

TOWN BOARD MEETING

Town of Ulysses

April 14, 2020

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

The meeting was held via videoconference on the Zoom platform.

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- Richard Goldman, Michael Boggs, Katelin Olson, Marc Devokaitis

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright

Highway Superintendent- Scott Stewart

Attorney for the Town- Khandikile Mvunga Sokoni

Bookkeeper- Gloria Cassetti

Environmental Planner- John Zepko

OTHERS PRESENT:

Anne Koreman, Roxanne Marino

ATTENDANCE:

The Town Clerk called the roll:

Town Board-

Ms. Zahler present

Ms. Olson present

Mr. Boggs present

Mr. Goldman present

Mr. Devokaitis present

Ms. Wright present

Town Staff-

Ms. Wright present

Mr. Zepko present

Mr. Stewart present

Ms. Cassetti present

Ms. Parlato present

CALL TO ORDER:

Ms. Zahler called meeting to order at 7:01pm.

APPROVAL OF MEETING AGENDA:

RESOLUTION 2020-89: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for April 14, 2020 with the addition of a new resolution for town procedures in COVID-19, minutes...

Moved: Mr. Goldman Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 4/14/2020

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES AND COMMITTEE CHAIRS:

Ms. Koreman shared the following updates from Tompkins County Legislature:

- Residents doing well with Governor's Executive Order P.A.U.S.E.
- Sales tax- Jan & Feb up from last year
- State aid will be reduced
- State will take more out of county's share of sales tax to use for other purposes
- Room tax is down 30% at this time
- Hoping for relief for local govts. in Phase 4 federal stimulus package
- Meeting n oApril 28 to create budget goals
- Requested that NYS send ballots via mail with a stamped envelope and allow voting by mail
- Transportation is available to COVID-19 testing
- Has been doing COVID-19 protection outreach at Juniper Manor and sharing masks and posters

Ms. Marino shared the following updates from the Conservation and Sustainability Advisory Committee:

- Was awarded an Urban Forestry Council grant to purchase and plant trees for Arbor Day- will be planted at the Habitat and Jacksonville

PRESENTATION: Update on 2020 Budget:

Ms. Wright prepared and gave a presentation of town funds and where each fund's revenue comes from.

Mr. Boggs described various acronyms used in budgeting and shared other useful town and state resources.

Ms. Olson suggested considering alternative budgeting methods in light of the COVID-19 crisis.

TOWN REPORTS:

(See appendix)

OLD BUSINESS:

REVIEW OF 2020 WORK PLAN

The board discussed this topic and agreed that focusing on the budget was the most important issue.

UPDATES ON TOWN RESPONSE TO CORONAVIRUS AND NYS STATE OF EMERGENCY

The following resolution was proposed in place of the resolution submitted with the meeting agenda.

RESOLUTION 2020-90: ADAPTING TOWN PROCEDURES TO OPERATE WITHIN COVID 19 EMERGENCY CIRCUMSTANCES

WHEREAS, the COVID 19 emergency orders from the Governor of New York State have required social distancing as a result of which the majority of Town of Ulysses staff and elected officials are working remotely, and

WHEREAS, it is in the interest of public health, safety and welfare that in light of social distancing and remote working, there be flexibility in the manner of adherence to certain operational policies of the Town without the need to secure a Town Board resolution in advance,

BE IT NOW RESOLVED, that Town staff and elected officials are authorized to depart from internal local Town policies provided that the following conditions are met:

1. Every reasonable effort is made to comply as closely as possible with Town Policies.
2. If it is a staff member who needs to depart from a Town policy, that said departure from town policy be immediately communicated to the Department Head; and if the departure from Town policy is by a Department Head that said departure be immediately communicated to the Town Supervisor and Town Clerk; if departure from Town policy is by a Town Board member that said Town Board member immediately notify the full Board by email.
3. That no departure with Town Policy is permissible if it violates the law. For instance, authorizing a public works project in violation of the bidding laws prescribed by General Municipal would be a violation of law NOT a departure from Town policy.
4. At the next Town Board meeting, the Town Supervisor shall report all such actions taken in departure from established Town Board policy(ies).

