</i>	<i>2020 Budgeted Appropriation</i>	<i>Hourly rate, if applicable</i>
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Town Board		
Supervisor	\$18,970	-
Budget Officer	\$20,280	-
Deputy Supervisor	\$20,280	-
Bookkeeper	\$40,560	-
Councilperson	\$4,822 each	-
Clerk		
Town Clerk	\$56,290	-
Deputy Town Clerk		\$20.60 / hour
2nd Deputy Town Clerk	-	\$16.97 / hour
Court		
Town Justice	\$18,687 each	-
Court Clerk	\$49,000	-
Planning, Zoning, Building		
Enforcement Officer for Building Code	\$31,194	-
Planner	\$63,000	-
Deputy Enforcement Officer	-	\$22.28 / hour
Highway		
Superintendent	\$61,810	-
MEO	-	See Union Contract
Deputy Highway Superintendent	-	See Union Contract

Moved: Ms. Zahler

Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye
Mr. Boggs aye
Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

EXECUTIVE SESSION:

Mr. Goldman moved to go into Executive Session at 10:24am for the purpose of legal advice and a personnel issue related to a particular individual. This was seconded by Ms. Zahler.

*Respectfully Submitted by Carissa Parlato,
1/7/2020*

APPENDIX

Added on 1/14/20

RESOLUTION 2020-36 POLICY FOR APPLYING AND RECEIVING GRANT FUNDING AND ENGAGING IN CONTRACTS (originally adopted 6/26/2006 as the "Gatekeeper" resolution)

WHEREAS the Town Board is the Executive body charged with speaking and acting on behalf of the Town (Town Law Section 64), unless such powers are specifically delegated by resolution to the Supervisor, as per Town Law Section 29(16), or to another individual,

BE IT RESOLVED that effective immediately it is required policy in the Town of Ulysses that any application (full or partial, new or revised) for grant funding or financing, or request for evaluation of funding potential, or any request for review or approval of any project proposed by the Town of Ulysses to any government agency or other entity external Ulysses Town government be approved by the Town Board before it is submitted to the appropriate agency, and;

FURTHER RESOLVED that unless otherwise authorized, the Town Supervisor must also be given authority by the Town Board to accept grant funds on any successful grant applications, and;

FURTHER RESOLVED that unless authorized in the Town of Ulysses Procurement Policy, or otherwise authorized, the Town Supervisor and Highway Superintendent must also be authorized by the Town Board to make contractual commitments on behalf of the town, and;

FURTHER RESOLVED, all Town Board members including the Supervisor shall identify whether they are speaking by authority of the Board or as an individual when talking with granting agencies.

This resolution hereby supersedes all previous Town Board resolutions which may be interpreted as giving the Supervisor, any other member of the Town Board, Highway Superintendent, or any professional contracted with by the Town of Ulysses the authority to make applications (full or partial) for grants, loans, or any other type of project financing, make contractual commitments (verbal or written) on behalf of the Town, or otherwise act in any legal or official capacity on behalf of the Town of Ulysses.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/14/2020