

## TOWN BOARD MEETING

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Town of Ulysses

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January 28, 2020

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

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

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

### **ATTENDANCE:**

#### TOWN OFFICIALS PRESENT:

Deputy Supervisor- Nancy Zahler

Board members- Richard Goldman, Michael Boggs, Katelin Olson

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright

#### ABSENT:

Supervisor- Liz Thomas

#### OTHERS PRESENT:

Rich Bennett, Partnership Specialist, US Bureau of Census; Roxanne Marino; Jack Masters; Joseph Morpurgo

### **CALL TO ORDER:**

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

### **PRESENTATION- 2020 Census Outreach**

Mr. Bennett shared a brief history of the census and noted the difference between it and the ACS (American Community Survey), stressing the privacy aspects of the census. He also stated that there will be no citizenship question on the census and that an accurate count is necessary for fair representation and federal funding. They are seeking applicants for census taker positions.

Surveys will be mailed on March 12 to every location (not addressed to specific people).

The Town agreed to help with communications to our residents to encourage full participation.

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2020-45: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for January 28, 2020 with the additions listed on the updated agenda: designation of individuals authorized to open HVAC bids; acknowledgement of town board audits; appointments to BZA; and discussion of an urban forestry grant.

Moved: Mr. Goldman

Seconded: Ms. Olson

|             |        |
|-------------|--------|
| Ms. Thomas  | absent |
| Ms. Zahler  | aye    |
| Ms. Olson   | aye    |
| Mr. Boggs   | aye    |
| Mr. Goldman | aye    |

Vote: 4-0

Date Adopted: 1/28/2020

**PRIVILEGE OF THE FLOOR:**

Highschool students Jack Masters and Joseph Morpurgo noted that they were attending to fulfill a class requirement for AP Government & Economics.

**REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:**

Ms. Marino reported that the CSAC (Conservation & Sustainability Advisory Committee) met today with Ms. Olson as the Town Board liaison. They are discussing applying for an Urban Forestry grant to become a "Tree City". More funding opportunities are available once this designation is attained.

**GENERAL REPORTS:**

(none)

**OLD BUSINESS:**

**RESOLUTION 2020-46: AUTHORIZATION TO INSTALL A NO PARKING SIGN ON CEMETERY ROAD BEFORE THE FALLS ROAD STOP SIGN**

WHEREAS, per resolution 2019-164, the Town Board authorized the Highway Superintendent to install a stop sign on the southwest corner of Cemetery Road in conjunction with a similar action by the Village of Trumansburg on the northeast corner to create a safer, four-way stop intersection and

WHEREAS, to assure adequate visibility of on-coming traffic and safe passage through the intersection, a no parking from here to corner sign is needed on south side of Cemetery 30' before the Town Stop Sign and

WHEREAS, the prohibition of parking before the stop sign will remove approximately 2 parking spaces for those visiting Smith Woods, now therefore be it

RESOLVED, that the Town Board authorizes the Highway Department to purchase and place a no parking sign on Cemetery Road and further

RESOLVED, that the Highway Department is directed to create an equal number of additional off street parking spaces on Cemetery Road to replace those lost to the no parking sign.

Moved: Ms. Olson                      Seconded: Mr. Boggs

The board discussed sign locations and ownership. The Town and Village will collaborate on placement of signs. Mr. Boggs asked that the Village be notified of our action.

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

Vote: 4-0

Date Adopted: 1/28/2020

**RESOLUTION 2020-47: DESIGNATION OF INDIVIDUALS AUTHORIZED TO OPEN HVAC RENOVATION BIDS ON**

Whereas the bid opening date for the NYSERDA grant funded HVAC Renovation project was set at the January 14, 2020 Town Board meeting to take place on Friday February 21st at 3pm, now therefore be it

Resolved, that the Ulysses Town Board designates the Town Clerk to open the bids at the February 21, 2020 public meeting.

Moved: Ms. Olson                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 1/28/2020

**DISCUSSION OF 2020 TOWN BOARD WORK PLAN**

Ms. Zahler invited board members to add suggestions to the draft list before the board prioritizes its work plan for 2020. Additional items were added and Ms. Wright will send a survey to board members before the Feb. 11<sup>th</sup> meeting.

**UPDATE ON RECREATION DIRECTOR SEARCH**

Ms. Zahler shared that the search committee interviewed candidates and that more information would be shared in executive session.

**NEW BUSINESS:**

**UPDATE ON CEMETERY BRIDGE PROJECT AND SETTING A PUBLIC MEETING**

Ms. Wright shared that the engineer will come to share info with TB on February 11, 2020 prior to the public info mtg. The Town will invite Village officials to the Feb. 11<sup>th</sup> presentation.