Further resolved that this policy shall remain in effect until the NYS Executive Order requiring social distancing are eased or lifted.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 4/14/2020

NEW BUSINESS:

RESOLUTION 2020-91: PROCLAMATION OF ARBOR WEEK AND RECOGNITION OF EARTH DAY IN ULYSSES

WHEREAS, in accordance with the Town of Ulysses vision, commitment, and continuing actions to promote environmental protection and sustainability, the Town recognizes the threats our community faces with climate change and associated challenges posed to public health, clean water, air, and energy; now therefore, be it

WHEREAS, the Conservation and Sustainability Advisory Committee (CSAC) of the Town of Ulysses seeks to honor, preserve, and celebrate the Town's natural resources and beauty, as well as to promote efforts to support sustainability and

WHEREAS, the CSAC has requested that the Ulysses Town Board issue the attached proclamation in observance of Arbor Week and Recognition of Earth Day in Ulysses, now therefore be it

RESOLVED, that the Ulysses Town Board hereby proclaims the week of April 19-25 as Ulysses Arbor Week and Recognition of Earth Day in Ulysses as follows:

Proclamation of Arbor Week and Recognition of Earth Day in the Town of Ulysses

Whereas the Town of Ulysses Comprehensive Plan highlights in its Vision Statement pride in the natural environment, and, with several of its policy objectives, puts forth the intention to honor, preserve, and celebrate the Town’s natural resources and beauty, as well as to promote efforts to support sustainability, and

Whereas the Arbor Day holiday, first proposed in 1872 by J. Sterling Morton as a special time set aside for the planting of trees, is now observed throughout the nation and the world, and

Whereas trees can reduce the erosion of precious topsoil, cut heating and cooling losses, moderate the temperature, produce essential oxygen, cleanse the air, and provide habitat for wildlife, and

Whereas trees are an important renewable resource that enhances property values and economic vitality for businesses and agriculture within the community, and are a source of joy and spiritual renewal wherever they are planted,

Now, I, Nancy Zahler, Supervisor of the Town of Ulysses, on behalf of the Ulysses Town Board do hereby proclaim April 19 – 25th, 2020 as Arbor Week, an expansion of Arbor Day.

All citizens are encouraged to join the Town Board in celebrating our bountiful natural resources during this week, by planting trees to gladden the hearts of our citizenry, and to promote the well-being of this and future generations, and by supporting efforts to protect our woodlands and natural environments, and

Further, during Arbor Week, on April 22, the nation marks the 50th anniversary of Earth Day, an enormous civic event that launched a wave of action towards environmental protection, and

RESOLVED that the Town of Ulysses officially recognizes Earth Day, April 22, 2020 and joins with governments and organizations all across the country in a united call to citizens for creativity, innovation, and ambition to meet these challenges and seize the enormous opportunities possible, and to support local actions to protect and restore the health of the planet.

Moved: Ms. Zahler Seconded: Mr. Olson

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

Vote: 5-0

Date Adopted: 4/14/2020

RATIFICATION OF PERSONNEL CHANGES IN HIGHWAY DEPT.

RESOLUTION 2020-92: UPDATED DESIGNATION OF DEPUTY HIGHWAY SUPERINTENDENT

WHEREAS, New York State Highway Law authorizes the elected Superintendent to designate a deputy to serve with full authority in the absence of the Superintendent and

WHEREAS, Superintendent Scott Stewart wishes to update the designation made at the Organizational Meeting of the Ulysses Town Board on January 6, 2020 by designating David Snyder as Deputy for the balance of 2020, now therefore be it

RESOLVED, that the Ulysses Town Board hereby updates its Organizational Meeting record of Other Annual Appointments listed on p. 30 of the approved minutes to reflect the designation of David Snyder as Deputy Highway Superintendent and further

RESOLVED, that compensation for the position be paid in accordance with the approved Collective Bargaining Agreement in force from 2018-2020 and will take effect on Sunday April 19, 2020.

