

TOWN BOARD MEETING

Town of Ulysses

February 11, 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:

Deputy Supervisor- Nancy Zahler

Board members- Richard Goldman, Michael Boggs, Katelin Olson

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright

Highway Superintendent- Scott Stewart

Attorney for the Town- Khandikile Mvunga Sokoni

ABSENT:

Supervisor- Liz Thomas

OTHERS PRESENT:

Ben Werner (Barton & Loguidice), Jessica Giles, Rick Geiger, Linda Liddle

CALL TO ORDER:

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

PRESENTATION: CEMETERY BRIDGE PROJECT UPDATE

Mr. Werner gave an update on the Cemetery Road bridge project. The town received grant funding through the Bridge NY program and has contracted with Barton & Loguidice for engineering. Mr. Werner noted that Barton & Loguidice began the process by collecting site data, and they are now in the design phase. Project funding comes through NYS DOT. Construction is planned for June 2021.

The board, along with Mr. Geiger and Ms. Giles, commented and asked questions regarding walkability, design and cost.

APPROVAL OF MEETING AGENDA

RESOLUTION 2020-58: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for February 11, 2020 with the addition of an executive session for the advice of counsel and the appointment of a particular person, and moving up zoning amendment.

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: 2/11/2020

PRIVILEGE OF THE FLOOR:

Ms. Giles suggested that there be some visual aids for the bridge project on the website.

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

none

TOWN REPORTS:

(See Appendix)

NEW BUSINESS:

ZONING AMENDMENT #1- RECONSIDERING FOOTPRINT LIMITATION IN LAKESHORE AND CONSERVATION ZONES

RESOLUTION 2020-59: ZONING AMENDMENT #1 REVIEW FOOTPRINT LIMITS IN LAKESHORE AND CONSERVATION ZONES

WHEREAS, the new Zoning Law adopted on December 10, 2019 in Resolution 2019-211 included provisions that several members of the Town Board wanted to re-visit in 2020 based on feedback from the Public Hearing held November 12, 2019 and

WHEREAS, there may be alternative strategies for the Town to use to protect steep slopes and Unique Natural Areas in the Lakeshore and Conservation zone rather than a zone-wide limit of 2000sq. ft footprint and

WHEREAS, the new Zoning Law adopted on December 10, 2019 in Resolution 2019-211 included provisions that several members of the Town Board wanted to re-visit in 2020 based on feedback from the Public Hearing held November 12, 2019 and

WHEREAS, there may be alternative strategies for the Town to use to protect steep slopes and Unique Natural Areas in the Lakeshore and Conservation zone rather than a zone-wide limit of 2000sq. ft footprint and

WHEREAS, the Town's Environmental Planner has suggested possible options to consider:

1. Repeal the maximum building footprint limitation. Have the maximum lot coverage in both zones revert to the previous 5% up to a maximum sf limit of _____. On a one-acre lot this equates to a maximum lot coverage of 2,178 sf and on a five-acre plot 5% equates to 10,890 sf.

Areas of both the lakeshore and conservation zoning districts which have been identified as areas containing steep slopes or unique natural areas (UNAs) currently require site plan approval from the Planning Board in order to build upon them. Furthermore, property owners are required to leave a 50'-100' buffer along streams (dependent upon classification of stream) in both the LS and CZ zones.

2. Consider performance measures for construction in LS or CZ zones which balance the rights of property owners with environmental protections, such as the following:
 - a. Develop residential site plan standards focused on environmental protections such as:
 - i. Driveways parallel to slopes where possible

- ii. Maintain natural topography and minimize excavation
- iii. Maintain natural patterns of water flow
- b. Require an erosion and sediment control plan for all disturbances exceeding _____sf which must conform with standards present in Town stormwater local laws
- c. Stormwater retention to pre-construction rates (tied to amount of impervious area)

WHEREAS, the Ulysses Town Board wishes to find a solution that balances property rights with our environmental stewardship, now therefore be it

RESOLVED, that the Ulysses Town Board charge the Ulysses Planning Board with:

- reviewing the current number of undeveloped parcels and acreage in the two zones and
- recommending a proposal to amend the Zoning Law Sections Section 212-47. N and Section 212-54 in ways that address the options identified by the Town Board and/or
- recommending other strategies to achieve the Town Board’s policy goal,

by March 20, 2020 so that a draft amendment can be considered on March 24, 2020.

Moved: Mr. Goldman Seconded: Mr. Boggs

DISCUSSION:

The board discussed. Ms. Sokoni and Mr. Zepko weighed in.

Mr. Goldman moved to delete option #1, (“No action”) from the resolution. This was seconded by Ms. Olson and passed unanimously.

Mr. Goldman moved to add a maximum square foot limit in option #2. This was seconded by Ms. Olson and passed unanimously.