**RESOLUTION 2020-48: SETTING PUBLIC INFORMATION MEETING ON CEMETERY RD. BRIDGE DESIGN**

WHEREAS, the Town of Ulysses has received grant funding to replace the bridge on Cemetery Road, project ID number 375659 and BIN number 3210360, owned by Tompkins County and located in the Village of Trumansburg; and

WHEREAS, the project requires a Public Information Meeting to be held to inform the community about the preliminary design of the bridge and the project timetable and to invite questions and comments from the public on the design and project, now therefore be it

RESOLVED, that the Ulysses Town Board sets the Public Information for the Cemetery Bridge Project on Monday, March 2 at 6:30pm at the Town Hall and further

RESOLVED, that the Town Clerk shall advertise the Public Information Meeting at least 14 days prior to the meeting.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

|             |        |
|-------------|--------|
| Ms. Thomas  | absent |
| Ms. Zahler  | aye    |
| Ms. Olson   | aye    |
| Mr. Boggs   | aye    |
| Mr. Goldman | aye    |

Vote: 4-0

Date Adopted: 1/28/2020

**DESIGNATING A TOWN REPRESENTATIVE AND ALTERNATE FOR ASSOCIATION OF TOWNS ANNUAL MEETING**

**RESOLUTION 2020-49: DESIGNATING A TOWN REPRESENTATIVE AND ALTERNATE FOR ASSOCIATION OF TOWNS ANNUAL MEETING**

Whereas, the Town of Ulysses will be sending Councilman Michael Boggs and Deputy Supervisor Michelle E. Wright to the Annual Conference of the Association of Towns to be held February 16th to 19th and

Whereas, the Town of Ulysses is entitled to just one vote on matters related to the Association's governance, now therefore be it

Resolved, that Michael Boggs is hereby designated by the Ulysses Town Board as the Town's voting representative and further

RESOLVED, that Michelle Wright is hereby designated by the Ulysses Town Board as the Town's alternate authorized to vote on behalf of the Town if the voting representative is not available.

Moved: Mr. Boggs                      Seconded: Ms. Olson

|            |        |
|------------|--------|
| Ms. Thomas | absent |
|------------|--------|

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

Vote: 4-0

Date Adopted: 1/28/2020

**ACKNOWLEDGEMENT OF TOWN BOARD AUDIT OF JUSTICE COURTS**

**RESOLUTION 2020-50: ACKNOWLEDGEMENT OF TOWN BOARD AUDIT OF JUSTICE COURTS**

WHEREAS, NYS requires an annual audit of the finances of the Ulysses Town Justice Courts, either as an internal audit by Town Board members or by an auditing firm, now therefore be it

RESOLVED that the Town of Ulysses Board acknowledges an internal audit of the Ulysses Justice Courts was completed by Town Board members on January 24, 2020, and further

RESOLVED that the Town Clerk will submit a certified copy of this resolution along with the results of the audit to the NYS Office of Court Administration.

Moved: Mr. Goldman            Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 1/28/2020

**ACKNOWLEDGEMENT OF TOWN BOARD AUDITS OF TOWN CLERK, TAX COLLECTOR AND SUPERVISOR'S OFFICE**

**RESOLUTION 2020-51: ACKNOWLEDGEMENT OF TOWN BOARD AUDITS OF TOWN CLERK, TAX COLLECTOR AND SUPERVISOR'S OFFICE**

WHEREAS, NYS requires an annual audit of the Clerk and Tax Collector as well as an annual audit of the Supervisor's office, either as an internal audit by Town Board members or by an auditing firm, now therefore be it

RESOLVED that the Town of Ulysses Board acknowledges that internal audits of the Ulysses Clerk, Tax Collector and Supervisor's office were completed by Town Board members on January 24, 2020.

Moved: Ms. Olson            Seconded: Mr. Boggs

Ms. Thomas            absent  
Ms. Zahler            aye



Ms. Parlato shared information gathered on switching phone/internet service plans. The board appreciated her efforts and asked her to get more details on pricing and service and report back at the next meeting.

**URBAN FORESTRY GRANT**

Ms. Olson shared information on grants up to \$1000 for activities such as Arbor Day celebrations, planting trees, forming a tree committee, etc., meant to encourage municipalities to establish forestry programs.

Ms. Marino further added that this could be worked on in conjunction with the village. It may be a good fit for planting native trees at Jacksonville Park or Habitat Nature Preserve.

**GENERAL REPORTS:**

Mr. Boggs gave an update on the IO (Cayuga Lake Intermunicipal Organization). It seems to have goals similar to the Water Resources Council. The group discussed the IO's budget.

Ms. Marino offered to be an alternate for Ms. Thomas to represent the town on this committee.

**RESOLUTION 2020-53: APPOINTING MS. MARINO AS ALTERNATE TO IO**

Ms. Zahler moved to appoint Roxanne Marino to replace Mr. Boggs as alternate for the town of Ulysses to the IO.

Moved: Ms. Zahler                      Seconded: Mr. Goldman

Ms. Thomas                      absent

Ms. Zahler                      aye

Ms. Olson                      aye

Mr. Boggs                      aye

Mr. Goldman                      aye

Vote: 4-0

Date Adopted: 1/28/2020

**DISCUSSION OF RECOGNITION & ENDORSEMENT POLICY**

Ms. Zahler asked whether the board would like to consider a request from a local group to do a proclamation on their behalf. Ms. Olson agreed to take the lead on this.

Ms. Olson shared that Falls Rd residents are still interested in exploring the formation of a water district.

