

TOWN BOARD MEETING

Town of Ulysses

January 14, 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

Project Assistant- Michelle Wright

Highway Superintendent- Scott Stewart

Attorney for the Town- Khandikile Mvunga Sokoni

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Linda Liddle, Roxanne Marino

CALL TO ORDER:

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

APPROVAL OF MEETING AGENDA

RESOLUTION 2020-36: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for January 14, 2020 with the addition of an executive session for the advice of counsel.

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: 1/14/2020

PRIVILEGE OF THE FLOOR:

Ms. Marino noted that she sent a message to the supervisor requesting a slight change to the resolution for item #5a.

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

Ms. Koreman reported the following Tompkins County Legislature updates:

- Mike Sigler is the temporary chair of the legislature as there was a tie vote for the permanent chair

- Sales tax are up for the month and year
- Working on merging public and mental health departments, increase outreach, and try to dispel the stigma of mental health
- Residency requirements updated for county jobs- out-of county applicants can apply for waiver
- \$10 million airport bond will be paid by passengers and not tax payers
- The Tompkins County airport renovations will make it one of the most energy efficient airports in NYS
- Single use plastics and polystyrene are banned in all county buildings
- The Recycling Dept now puts warnings on bins with non-recyclable items
- A draft road improvement schedule has been created for the year
- NYSAC conference this month- legislators are planning to push back on Medicaid costs to counties

TOWN REPORTS:

(See Appendix)

OLD BUSINESS:

RESOLUTION 2020-37 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

NEW BUSINESS:

SETTING A PUBLIC BID OPENING DATE FOR HVAC RENOVATION BID SUBMISSIONS

RESOLUTION 2020-38: SETTING A PUBLIC BID OPENING DATE FOR HVAC RENOVATION BID SUBMISSIONS

WHEREAS, advertisement for bids for the NYSERDA grant-funded HVAC Renovation project have been posted per Town Procurement Policy and New York State Law; now therefore be it

RESOLVED, that the Ulysses Town Board sets a public bid opening date of Friday, February 21st at 3pm; and

FURTHER RESOLVED that the Ulysses Town Clerk will advertise the bid opening in adherence to State law.

Moved: Ms. Zahler Seconded: Mr. Goldman

Ms. Wright noted that since there was some ambiguity around the legality of accepting bids electronically, only hard copies will be requested.

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

Vote: 5-0

Date Adopted: 1/14/2020

AUTHORIZING A REQUEST FOR UNITED WAY FUNDING TO SUPPORT SUMMER RECREATION AND YOUTH SERVICES

RESOLUTION 2020-39: AUTHORIZING A REQUEST FOR UNITED WAY FUNDING TO SUPPORT SUMMER RECREATION AND YOUTH SERVICES

WHEREAS, the Town of Ulysses has agreed to administer the summer recreation programs previously operated by the Village of Trumansburg and

WHEREAS, the Village of Trumansburg has used \$3500 in United Way funding to support the program each year and

WHEREAS, the United Way has agreed to recognize the Town of Ulysses as the fiscal sponsor of the summer recreation program in addition to the \$5000 the Town receives for the Youth Services Program operated under contract with Cornell Cooperative Extension of Tompkins County, and

WHEREAS, the United Way's application for funding for the July 1, 2020 – June 30, 2021 grant period is due February 7, 2020, now therefore be it

RESOLVED, that the Deputy Supervisors are authorized to submit the United Way funding request to continue the summer recreation and Youth Services programs; and further

RESOLVED, that a copy of the online application will be filed with the Town Clerk.

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: 1/14/2020

CANCELLATION OF 2ND TOWN BOARD MEETING IN FEB

RESOLUTION 2020-40: CANCELLATION OF 2ND TOWN BOARD MEETING IN FEB

Resolved that the Ulysses Town Board cancels the 2nd Town Board meeting for February on Feb. 25.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 1/14/2020

TOWN HALL WORK PLAN

Ms. Thomas gave an overview of this concept.

PRIVILEGE OF THE FLOOR:

Ms. Koreman- got county map.

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2020-41: APPROVAL OF MINUTES OF 12/10/19

RESOLVED that the Ulysses Town Board approves minutes from the regular meeting on 12/10/19.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 1/14/2020

RESOLUTION 2020-42: APPROVAL OF MINUTES OF 1/6/20

RESOLVED that the Ulysses Town Board approves minutes from the organizational meeting on 1/6/20 with the changes proposed by Ms. Zahler.