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

Vote: 4-0

Date Adopted: 2/11/2020

OLD BUSINESS:

APPOINTMENT OF PART-TIME RECREATION DIRECTOR

RESOLUTION 2020-60: APPOINTMENT OF PART-TIME RECREATION DIRECTOR

WHEREAS, on September 10, 2019 the Town of Ulysses approved Resolution 2019-161 authorizing the Town to approve an updated Memorandum of Understanding with the Village of Trumansburg that transferred the administration of all youth programs, including the summer recreation and sports camp programs from the Village to the Town effective January 1, 2020 and

WHEREAS, the Memorandum of Understanding also included a commitment for the Town to hire a part-time Recreation Director and

WHEREAS, the position was created and advertised through the Tompkins County Human Resources Department and a Town appointed Search Committee interviewed four qualified applicants on January 20, 2020 and

WHEREAS, the members of the Ulysses Town Board interviewed the finalists for the position on February 4, 2020 now therefore be it

RESOLVED, that the Town of Ulysses appoint William Glennon as Recreation Director at the hourly rate of \$20.00/hour for an average of 20 hours/ week effective 2/17 with pro-rated benefits to which a Class B employee is entitled according to the Town's Personnel Policy and further

RESOLVED, that the Town Board establishes the probationary period at 52 weeks from the date of appointment, in conformance with the Town's Personnel Policy and further

RESOLVED, that the Bookkeeper shall notify Tompkins County Human Resources of the appointment.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 2/11/2020

RESOLUTION 2020-61: AUTHORIZATION TO CHANGE PHONE AND INTERNET PROVIDERS

WHEREAS, the Town Clerk is responsible for monitoring costs related to telephone and internet services and

WHEREAS, the Town Clerk has compared prices among the local service providers and recommends changing providers to save the Town approximately \$3500/year, now therefore be it,

RESOLVED, that the Ulysses Town Board authorizes the Town Clerk to purchase services from Ontario Trumansburg Telephone Company effective March 2020.

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: 2/11/2020

DISCUSS 2020 WORK PLAN PRIORITIES

(no action or discussion on this topic)

NEW BUSINESS:

URBAN FORESTRY GRANT APPLICATION

RESOLUTION 2020-62: AUTHORIZATION TO APPLY FOR A 2020 NEW YORK STATE URBAN FORESTRY COUNCIL QUICK START GRANT

WHEREAS, the 2009 Town of Ulysses Comprehensive Plan identifies the importance of landscaping and vegetation contributing to our rural character, and

WHEREAS, the Conservation and Sustainability Advisory Council is charged with conducting research and recommending policies, procedures, and practices to enable the Town to manage and protect its natural resources, and promote environmental sustainability, and

WHEREAS, the Quick Start Grant offered by the New York State Urban Forestry Council is intended to support communities in planting trees and developing community-based forestry program, and the Quick Start Grant offered by the New York State Urban Forestry Council is intended to support communities in planting trees and developing community-based forestry program, and

WHEREAS, the Conservation and Sustainability Advisory Council is investigating the feasibility of the Town developing a community-based forestry program and is willing to oversee implementation of this grant-funded program, and

WHEREAS, the grant has a maximum award of \$1,000 and does not require any matching funds, now therefore be it

RESOLVED, that the Deputy Supervisor of the Town of Ulysses is hereby authorized and directed to file an application for an Urban Forestry Council Quick Start Grant in an amount not to exceed \$ 1,000 and further

RESOLVED, upon approval of said request, the Supervisor or Deputy Supervisor is authorized and directed to enter into and execute a project agreement with the New York State Urban Forestry Council for such financial assistance to the Town of Ulysses for the Quick Start Tree Grant and further

RESOLVED, that the Town Clerk shall provide a certified copy of this resolution to accompany the grant application.

Moved: Ms. Olson Seconded: Mr. Goldman

Ms. Thomas absent

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 4-0

Date Adopted: 2/11/2020

HAZARD MITIGATION PLANNING-LETTER TO PARTICIPATE

RESOLUTION 2020-63: AUTHORIZATION TO PARTICIPATE IN TOMPKINS COUNTY HAZARD MITIGATION PLAN UPDATE

WHEREAS, as the County intends to update the 2013 county-wide hazard mitigation plan, and

WHEREAS, the Town recognizes Mitigation planning as a necessary aspect of emergency preparedness, and

WHEREAS, the Town's participation in the County's hazard mitigation plan update is prudent, and, that subsequent adoption of the FEMA approved plan is required in order to be eligible to apply for and receive Federal mitigation grant funding, and

WHEREAS, the County requires a signed letter of intent by February 27, 2020, and

WHEREAS, the Town would like a representative of Ulysses to participate in the plan update, which includes a Town staff person to make time to participate on a steering committee that will review,

guide and direct the update process which includes but is not limited to attending meetings and providing Ulysses specific data and information, now therefore be it

RESOLVED that the Ulysses Town Board appoints the Town's Environmental Planner and National Flood Insurance Program Floodplain Administrator John Zepko, as the Primary Point of Contact, and further

RESOLVED that Ulysses Town Board appoints Michelle E. Wright as the Alternate/Secondary Point of Contact, and further

RESOLVED that the Ulysses Town Board authorizes Deputy Supervisor Nancy Zahler to sign the attached letter of intent, and further

RESOLVED that the Ulysses Town Clerk produce a certified resolution to be included with the signed letter of intent.