Moved: Ms. Zahler Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 4/14/2020

RESOLUTION 2020-93: AUTHORIZATION OF PAYROLL CHANGE FOR HIGHWAY DEPARTMENT MACHINE EQUIPMENT OPERATOR WILLIAM AUSTIN

WHEREAS, On November 26, 2019 in Resolution 2019-202 the Ulysses Town Board acknowledged the appointment of William Austin as a laborer in the Highway Department at the authorized rate of \$18.50/hour while he earned the required Commercial Driver's License and

WHEREAS, Highway Superintendent Scott Stewart has confirmed that William Austin has successfully completed the requirements for the title of Motor Equipment Operator which entitles Mr. Austin to the 2020 hourly rate of \$22.75 per hour the approved Collective Bargaining Agreement, and

WHEREAS, the approved 2020 budget for the Highway Department includes sufficient funds for a full-time MEO at a salary of \$22.75, now therefore be it

RESOLVED, that the Ulysses Town Board acknowledges the appointment of William Austin as an MEO at the rate of \$22.75 effective at the beginning of the April 5th pay period.

Moved: Mr. Devokaitis Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 4/14/2020

APPROVAL OF 2020 SUMMER DAY CAMP FEES

RESOLUTION 2020-94: APPROVAL OF 2020 SUMMER DAY CAMP FEES

WHEREAS, the Town of Ulysses and the Village of Trumansburg approved a Memorandum of Understanding that enables and commits the Town to plan and administer a Summer Day Camp and

WHEREAS, the Ulysses-Trumansburg Youth Commission has reviewed and recommended the set of fees for the Summer Day Camp proposed by the Town's Recreation Director, now therefore be it

RESOLVED that the following fees be approved and added to the Town's 2020 Schedule of Fees approved at the Town Board's Organizational Meeting held January 6, 2020:

Town of Ulysses Summer Camp Fees Proposal- Endorsed by Youth Commission on

4/9/20

Pre Camp Care:

Monday – Friday: 7:30 - 9:00 \$15.00/wk

Post Camp Care:

Monday – Friday: 4:00 - 5:30 \$15.00/wk

Full-Day Camp:

Monday – Friday: 9:00 - 4:00 \$135.00/wk \$55.00 deposit required

\$125.00/wk per each additional family member.

\$ 95.00/wk ind/families reduced lunch qualified

\$ 55.00/wk ind/families free lunch qualified

Full-Summer/Six Week option:

Monday – Friday: 9:00 - 4:00 \$725.00/summer \$290.00 deposit required

\$655.00/summer for each additional family member.

Pre Camp Care: 7:30 - 9:00 \$75.00/summer

Post Camp Care: 4:00 - 5:30 \$75.00/summer

\$505.00/summer ind/families reduced lunch qualified

\$290.00/summer ind/families free lunch qualified

Pre Camp Care: 7:30 - 9:00 \$25.00/summer

Post Camp Care: 4:00 - 5:30 \$25.00/summer

Half-Day Camp:

Monday – Friday: 9:00 - 12:00 \$60.00/wk **Morning camp only**
\$42.00/wk ind/families reduced lunch qualified
\$24.00/wk ind/families free lunch qualified

Monday – Friday: 1:00 - 4:00 \$75.00/wk **Swim Bus only** (\$15 alternative swim cost)
\$53.00/wk ind/families reduced lunch qualified
\$30.00/wk ind/families free lunch qualified