Moved: Ms. Thomas Seconded: Mr. Goldman

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

Vote: 5-0
 Date Adopted: 1/14/2020

APPROVAL OF BUDGET MODIFICATIONS

RESOLUTION 2020-43: APPROVAL OF BUDGET MODIFICATIONS

RESOLVED that the Ulysses Town Board approves the following budget modifications:

SW3 BUDGET MODIFICATIONS

SW3-8340.2	WD3 Trans/Dist EQ	INCREASE	\$2552.72
<i>Unplanned use of hydrant (only one kept in stock) due to vehicle accident that destroyed the previous hydrant. We are seeking reimbursement via insurance for the replacement cost of this hydrant.</i>			
SW3-8340.4	WD3 Trans/Dist CE	DECREASE	\$2552.72
<i>See above.</i>			

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 5-0
 Date Adopted: 1/14/2020

APPROVAL OF CLAIMS

RESOLUTION 2020-44: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed HA (grant for water aerator) fund claims #9-10 in the amount of \$631.25; vouchers #608-655 (for 2019) in the amount of \$62,038.11; and vouchers #1-21 (for 2020) in the amount of \$44,913.19.

Moved: Ms. Thomas Seconded: Ms. Zahler

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

Vote: 5-0
 Date Adopted: 1/14/2020

EXECUTIVE SESSION:

Mr. Goldman made a motion to go into Executive Session at 8:33pm for the advice of counsel. This was seconded by Ms. Olson and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:41pm. This was seconded by Mr. Boggs.

ADJOURN:

Ms. Zahler moved to adjourn the meeting at 9:41pm. This was seconded by Mr. Boggs and passed unanimously.

APPENDIX I:

TOWN REPORTS:

PLANNING/ZONING- Submitted by Mr. Zepko

Planning Board

- Staffed 17 December Meeting
 - Cayuga Addiction Recovery Services (C.A.R.S.) obtained Site Plan approval for the construction of an additional 9,270 +/-, 25 bed facility at the property located at 6621 Route 227

Board of Zoning Appeals

- Staffed 18 December Meeting
 - Approved area variance for 3489 Jacksonville Road, Tax Map # 35.-2-3
 - Approved (3) area variances for 5288 Curry Road, Town of Ulysses, Tax Ma# 12.-1-13.2.

Zoning Update

- 10 Dec 2019 Attended Town Board Meeting

Planner Activity

- Responded to approximately 18 phone requests for information
- 9 Dec 2019 – conference call with BAS rep. for municipal permitting software – BAS Integrated Parcel System
- 12 Dec – attended Tompkins County Planners meeting
- Reviewed 10 building permit applications for zoning compliance

Zoning Enforcement

- Updated derelict properties list
- 17 Dec 2019 - Meeting with Town Supervisor, Rich Goldman, and Town attorney to discuss enforcement procedures
- Revised zoning enforcement priorities for 2020
- Took one enforcement action to remediate the construction of a structure without a permit

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

Safety

- Attended safety committee meeting Dec 11th
- Implemented fire safety inspection checklist (supplied by NYMIR):
 - Daily check, Monthly check, Bi-annual check, Annual check
 - This checklist is on the wall next to the timeclock and I have an assigned employee who checks this daily, if this employee does not come to work we have alternatives who step in to make sure it gets done.
- Installed battery shut offs on T5 and T3

Snow events

- We have had 9 snow events between December 11th, 2019 and January 14th, 2020 resulting in:
 - 80 hours of overtime
 - 274 tons of salt approximately used
 - 447 gallons of diesel
 - 150 gallons of gas

Truck repair

- Installed air / road surface temperature sensors on T10 - T21
- Greased T20 / T10
- Installed rear led lights on T5

- Fix spinner on T5 / new ram for plow T3 fuel pump/fuel pump control

Clean up

- Disposed of 123 tires of various sizes to Parmenter Tires in Odessa these tires were on the town barn property for years. Previous superintendents let them build up.

Training

- Attended newly elected official conference in Rochester Jan 8th thru the 10th.
- Went over lockout /tagout procedures with everyone

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	4
Disabled parking permits	9
Dog licenses and renewals	58
Marriage licenses	2
Plumbing permits	1
Address assignments	0
Notarizations	13
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$2130.50	TOTAL Collected for fees & licenses
\$1046.70	stays in the town
\$1083.80	goes to the state

CLERK'S OFFICE TASKS:

- Notarizations
- Ordered supplies
- Retrieved, sorted, vouchered mail
- 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
- Updated health/dental insurance info for staff as needed
- Prepared Organizational Meeting minutes and related tasks
- Coordinated staff holiday meeting

TAX COLLECTION:

- Prep tax bills for mailing and begin collecting on 12/27/19

SALO HABITAT COMMITTEE:

- *(no new activities)*

ASSET MANAGEMENT:

- Work with Michelle and Drew in creating custom asset mgmt. program

WATER DISTRICT TASKS:

- Collect and post bills.
- Worked on reconciling accounts with Bookkeeper.