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: 2/11/2020

INVENTORY GUIDELINES

RESOLUTION 2020-64: ESTABLISHING A THRESHOLD FOR INVENTORY OF TOWN PROPERTY

WHEREAS the Town established a Capital Asset threshold per resolution 2018-70, and,

WHEREAS the Ulysses Town Board has prioritized the need for maintaining adequate documentation of Town property by development and utilization of an asset database and has authorized time required to maintain up-to-date Capital Asset data and grouped asset inventory, and

WHEREAS property of the Town that does not meet the Capital Asset threshold of a \$5,000 individual value and a useful life of a minimum of two years, should still be inventoried as a grouped asset, and,

WHEREAS the NYS OSC "Capital Asset" publication dated May 2016 suggests that the Town Board establish a dollar threshold (or minimum cost) below which equipment will not be inventoried because of cost-benefit considerations, now therefore be it

RESOLVED that the Ulysses Town Board establishes a threshold of \$100 or more for Town property to be tracked using an inventory system and subsequently considered a grouped capital asset.

Moved: Ms. Zahler Seconded: Ms. Olson

TABLED.

APPOINTING A TOWN WIDE PROPERTY MANAGER FOR INVENTORY AND ASSET PROTECTION

RESOLUTION 2020-65: APPOINTING A TOWN WIDE PROPERTY MANAGER FOR INVENTORY AND ASSET PROTECTION

WHEREAS the NYS Office of the State Comptroller suggests that "...The governing board should designate a staff person as the property control manager..." per their "Capital Assets" publication dated May 2016, and,

WHEREAS it is not expected that the Property Manager solely conducts inventory but rather collaboratively coordinates with each department regarding Town property, therefore be it

RESOLVED that the Ulysses Town Board appoints Michelle E. Wright as the Town's Property Manager and further

RESOLVED that the Property Manager will develop a comprehensive policy that addresses how municipal assets are adequately protected to include expectations by department regarding inventory of assets per the OSC publication titled "The Practice of Internal Controls" dated October 2010.

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: 2/11/2020

ADVOCATING FOR NYS CLEAN WATER INFRASTRUCTURE ACT FUNDING

RESOLUTION 2020-66: ADVOCATING FOR NYS CLEAN WATER INFRASTRUCTURE ACT FUNDING

WHEREAS, up-to-date drinking water and wastewater infrastructure is vital to preserve clean water resources and foster thriving communities, and

WHEREAS, many communities have aging and inadequate water mains, sewer lines, and treatment plans that endanger public health and the economy, and

WHEREAS, investing in infrastructure projects creates good-paying jobs and a solid foundation for businesses, and

WHEREAS, new threats from emerging contaminants and lead service lines have added to the urgency to invest in our water infrastructure, and

WHEREAS, local governments struggle to make necessary water infrastructure upgrades in the face of high up-front costs, and

WHEREAS, key members in the New York State Senate and Assembly, along with the Governor recognized that local governments need financial support and passed the Clean Water Infrastructure Act of 2017, and

WHEREAS, the Clean Water Infrastructure Act has been successful at awarding over \$500 million in grants to protect clean water across the state, and

WHEREAS, only a fraction of shovel-ready projects have received grants due to a lack of sufficient state funding to meet New York's more than \$80 billion water infrastructure needs, now therefore be it

RESOLVED, that the Ulysses Town Board authorizes the Deputy Supervisor to send a letter with a certified copy of this resolution to the Governor, State Senator O'Mara and Assemblywoman Lifton encouraging them to continue funding water infrastructure projects and requesting that they include at least \$1 billion in new funding for the Clean Water Infrastructure Act in the SFY 2020-2021 New York State Budget.

Moved: Ms. Olson Seconded: Mr. Goldman

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

Mr. Goldman aye

Vote: 4-0

Date Adopted: 2/11/2020

OTHER ITEMS FOR TONIGHT OR FUTURE AGENDAS

Mr. Goldman wants to discuss the Personnel Policy, specifically vacation time for elected officials.

Ms. Zahler noted that Terry Carroll wants to come to do a presentation on stretch code and Community Science Institute would like to do a presentation as well.

PRIVILEGE OF THE FLOOR:

none

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2020-67: APPROVAL OF MINUTES OF 1/28/20

RESOLVED that the Ulysses Town Board approves minutes from the regular meeting on 1/28/2020.

Moved: Ms. Zahler Seconded: Mr. Boggs

Ms. Thomas absent

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 4-0

Date Adopted: 2/11/2020

APPROVAL OF BUDGET MODIFICATIONS- no action taken

RESOLUTION 2020-68: 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. Zahler Seconded: Mr. Boggs

Ms. Thomas absent

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 4-0

Date Adopted: 2/11/2020

APPROVAL OF CLAIMS

RESOLUTION 2020-69: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed claims #22-89 in the amount of \$794, 546.07, and claim # 11 in the HA fund for \$1046.25.

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: 2/11/2020

EXECUTIVE SESSION:

Mr. Goldman made a motion to go into Executive Session at 9:26pm for the advice of counsel and the appointment of a particular person. This was seconded by Ms. Olson and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:58pm. This was seconded by Ms. Olson.

ADJOURN:

Ms. Zahler moved to adjourn the meeting at 9:58pm. This was seconded by Mr. Boggs and passed unanimously.