Moved: Ms. Zahler

Seconded: Mr. Boggs

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date adopted: 4/14/20

URGING SUPPORT FOR SMALL BUSINESSES

RESOLUTION 2020-95: IN SUPPORT OF FEDERAL ASSISTANCE TO SMALL BUSINESSES AND NON-PROFITS IN THE TOWN OF ULYSSES

Whereas, the spread of COVID-19 in New York resulted in Governor Andrew Cuomo declaring a State of Emergency on March 7, 2020 and closing non-essential businesses by executive order on March 20, 2020; and

Whereas, President Donald J. Trump approved a Major Disaster Declaration for New York State on March 20, 2020; and

Whereas, the Town of Ulysses has a vibrant small business and non-profit community that embodies our distinctive culture, nurtures local talents and creativity, and fosters a robust local economy; and

Whereas, the forced closure or restricting of businesses and non-profits, while clearly necessary given the unprecedented crisis, is having a profoundly devastating impact on business owners, non-profits, employees, contractors, freelancers, and the greater community; and

Whereas, local businesses and non-profits do not have sufficient access to federal funding assistance to help them weather this unprecedented public health and economic emergency; and

Whereas, additional funding options for the CARE ACT and Small Business Administration's Economic Injury Disaster Loan Program are currently being considered by the U.S. Senate and U.S. House of Representatives; now therefore be it

RESOLVED, that the Ulysses Town Board requests that our federal representatives--Senator Chuck Schumer, Senator Kristen Gillibrand, and Representative Tom Reed--support increased funding for small businesses and non-profits, and advocate for improved administrative efficiency in rapidly distributing financial assistance and further

RESOLVED, that the Ulysses Town Clerk send certified copies of this resolution to our federal representatives.

Moved: Ms. Olson Seconded: Mr. Boggs

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 4/14/2020

APPROVAL OF MINUTES:

RESOLUTION 2020-96: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from the Town Board meeting held 3/10/20, 3/24/20 and the Special Town Board meeting held 4/13/20.

Moved: Ms. Olson Seconded: Mr. Goldman

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 4/14/2020

APPROVAL OF BUDGET MODIFICATIONS

RESOLUTION 2020-97: APPROVAL OF 2020 BUDGET MODIFICATIONS

RESOLVED that the Ulysses Town Board approves the budget modifications as presented at the Town Board meeting on 4/14/2020:

A FUND BUDGET MODIFICATIONS

A9060.81	HSA Employer Contributions	INCREASE	\$5,187.50
<i>Incorrect figure in 2020 budget document.</i>			
A7310.4	Youth Programs CE	INCREASE	\$6,489.07
<i>Unplanned expense for shared deficit in Village's recreation program for 2019. This expense was in the February vouchers, this budget modification makes this line whole for the rest of the year in order to pay for the planned expenses.</i>			
A1990.4	Contingency Account	DECREASE	\$11,676.57
<i>Balance post budget modification in this account = \$3,323.43</i>			

Moved: Mr. Goldman Seconded: Mr. Devokaitis

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 4/14/2020

APPROVAL OF CLAIMS

RESOLUTION 2020-98: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed claims in the HA fund, vouchers #14-15 in the amount of \$2412.41; and in the A-SW funds, #145-184 in the amount of \$66,258.32.

Moved: Ms. Olson Seconded: Mr. Goldman

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 4/14/2020

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:46pm. This was seconded by Mr. Boggs and passed unanimously.

APPENDIX I:

TOWN REPORTS:

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

Cancelled the order of one of 2 new trucks (\$56,900) that were ordered for this year. Tried but couldn't get out of other truck. But may not need to pay for it for a while.

PLANNING/ZONING- Submitted by Mr. Zepko

Planning Board

- 3 March meeting
 - Per Town Board resolution dated 11 Feb 2020, the Planning Board has been discussing recommendations to amend the maximum allowed square footage of the building footprint in the Lakeshore and Conservation zones.
- There are 4 current applications for minor subdivision in various stages of development or review.