RECORDS MANAGEMENT TASKS:

- *(no new activities)*

SAFETY COMMITTEE:

- Met on Dec. 11 to begin discussion of Emergency Planning

COMMITTEES/ASSOCIATIONS:

- Health Consortium- December meeting cancelled.
 - Worked with Ms. Zahler & Mr. Goldman on recommendations for Municipal Consortium Agreement.

CODE REPORT- Submitted by Mr. Myers

Building Permits issued	10
Plan Reviews	5
Certificate of Occupancy issued	3
Certificate of Compliance issued	14
Complaints Received	0
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	40
New Site Inspections	5
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	8
Fire Safety Inspections	2/2
Code Training Seminars	0
County Assessment, Town, DOS Reports	3
Open property in violation cases	4
Property violations resolved	1

Value of Permits issued: \$301,600

Building Permit fees collected for month: \$1,553

Permit renewal fees collected: \$1,276

Permit fee adjustment: \$7,705

In December I issued 10 Building Permits. The total value for new Permits issued is \$301,600. Total fees collected for these permits is \$1,553. 14 Certificates of Compliance and 5 Certificates of Occupancy were issued in December. There are 68 open Building Permits. I have started keeping track of Permit renewal fees. In November I collected \$1,276 for Permit renewals. Occasionally I have to adjust a Permit fee based on actual money spent on a project when the fee was based on an estimated cost. I issued a new house Permit in 2017 with an estimated cost of \$908,000. The final project cost was \$3,100,000. The final adjusted Permit fee was \$9,300. The extra \$7,705 in Permit fees throws off the accounting a bit, there are worse problems. It pays to keep track of things!

For December, there has been a good bit of building activity. I was able to spend some time closing out some long open projects. This is the second month in a row where I have closed out more projects than issued Permits for.

I continue to find projects that have been started without the contractor/property owner having applied for a Building Permit. It seems to average 3 or 4 a month. In December there were 2. It has been helpful to have the penalty fee added into the fee structure. At this point, there have not been any second offenders.

I have been reviewing record keeping software with John Zepko and Michelle Wright. I am optimistic that once something is purchased and customized, I will be able to spend more time pursuing properties on my Derelict Properties spreadsheet.

SUPERVISOR- Submitted by Ms. Thomas

- Grants
 - Aerator- Matt McKenna (MRB) will come to update the TB in the next meeting or two.
 - Bridge- draft design sent to NYS for approval, then to a public info mtg.
 - concern about going over grant amount- would have to renegotiate with county if so
 - Heat pump grant
 - AOT mtg in Feb. – who will go?

ASSISTANT TO SUPERVISOR- Submitted by Michelle E. Wright

Work done between 12/6/2019 – 1/13/2020

Active Grant Updates

NYSDA Heat Pump Grant

- Internal Activities:
 - Hazardous materials survey: collaborative team historical documentation search to determine if a survey had ever been conducted, bidding, communications and scheduling.
 - Bid document: continued draft editing and communications with Taitem
 - Communications with AOT legal regarding electronic vs. hard copy sealed bids
 - Notes pertaining to the competitive bidding process have been captured for posterity's sake on the server.
 - Bid document was finalized and posted to State Contract Reporter.
 - Communications with Khandi regarding verbiage of both Bid Document and Draft Contract with future successful bidder, which was included in draft form in the Bid Document.
 - Competitive bidding: communications with Clerks office re: advertising within State law requirements, posting to State Contract Reporter.

Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)

- Internal Activities: HB fund set up for 2020; review of invoices and vouchering for survey and design included in this month's vouchers; on-going communications with B&L including one phone meeting regarding this phase of design; continued communication with NYSDOT regarding the signed agreement that ToU has with them (it was lost in the shuffle on their end, but we finally received the copy of it).
- Engineer Update:
 - On 1/10/2020, B&L sent the preliminary design report to NYSDOT for review and feedback. Ben Werner would like to schedule a public meeting for design discussion in early February, giving the State some time to provide feedback prior to communicating with the public (in case DOT has some design requirements).
 - Budget update directly from Ben:
 - "One thing to note is that the costs are showing we're above the BridgeNY funding. There are a few things here that can change and we have at our disposal:
 - We can look at modifying the project somewhat – i.e. we're recommending a better water-proofing membrane over the bridge, but we could compromise to save cost.
 - We've carried a 15% contingency which is almost \$100k. It's there for a reason, however that is likely more than we need for any unknowns/changes.
 - NYSDOT may/will taking on the ROW and that should eliminate that cost.

- John W. had offered when we talked about 10' lanes over 9' lanes that the County would likely be able to pick up that cost or other overages."