APPENDIX I:

TOWN REPORTS:

BOOKKEEPER- Submitted by Ms. Cassetti

December 2019

- Much of December was spent focused on the Payroll and working through the November month end process.
- Michelle and I mapped out a system of tracking comp time as well as all other PTO that corresponds with both the Town's Employee Handbook and the current Union Contract.
- Scott and I re-designed the timecard for the Highway employees. The new design enables Scott to clearly allocated hours to the various jobs the each worker performs on a weekly basis. The new design allows each of us to track PTO in a more efficient manner.
- In conjunction with the above projects I reached out to our Payroll service to set up a tracking system for Comp Time. Now all employees who are eligible for comp time can track this on their pay stubs giving both the employee and the accounting office another tool to track and confirm PTO and comp time.

January 2020

- January ushered in the new tracking system for Time Cards and tracking all earnings and deductions through the payroll service. The response by the staff to the annual payroll deduction review was very positive and as of the first pay period in February all new information has been updated in the Paychex portal.
- The annual board audit resulted in several action items which are in the process of being completed. The status is as follows:
 - New Checks and check binders are being ordered for the HA, TA & HB accounts.
 - A check log is being built for tracking the laser checks.
 - The Clerk's office and I are on track to reconcile and review bank activity. This will happen after all the adjustments for December are complete.
- The month of December is in soft close mode. The action items left are budget modifications and a few Journal Entries to correct negative fund balances.
- 1099's and W2 Forms were issued to our staff and Vendors in January.
- The Annual Board Audit review was a very informative process and as a result new paper filing system is being implemented to better track the work flow of the department and establish document protocol to enhance the month end process.

Ongoing Projects and Goals

- Board Financial Dashboard
- Departmental Dashboard
- Budget vs. Actual Quick Glance by Fund
- Streamline Payroll Recon Report
- Streamline Month End Process
- Shop for a new Accounting System
- Explore online time reporting with Paychex

PLANNING/ZONING- Submitted by Mr. Zepko

Planning Board

- *No meeting*

Board of Zoning Appeals

- *No meeting*

Planner Activity

- Responded to approximately 20 phone requests for information
- 15 January – Attended Tompkins County Stormwater Coalition meeting
- 16 January – Attended Tompkins County Chamber of Commerce meeting on municipal activities
- 21 January – webinar of SmartGov municipal permitting software by Dude Solutions
- 22 January – met w/ owner of Inn at Taughannock to discuss permitting requirements and future work
- 29 January – municipal permitting software demonstration by Williamson Law Book
- 30 January - met w/ Town of Danby Planner to discuss lessons learned from Zoning update

Zoning Enforcement

- Reviewed 6 building permits for zoning compliance

Municipal Permitting Software

Town staff has met with three companies, BAS, Dude Solutions, and Williamson Law Book, to receive software demonstrations. Staff will evaluate the functionality of the software packages and implementation/maintenance quotes to make a recommendation to the Town Board.

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

SNOW EVENTS

We had 16 snow storms roll through the area. Mostly minor events Overtime Hours were 182.5 hours from Jan 15th thru Feb 8th Approx use of Salt was 480 Tons Diesel Fuel 585 Gallons Gas 120 Gallons

EQUIPMENT

T53 Salt Spreader Chain Broke / Truck was down for 3-4 days T21, T5, T53 had minor repairs on snow plow equipment

HIGHWAY

Installed Culvert Pipe on Mayo Rd on Feb 3rd Filled Pot Holes on Curry Rd, Bottom of Cemetery Rd near Bridge and Parke Ln Installed Stop Sign, No Parking sign at intersection of Falls and Cemetery Rd

SHARED SERVICE

Hauled Crusher Run for The Village of Trumansburg

IMPROVEMENTS TO HIGHWAY BARN

Built new hallway at the highway barn. We created a separation between the shop and the breakroom/office.. Before this separation was built, anyone could enter from the outside right into the shop where we work. This was a dangerous situation. We have made it so the public when upon entering the barn will be now seperated from the shop and will have access only to the office/break room Also, the noise and dust will be cut down

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	4
Disabled parking permits	22
Dog licenses and renewals	55
Marriage licenses	1
Plumbing permits	0
Address assignments	0

Notarizations	15
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$910.50	TOTAL Collected for fees & licenses
\$768.32	stays in the town
\$142.18	goes to the state

CLERK'S OFFICE TASKS:

- Routine 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
- Other tasks this month:
 - get quotes for new internet/phone service, take town car in for servicing, schedule interviews for Recreation Director, coordinate phone service upstairs for new employees, coordinate oaths of office for new town appointments, work with Michelle on grants and bids

TAX COLLECTION:

- Collected \$4,425,419.95 in January. Paid off town levy of \$1,464,098.52 on 1/23/2020.
- Added 36 new residents to e-newsletter

HEALTH INSURANCE:

- Create 2020 information packet and distributed to staff

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:

- Begin purging of old records that have surpassed their retention period

SAFETY COMMITTEE:

- Work with Michelle on all-staff initial emergency planning meeting

COMMITTEES/ASSOCIATIONS:

- No meeting in January
- Expressed interest in Ulysses participation in Blue4U preventative testing program

CODE REPORT- Submitted by Mr. Myers

Building Permits issued	6
Plan Reviews	3
Certificate of Occupancy issued	0
Certificate of Compliance issued	4
Complaints Received	1
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	54

New Site Inspections	4
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	8
Fire Safety Inspections	4
Code Training Seminars	1
County Assessment, Town, DOS Reports	7
Open property in violation cases	5
Property violations resolved	1

Value of Permits issued: \$724,675

Building Permit fees collected for month: \$2,252

In January I issued 6 Building Permits. 3 of these were for new houses. The total value for new Permits issued is \$724,675. Total fees collected for these permits is \$2,252. 4 Certificates of Compliance and 0 Certificates of Occupancy were issued in January. There are 70 open Building Permits.