**RESOLUTION 2020-54: AUTHORIZING THE DEPUTY SUPERVISOR TO ENTER INTO AN AGREEMENT WITH GENERAL CODE**

Resolved that the Deputy Supervisor is authorized to enter into an agreement with General Code to update the code with the new zoning law, for an amount up to \$9000.

Moved: Mr. Goldman                      Seconded: Ms. Olson

|             |        |
|-------------|--------|
| Ms. Thomas  | absent |
| Ms. Zahler  | aye    |
| Ms. Olson   | aye    |
| Mr. Boggs   | aye    |
| Mr. Goldman | aye    |

Vote: 4-0

Date Adopted: 1/28/2020

Ms. Zahler inquired whether the board would be interested in applying for another Park grant that could benefit Jacksonville. The board indicated a willingness to review a request to submit a grant.

**PRIVILEGE OF THE FLOOR:**

(none)

**MONTHLY BUSINESS:**

**APPROVAL OF MINUTES**

**RESOLUTION 2020-55: APPROVAL OF MINUTES OF 1/14/2020**

RESOLVED that the Ulysses Town Board approves the minutes from the Regular Town Board meeting on 1/14/2020 as amended.

Moved: Mr. Goldman                      Seconded: Ms. Zahler

|             |        |
|-------------|--------|
| Ms. Thomas  | absent |
| Ms. Zahler  | aye    |
| Ms. Olson   | aye    |
| Mr. Boggs   | aye    |
| Mr. Goldman | aye    |

Vote: 4-0

Date Adopted: 1/28/2020

**APPROVAL OF BUDGET MODIFICATIONS**

**RESOLUTION 2020-56: APPROVAL OF 2019 BUDGET MODIFICATIONS**

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

**HA FUND BUDGET MODIFICATIONS**

*The creation and implementation of use of the HA (Capital Fund for the WD3 Aerator Project) was simultaneous with the transition of the Bookkeeper position. These budget modifications reflect the amount spent out of the HA fund through the vouchering system during the 2019 budget year. This is a technical step to allow the Bookkeeper to create budget entries in the Williamson accounting program for this fund. Starting in the 2020 budget year, as seen in the 2020 budget for this fund, a fully adopted budget with cohesive budget lines will be implemented.*

|  |             |        |         |
|--|-------------|--------|---------|
| HA1420.4   | Attorney CE | CREATE | \$20.00 |
| <i>The creation of this line is temporary as it is a vestige of an erroneous set up and subsequent use in Williamson. Expenses related to Attorney fees will be spent out of the HA1620.22 Legal &amp; Bonding CE.</i> |             |        |         |

|  |             |        |          |
|--|-------------|--------|----------|
| HA1620.21  | Engineer CE | CREATE | \$14,608 |
| <i>Creation of budget line for the 2019 budget year.</i> |             |        |          |

|  |                    |        |         |
|--|--------------------|--------|---------|
| HA1620.22  | Legal & Bonding CE | CREATE | \$1,446 |
| <i>Creation of budget line for the 2019 budget year.</i> |                    |        |         |

Moved: Mr. Goldman                      Seconded: Ms. Olson

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

Vote: 4-0

Date Adopted: 1/28/2020

**RESOLUTION 2020-57: APPROVAL OF 2020 BUDGET MODIFICATIONS**

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

**SW3 BUDGET MODIFICATIONS**

|   |                   |          |           |
|---|-------------------|----------|-----------|
| SW3-8340.4  | WD3 Trans/Dist CE | INCREASE | \$2552.72 |
| <i>This is in order to maintain the 2020 budgeted amount in this expense line. This line was decreased in order to pay for the hydrant that was destroyed in a vehicle accident. The funds are coming directly from the insurance of the individual involved in the accident.</i> |                   |          |           |

|            |                         |          |          |
|------------|-------------------------|----------|----------|
| SW3-8340.1 | Water District Operator | INCREASE | \$138.00 |
|------------|-------------------------|----------|----------|

*This is in order to maintain the 2020 budgeted amount in this expense line. Labor associated with the hydrant.*

|          |                      |        |           |
|----------|----------------------|--------|-----------|
| SW3-2680 | Insurance Recoveries | CREATE | \$2690.72 |
|----------|----------------------|--------|-----------|

*This revenue line was created to receive the insurance refund.*

Moved: Mr. Goldman                      Seconded: Ms. Olson

Ms. Thomas                      absent

Ms. Zahler                      aye

Ms. Olson                      aye

Mr. Boggs                      aye

Mr. Goldman                      aye

Vote: 4-0

Date Adopted: 1/28/2020

**EXECUTIVE SESSION:**

Mr. Goldman moved to go into Executive Session at 8:53pm for the discussion of the appointment, promotion, demotion, discipline, or removal of a particular person. This was seconded by Ms. Olson and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:42pm. This was seconded by Mr. Boggs.

**ADJOURN:**

Ms. Zahler moved to adjourn the meeting at 9:42pm. This was seconded by Mr. Boggs and passed unanimously.

*Respectfully Submitted by Carissa Parlato,  
2/4/2020*