

SPECIAL TOWN BOARD MEETING

Town of Ulysses

April 13, 2020

Audio of the minutes are available on the website at ulysses.ny.us.

The meeting was held via videoconference due to COVID-19 crisis guidelines.

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

ATTENDANCE:

TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

Board members- Michael Boggs, Katelin Olson, Marc Devokaitis, Rich Goldman

Town Clerk- Carissa Parlato

Highway Superintendent- Scott Stewart

Second Deputy Supervisor- Michelle E. Wright

OTHERS PRESENT:

(none)

CALL TO ORDER:

Ms. Zahler called the meeting to order at 8:33am.

AGENDA ITEMS:

APPROVAL OF AGENDA:

RESOLUTION 2020-86 APPROVAL OF AGENDA:

Resolved that the Ulysses Town Board approve the agenda for 4/13/20.

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Zahler aye

Mr. Boggs aye

Ms. Olson aye

Mr. Devokaitis aye

Mr. Goldman aye

Vote: 5-0

Date adopted: 4/13/20

APPROVAL OF EMERGENCY CLAIMS POLICY

RESOLUTION 2020-87 AUTHORIZATION TO APPROVE VOUCHERS ELECTRONICALLY:

WHEREAS, the Ulysses Town Board procedures for approving vouchers for payment require two members of the Town Board to review all vouchers and to sign each one prior to Town Board action to approve all spending, and

WHEREAS, the COVID 19 emergency orders from New York State have required social distancing making in-person transmittal and review of vouchers more difficult and

WHEREAS, all members of the Town Board have expressed interest in reviewing the vouchers and the abstract prior to Town Board action at the first meeting of each month, now therefore be it

RESOLVED, that the Ulysses Town Board waives its current procedures and implements the following procedure until NYS restrictions on social distancing and work site density are lifted.

1. The Clerk's office will collect, scan, and compile all vouchers and produce an electronic file of all vouchers to be reviewed and approved.
2. The Bookkeeper will thoroughly review the Abstracts and generate an electronic copy of the Abstracts.
3. A single electronic document containing all vouchers will be sent to all Town Board members the day before the first Town Board meeting along with a cover sheet to be signed by the two board members responsible for reviewing the vouchers.
4. The Town Board members will review the vouchers, any Town Board member may request additional information about any voucher prior to the Town Board meeting.
5. The Town Board members responsible for reviewing the vouchers will sign the cover sheet to document their review and approval and return an electronically signed copy to the Clerk and Bookkeeper for processing.
6. The voucher numbers and total amount of approved expenditures will be voted on at the first regular Town Board meeting of the month.
7. The bookkeeper will then prepare checks to pay vendors and secure signatures as needed.
8. Paper copies of the vouchers will continue to be maintained in Clerk's office with a back up copy to be retained by the Bookkeeper.

FURTHER RESOLVED, that this policy will be included in the list of policies to be reviewed prior to or during the annual Organizational Meeting.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0

Date adopted: 4/13/20

AUTHORIZATION TO PERMIT ELECTRONIC SIGNATURES FOR BANK TRANSFERS

RESOLUTION 2020-88 AUTHORIZATION TO PERMIT ELECTRONIC SIGNATURES FOR BANK TRANSFERS:

WHEREAS, the current practice of having the Town Supervisor physically sign transfers from savings accounts into checking accounts for the purpose of making payroll and vendor payments is disrupted due to the COVID 19 emergency orders to protect the safety of town employees by minimizing in-person contacts, now therefore be it

RESOLVED, that the bookkeeper is authorized to prepare electronic versions of the transfers needed showing accounts and amounts to be transferred and to electronically send the request for approval of the bank transfers to the Supervisor for approval and further

RESOLVED, that the Ulysses Town Supervisor is hereby authorized by the Ulysses Town Board to electronically sign bank transfers until NYS restrictions on social distancing and work site density are lifted and further

RESOLVED, that this policy shall be included in the list of Town policies to be reviewed prior to or at the annual Organizational Meeting.

Moved: Ms. Zahler Second: Mr. Goldman

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

Vote: 5-0

Date adopted: 4/13/20

EXECUTIVE SESSION:

Mr. Boggs moved to go into Executive Session at for the purpose of discussing the employment promotion or demotion of a particular person. This was seconded by Mr. Goldman and passed by Mr. Boggs, Goldman, Devokaitis, and Ms. Zahler 8:49am. (Ms. Olson was experiencing technical difficulties at this time).

Mr. Goldman was excused at 9:26am.

Ms. Olson moved to end executive session at 9:33am. This was seconded by Mr. Devokaitis.

ADJOURN:

Ms. Olson moved to adjourn the meeting at 9:34am; seconded by Mr. Devokaitis.

Respectfully submitted by Carissa Parlato on 4/13/20.