I have been continuing work with the team to increase the energy efficiency of Town Hall through a NYSEDA grant. The plans are out and we have had a walk through with some qualified contractors. The NYS Department of State has upped their reporting requirements (again). This year's report took substantially longer than previous years due to increased information required. I hope they make good use of the information. Town office staff have been given 3 presentations on software that could go a long way in reducing the amount of data entry that is now required for these reports and other aspects of the Planner's and Code Enforcement's record keeping responsibilities.

I have been closing out projects that started before I was hired. Only 2 left. I will have another one closed this month. It was issued in 2014. I am looking forward to getting these off my plate.

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. It has been helpful to have the penalty fee

DEPUTY SUPERVISOR- Submitted by Ms. Zahler

TRANSITION

- On January 29, 2020 Supervisor Elizabeth Thomas submitted her resignation from the position of Supervisor effective February 21, 2020 from her term which ends December 2021.
- Since Liz had been on vacation since Jan. 20th, I have been filling in as Deputy Supervisor and fulfilling all of the required roles. The staff and I will miss her optimism, commitment and vision. Liz finished up major duties and left files and information well-organized to enable a very smooth transition, for which we are all grateful. A formal recognition and celebration to honor her for her many contributions will be planned for March. Details to follow.
- Each and all of the staff have been remarkably resilient as we continue to move forward with serving town residents. Everyone has been helping me get up to speed. We are lucky to have such great staff!
- After February 21st, the Supervisor position will be officially vacant and the Ulysses Town Board has the responsibility and authority to fill the position through the end of 2020.
- In November 2020 the position of Supervisor will appear on the ballot and whoever is elected in November will serve just until the end of the term in Dec. 2021. In November 2021, there will be an election for a new 4-year term starting January 2022.
- Since several members of the Town Board will be out of town on February, 21st the Town Board has cancelled its February 24th meeting and no formal action will be taken by the Town Board to fill the Supervisor vacancy before the next regular meeting scheduled for March 10, 2020.

- If the Town Board appoints a sitting Town Board member, that seat becomes vacant. That seat will also be filled by the Town Board with an individual who resides in the Town of Ulysses and is at least 18 years old. The Town Board has asked that those wishing to be considered for a future vacancy on the Town Board submit a letter to the Town Clerk outlining their interests and experience and the Town Board will interview interested applicants. An outline of statutory and practical duties will be available from the Town Clerk for those who wish to learn more about the potential Town Board vacancy.

RECREATION DEPARTMENT

- On January 20th, the Town's Search Committee interviewed applicants for the new, part-time, year round position of Recreation Director.
- On February 4th, members of the Town Board interviewed two finalists and an appointment is expected at the Feb. 11th Town Board meeting.
- The new Recreation Director will share space on the 2nd floor of the Town Hall along with the Deputy Supervisor for Administration (Michelle E. Wright), the Cooperative Extension Youth Program Manager (Ethan Crampton), and the Town's part time Fire Inspector (Lucas Albertsman).
- First priority will be to gear up for a successful summer season and then transition to year round recreational activity planning for all age groups, in close coordination with existing programs.
- Met with representatives of the 4 boards (Tburg Comm Rec, Village, Town and School)

VILLAGE OF TRUMANSBURG

- Fire/EMS:
 - The Village has appointed Chris Fox as EMS Administrator and he is eager to meet with our Town Board. While primarily administrative role, as a qualified EMT, Chris is able to respond to additional calls in the second ambulance with trained volunteers from the Fire Department when the first crew is responding to a call.
 - The Clerk's office has updated the EMS hardship policy so that any ambulance users find their bills to be a hardship may request partial or full waiver of their billed fees.
 - On Feb. 10th, the Town of Ulysses hosted a meeting of all of the towns that contract with the Village of Trumansburg for both Fire and EMS services. The purpose of the mid-year meetings starting in 2019 are to give all partners and opportunity to get and share updates on planned developments in the services that may affect local town budgets. The Village presented an alternate method of sharing costs for the Fire Department.
 - The Village plans to buy a new ambulance using its reserves, pending a permissive referendum.
- The 4 way stop signs have all been installed with flags to alert motorists to new traffic pattern. The No Parking Here to Corner sign was installed parallel to the road, rather than facing on-coming traffic, making it harder for motorists to see it. I have asked Highway to order a clearer sign and to have it re-oriented toward traffic. Highway staff and I discussed the possibility of having Highway Department giving "Courtesy Tickets" to those parking near the Stop sign to alert them to the new rules which could be enforced by any law enforcement agency patrolling in the Town.