○ Revised Project Timeline:

When	What	Status
September 2018	Project Awarded Bridge NY Funding	Complete
October 2018	Project Added to STIP/TIP	Complete
January 2019	State-Local Agreement Executed	Complete
January 2019	Design Consultant Contract Executed	Complete
January 2020	Design sent to NYSDOT for review	Complete
February 2020	Public Meeting	Notifying Town Board of Scheduling early February
January 2021	ROW Acquisition Completed	
January 2021	PS&E Approved by County & State	
February 2021	Project Letting	
June 2021	Begin Construction	
October 2021	Complete Construction	

WD #3 WIIA Grant (EFC funded, MRB Engineers)

○ Engineer Update:

- Matt McKenna from MRB would like to get on the agenda for either 1/28 or 2/11 depending on when they hear back from DOH.
- On 1/8 the last of the the two manufacturers provided MRB with the entire set of information they needed to send the design to DOH for review and approval.
- Vendors indicated that if there is ice in the tank then they will not install the aerator.
- At this point looking at a Spring time installation.

○ Revised Project Timeline: coming soon

Other Work

Bookkeeper Transition Activities

- Meeting the Tompkins Trust regarding services (not related to bank agreement).
- Budget modifications.
- HSA transfers conducted per Org meeting resolution.
- Work with Clerks office to send out annual vendor letters regarding 2019 billing deadlines.
- Financial year cross over: creation of reference document for this once a year time of transition
- Beginning of year activities: payroll, paid time off accrual.
- Creation of paid time off reference sheet: distilled version of personnel policy.
- Meet with GC re: problem solving with November close out.
- EOY (end of year) work: annual budget directed action items (i.e. reserve fund additions, interfund transfers, etc.).

Bank Agreement & 12-Month CD Investment of Select Reserves

- Continued efforts to move the bank agreement forward including communications with lawyer's office and Tompkins Trust Company.

General Liability Insurance Renewal

- Finalization and signing of NYMIR general liability coverage.

Capital Asset GAAP Compliance & Multi-year Financial Planning

- Meeting with database designer (Drew) and Sarah regarding scope of work and other points of clarification regarding the functioning of the database.
- Data prep and management for import.
- As of this report, the preliminary data to populate the database has been sent to Drew.

- Upcoming work includes a “beta” review of the database. This review will include several Town staffers to provide feedback regarding the database layout and general usability.

Budget Work

- Conversation with OSC contact regarding re-establishment of reserves project that will be coming up here as soon as possible.
- Meeting with SS and GC re: account line balances.

ToU Recreation Department

- Meeting with Village regarding annual financial report.

Safety Committee

- Attending first meeting on 12/11/19

Emergency Preparedness Plan

- Safety committee meeting: report back from 11/20/19 Tier 3 training
- Development of draft agenda for internal training on 2/13/20

Miscellaneous

- Support with Organizational Meeting resolutions.
- Support with drafting resolutions for Board meetings.
- Communications regarding street light conversion project.

Report on Training and Conferences Attended this Month

1) *What: The Unfulfilled Promise of Cloud – and What Agencies Can Do About It*

Where: Webinar

When: 12/10/19

Action Items: No specific AI's, but good background for future capital planning as it pertains to purchasing of expensive software.

Points of Note:

- *80% of IT decision-makers survey have migrated applications or data that were part of a public cloud back to an on premise or private cloud environment.*
- *Assess cloud-readiness of applications, staff skill sets, and day to day operations.*
- *National governments spent 22% of their budgets on cloud. Source: Gartner*

Upcoming

- Support where needed regarding the newly created ToU Rec Department.
- Implementation of new asset database for day to day use.
- Establishment of reserves.
- CD investment work.
- Emergency preparedness plan work.
- Long term financial plan process development.

MR. BOGGS gave the following updates on the fire department:

- Letters to Santa program makes everyone happy
- Several members retired
- Getting new dryer to deal with contaminated clothing

MS. ZAHLER submitted the following:

Village of Trumansburg

- Participated in interviews for EMS coordinator. Hired Chris Fox
- Met with village to reconcile 2019 recreation program- Town will owe village for a shortfall
- Discussed Farmer's Market at meeting
- working on Comprehensive Plan
- State of the Village on Sat. Feb. 1
- Discussion with Grassroots re: annexation

Recreation Director Position

- Search committee will interview 5 candidates on Jan. 20
- Making space upstairs
- Will meet with county and school re: access to facilities

MR. GOLDMAN shared:

- Need an alternate for the Planning Board

MS. OLSON shared:

- Attended the New Official training in Rochester and learned lots of useful info.

*Respectfully Submitted by Carissa Parlato,
1/22/2020*