JACKSONVILLE

- The Jacksonville Community Association met on Thursday January 30th to outline plans for the upcoming year. Spring Clean up was scheduled for Sat. April 25th and they expressed interest in having the Town apply on their behalf for a second County Parks and Trails grant which is due April 2, 2020.
- The Town's Highway Department, which laid a water line in December, laid stone down at the top of the driveway to enable winter park users to pull in, park and easily turn around. In the Spring, the driveway will be re-graded, stoned and prepared for use and the water line will be hooked up to the water line on Swamp College Rd. A contractor will then hook the water line to a fountain/restroom.
- Plans for a waste system and location of the newly constructed restroom continue.

WATER

- Water District #1: serving Cayuga Addiction Recovery Services on Rt 227: The existing contractual agreement is being updated prior to the expansion of the facility.
- Water District #3: will be attending a meeting 2/14 at Town of Ithaca aerator to prepare for our new aerator
- Water District #5: neighbors have expressed interest in re-starting discussions about a water district along the Falls Road water line laid by the Village for its second source.
- Discussions with GrassRoots, Inc also have taken place to explore current status of interest in a possible single user district.
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COMMUNITY CONNECTIONS

- Spoke with a Farmers Market representative seeking Town support and with CSI checking on current Town support. Both expressed interest in making presentations to the Town Board.

SECOND DEPUTY SUPERVISOR- Submitted by Ms. Wright

Active Grant Updates

- NYSERDA Heat Pump Grant
 - Internal Activities: regular communications with project team, administration of competitive bidding process (including internal documentation for the next time we oversee this process internally), hosted pre-bid meeting, subsequent follow up.
 - Engineer Update: Taitem provided responses to questions generated at pre-bid meeting, addendum to bid document issued.
 - Timeline update:
 - We are hoping to have a resolution for the Board to accept a bidder at the first March meeting.
- Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)
 - Internal Activities: PIM scheduling, reimbursement process initiation, communications with Village Planning Board chair.
 - Engineer Update:
 - B&L has received initial comments from NYSDOT on the design report.

- Next steps: official comments from State, hold the PIM, wait 2 weeks to receive any comments from the public, and pending any issues through that process the next step is to finalize and submit the Final Design report.
- 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
March 2, 2020	Public Meeting	Scheduled 3/2
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: coming soon.
 - Revised Project Timeline: coming soon.

Other Work

Curry Road Structure Replacement

- MRB reported that their in-kind service of grant research resulted in the conclusion that BRIDGE-NY is still the best source of funding due to the fact that much of the other grant funding out there is focused on water quality, which is not a spot-on match for the scope of this replacement need.
 - MRB forwarded information regarding NYS budget: tentative \$100 million in BRIDGE-NY for the NYS 2020 budget season.
- Contacted Fernando de Aragón at Ithaca-Tompkins County Transportation Council about obtaining any up to date information about BRIDGE-NY funds. He has reached out to DOT to get more information.
 - Update: More will be known once the state budget is finalized, likely April/May. The program is expected to include funding for culverts. Expect for applications to be scheduled for the last quarter of the year. NYSDOT is likely to provide guidelines and information sometime this summer.

Bookkeeper Transition Activities

- 1099 Vendor review.
- Review of cash receipts.
- Consulting and routine meetings regarding specifics pertaining municipal accounting.
- Cover report developed to go along with November 2019 financial report.

Bank Agreement & 12-Month CD Investment of Select Reserves

- Bank agreement in place.
- CD rate check with other banks.
- Continued communications regarding CD investment
- Status: as of 2/10 signature pages ready for pick up at bank

General Liability Insurance Renewal

- Met with NYMIR 1/29/2020

Capital Asset GAAP Compliance & Multi-year Financial Planning

- Data management: readiness for import work
- Beta version available for review for small internal committee
- Next steps are to develop data more

- This is ready to go as an on-going tool
- Procedure development need for asset life cycle: getting assets into database as acquired and entering data upon surplus or sale.

Budget Work

- Initial investigation into long term capital asset planning.
- Budget modifications.

ToU Recreation Department

- Internal brainstorm planning meeting for new Town department pending reschedule.

Emergency Preparedness Plan

- Development of agenda and table top simulation for internal 2/13/20 meeting.
- Review of the County plan.

Miscellaneous

- On-going assistance and internal communications with Supervisor transition.
- Resolution writing and other administrative work for agenda items.
- 2020 work plan assistance.
- Water district related communications: 1 and 3.
- Audit scheduling: communications with Insero re: timing of audit, scheduled for 6/15/20-6/19/20
- NYS OSC Vendor Contact update process.
- Sitting in on presentations for B fund software analysis process.
- Sat in on Town Board audit on 1/24.

Report on Training, Conferences, Workshops or other Professional Development Attended this Month

1) *What: "Farming in the Watershed"*

Where: Ovid Fire Hall

When: 1/29/2020

Action Items: Share out to board, community on newsletter

Summary: this event focused on CAFOs (concentrated animal feeding operation) and nutrient management plans

Points of Note:

- Upcoming event in Seneca Falls March 31st, HABs and invasive muscles community center 6pm
- Presenters: Karl Czymmek and Greg Albrecht
- Nancy Rice from DEC also present
- Karl = nutrient mgmt. issues and CAFO regulations @ CU since 1999
 - Smaller CAFOs don't need to have nutrient management plan, but if you aren't required and do it there is some cost sharing...voluntary AEM
 - Structure of AEM
 - Agriculture.ny.gov/soil-and-water/agriculture-environmental-management
 - AI = share on e-newsletter?
 - 1999 NYS made more stringent regulations regarding nutrient management plans...feds allow for farmers to write their own...NYS requires a certified planner, several other aspects of NYS that is more stringent than the feds
 - Spreading parameters
 - Set back requirements...(AI...what is it...find it)
 - Spreading based on crop need, not what needs to be spread
 - Having proper manure storage allows for you to spread only on days that it makes sense
 - Winter spreading: limits on winter manure spreading that only applies to CAFOs
 - Field condition based
 - Concrete frost: soil froze and saturated with water

- CAFOs are prohibited to applying on concrete frost, saturated soil = can't spread
- Vermont has a calendar ban (Dec 15 – April 1)
- Anaerobic digesters reduce total volume 2-3% and so are the nutrients (N and P are conserved in the process)
- Loss limits are based on soil type
- Method of manure injection into soil
- DEC inspection is usually announced, but in cases of complaints it can be unannounced
- Spills hotline
- One method of observation is whether or not “significant contrast” between upstream and downstream from a farm is observed.
- Online resources:
 - Dec.ny.gov/permits/6285.html
 - Nmsp.cals.cornell.edu
 - Crcs.usda.gov/wps/portal/nrcs/site/national/home
 - Efortg.sc.egov.usda.gov/references/public/ny/nyps590.pdf

2) *What: Essential Financial Policies for Small Water Systems*

Where: Online webinar

When: 2/4/2020

Action Items: Report out, interesting concept presented regarding numerical system for organizing internal policies...should we number of policies?

Points of Note:

- *Definition of financial management = protecting assets to ensure continuity of services and functioning*
- *Policy = statement of intent*
- *Procedure = how you will get there*
- *Why have policies?:*
 - *Clarify roles and responsibilities*
 - *Capture organizational knowledge*
 - *Establish consistency*
 - *Create standards of conduct*
- *Good policies are:*
 - *Readily available*
 - *Clear, fair, equitable*
 - *Conforming to state and federal guidelines and requirements*
- *Budgeting process should include system operator*
- *Some funding sources require a 5-year advance budget*
- *Types of reserves:*
 - *Operating reserves (if cash flow is not secure)*
 - *Emergency reserves*
 - *Short lived asset reserve*
 - *Capital improvement reserve*
- *Emphasis on need for strong internal controls*

3) *What: Municipal Grants and Assistance Workshop*

Where: Tompkins County Library

When: 2/6, noon-1pm

Action Items: distribute information regarding grant funds that are distributed by the County.

Points of Note:

- County provides free GIS for up to \$500
- Upcoming Training Opportunities
 - Planning boards and elected officials
 - Fall at TC3...now accepting suggestions for topics
 - Wetlands training...if interested in training Darby can do this training
 - 2019: stream buffer workshop...videos available on CCE website
 - Municipalities can use those as training
 - 2020 spring training in field for buffers
- Municipal Parks and Trails
 - \$50k, for \$5k per municipality, can split into different projects
 - City is now eligible
 - Not a first come first serve like 2019, open and close date...those dates are posted by March 2nd, close a month later
- Natural infrastructure
 - Sediment erosion control, preserve corridors,
 - Up to \$200k, or, 1/3 of assessed value of property
 - County doesn't want to take ownership
 - Priority areas set in conservation plan
 - Rolling application
 - Example of projects
 - Cayuga Cliffs project in Town of Lansing, leveraged funds for a national grant
- Tourism/Community celebrations = free and open to public, \$3,000, deadline is 2/27...second round announced in July
 - Tourism capitalism grant = improvements to parks, trails and public spaces,
 - Example: Dryden Rail Trail, "pocket park", Stewart park has received funding as well
 - Minimum 5-year useful life
 - Due in March
- Housing affordability and infrastructure grant
 - County knows all municipalities have housing shortages
 - Project examples: traffic study in Lansing, DOT said they needed to study intersection near to affordable housing development; village of Dryden to work with CDBG to help substandard housing

4) *What: Speaker at Environmental Advocates of NY meeting "From Source to Tap: What Local Governments Can Do to Protect Clean Water in New York"*

Where: Tompkins County Library

When: 2/6, 4-6pm

Points of Note: Updates on NYS budget, possible Environmental Bond act in the works for the 2020 budget.

Upcoming

- *AOT meeting*
- *Town property policy:*
 - *Asset database implementation*
- *Bid award for HVAC renovation project: subsequent contract revising*
- *Long term financial planning*

MS. OLSON shared the following:

The Planning Board and BZA did not meet in January.

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

Fire calls were lower this month.

MR. GOLDMAN shared the following:

Ms. Thomas will resign effective Feb. 21 and the Town Board is planning to appoint Ms. Zahler, who will have to resign as a Town Board member. Then the Town Board will need to appoint someone to fill that seat.

DEPUTY SUPERVISOR- Submitted by Ms. Zahler

TRANSITION

- On January 29, 2020 Supervisor Elizabeth Thomas submitted her resignation from the position of Supervisor effective February 21, 2020 from her term which ends December 2021.
- Since Liz had been on vacation since Jan. 20th, I have been filling in as Deputy Supervisor and fulfilling all of the required roles. The staff and I will miss her optimism, commitment and vision. Liz finished up major duties and left files and information well-organized to enable a very smooth transition, for which we are all grateful. A formal recognition and celebration to honor her for her many contributions will be planned for March. Details to follow.
- Each and all of the staff have been remarkably resilient as we continue to move forward with serving town residents. Everyone has been helping me get up to speed. We are lucky to have such great staff!
- After February 21st, the Supervisor position will be officially vacant and the Ulysses Town Board has the responsibility and authority to fill the position through the end of 2020.
- In November 2020 the position of Supervisor will appear on the ballot and whoever is elected in November will serve just until the end of the term in Dec. 2021. In November 2021, there will be an election for a new 4-year term starting January 2022.
- Since several members of the Town Board will be out of town on February, 21st the Town Board has cancelled its February 24th meeting and no formal action will be taken by the Town Board to fill the Supervisor vacancy before the next regular meeting scheduled for March 10, 2020.
- If the Town Board appoints a sitting Town Board member, that seat becomes vacant. That seat will also be filled by the Town Board with an individual who resides in the Town of Ulysses and is at least 18 years old. The Town Board has asked that those wishing to be considered for a future vacancy on the Town Board submit a letter to the Town Clerk outlining their interests and experience and the Town Board will interview interested applicants. An outline of statutory and practical duties will be available from the Town Clerk for those who wish to learn more about the potential Town Board vacancy.

RECREATION DEPARTMENT

- On January 20th, the Town's Search Committee interviewed applicants for the new, part-time, year round position of Recreation Director.
- On February 4th, members of the Town Board interviewed two finalists and an appointment is expected at the Feb. 11th Town Board meeting.

- The new Recreation Director will share space on the 2nd floor of the Town Hall along with the Deputy Supervisor for Administration (Michelle E. Wright), the Cooperative Extension Youth Program Manager (Ethan Crampton), and the Town's part time Fire Inspector (Lucas Albertsman).
- First priority will be to gear up for a successful summer season and then transition to year round recreational activity planning for all age groups, in close coordination with existing programs.
- Met with representatives of the 4 boards (Tburg Comm Rec, Village, Town and School)

VILLAGE OF TRUMANSBURG

- Fire/EMS:
 - The Village has appointed Chris Fox as EMS Administrator and he is eager to meet with our Town Board. While primarily administrative role, as a qualified EMT, Chris is able to respond to additional calls in the second ambulance with trained volunteers from the Fire Department when the first crew is responding to a call.
 - The Clerk's office has updated the EMS hardship policy so that any ambulance users find their bills to be a hardship may request partial or full waiver of their billed fees.
 - On Feb. 10th, the Town of Ulysses hosted a meeting of all of the towns that contract with the Village of Trumansburg for both Fire and EMS services. The purpose of the mid-year meetings starting in 2019 are to give all partners and opportunity to get and share updates on planned developments in the services that may affect local town budgets. The Village presented an alternate method of sharing costs for the Fire Department.
 - The Village plans to buy a new ambulance using its reserves, pending a permissive referendum.
- The 4 way stop signs have all been installed with flags to alert motorists to new traffic pattern. The No Parking Here to Corner sign was installed parallel to the road, rather than facing on-coming traffic, making it harder for motorists to see it. I have asked Highway to order a clearer sign and to have it re-oriented toward traffic. Highway staff and I discussed the possibility of having Highway Department giving "Courtesy Tickets" to those parking near the Stop sign to alert them to the new rules which could be enforced by any law enforcement agency patrolling in the Town.

JACKSONVILLE

- The Jacksonville Community Association met on Thursday January 30th to outline plans for the upcoming year. Spring Clean up was scheduled for Sat. April 25th and they expressed interest in having the Town apply on their behalf for a second County Parks and Trails grant which is due April 2, 2020.
- The Town's Highway Department, which laid a water line in December, laid stone down at the top of the driveway to enable winter park users to pull in, park and easily turn around. In the Spring, the driveway will be re-graded, stoned and prepared for use and the water line will be hooked up to the water line on Swamp College Rd. A contractor will then hook the water line to a fountain/restroom.
- Plans for a waste system and location of the newly constructed restroom continue.

WATER

- Water District #1: serving Cayuga Addiction Recovery Services on Rt 227: The existing contractual agreement is being updated prior to the expansion of the facility.
- Water District #3: will be attending a meeting 2/14 at Town of Ithaca aerator to prepare for our new aerator
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Ms. Sokoni shared the following:

Has continued weekly phone calls.

WD1- trying to determine reserves structure, responding to staff requests, HVAC stuff, resignation next steps, zoning violations

*Respectfully Submitted by Carissa Parlato,
2/27/2020*