Board of Zoning Appeals

- *No March meeting*
- *There is one new application for an area variance. At the discretion of the BZA, the application will be placed on the May agenda.*

Planner Activity

- Completed and Submitted draft final report, project benefit metric report and deliverables for the Cleaner Greener Grant (39053). A Progress Payment Request was submitted for \$2,250 for the completion of outstanding deliverables. Approximately \$4,000 (10% retainage of the total grant \$40k grant amount) remains to be released when the Final Report is accepted. The COVID-19 outbreak appears to have slowed processing. The Planner will continue to follow up until all funds have been released and the grant has been closed out.
- Hazard Mitigation Plan
- Developed Continuity of Operations for Dept. of Zoning and Code Enforcement including procedures for the handling of Planning Board and Zoning Board submissions
- Completed Blood-borne Pathogen Training
- Completed Workplace Violence Prevention Training
- Completed FEMA training IS-100.c: Introduction to the Incident Command System
- Completed FEMA training IS-0200.c Basic Incident Command System for Initial Response
- Participated in webinar "Subdivision Design For Flood Resilience"
- 3/17 – participated in Town Staff meeting
- 3/19 – participated in Corona Virus update/staff meeting
- 3/19 – participated in ZOOM meeting w/ Deputy Supervisor Wright to coordinate Continuity of Operations Plan for Department of Zoning and Code Enforcement
- 3/20 participated in Town staff meeting
- 3/24 – Attended Town Board meeting

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	0
Disabled parking permits	3
Dog licenses and renewals	35
Marriage licenses	0
Plumbing permits	0
Address assignments	0
Notarizations	4

FOIL requests-received	3
FOIL requests-completed	1

FINANCIAL REPORT:	
\$499.50	TOTAL Collected for fees & licenses
\$462.50	stays in the town
\$37.00	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
- Emergency tasks during COVID-19:
 - Assist staff in remote work and meetings set up (connecting to town server, Zoom videoconferencing...)
 - Gather info for town newsletters to keep residents informed
 - Take part in various weekly meetings with county health dept., community leaders, and town staff
 - Update town website, outgoing message, signs on door
 - Assist in review and update of Continuity of Operations Plan
 - Assist in creation of emergency alterations to regular town procedures (mail, vouchering, ...)
- Human Resources tasks:
 - Post jobs for Code Officer and Camp Director on county website. Collect apps as they come in.
- Other tasks:
 - Coordinate Town Board member applications & interviews, and subsequent new member on-boarding tasks

TAX COLLECTION:

- Continue collections.
- Will turn over collections to county week of April 13.

HEALTH INSURANCE:

- Share Health Consortium updates with staff re: Blue4U, Telemedicine, and Coronavirus

GRANTS:

- Assist with bid process for HVAC grant

SALO HABITAT COMMITTEE:

- *(no new activities)*

WATER DISTRICT TASKS:

- Collect and post bills

RECORDS MANAGEMENT TASKS:

- Send staff e-mail re: records retention & security while working remotely

COMMITTEES/ASSOCIATIONS:

- (Most have been temporarily cancelled)

CODE REPORT- Submitted by Mr. Myers

Building Permits issued	7
Plan Reviews	10

Certificate of Occupancy issued	3
Certificate of Compliance issued	4
Complaints Received	0
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	
New Site Inspections	6
Building Review Consultations (pre-plan meetings, Future Bldg/Remodeling)	10
Fire Safety Inspections	0
Code Training Seminars	1
County Assessment, Town, DOS Reports	2
Open property in violation cases	5
Property violations resolved	0

Value of Permits issued: \$127,177

Building Permit fees collected for month: \$750

SECOND DEPUTY SUPERVISOR- Submitted by Ms. Wright

Emergency Related

- Overview of weekly activities:
 - For the record, I think it's important to note that the transition to primarily at-home has been time consuming. Working from home to maintain day-to-day operations of the Town has a decreased efficiency of communication due to the fact that routine collaboration that once required a walk down the hall now requires an email or phone call instead. In my opinion, the quality of my work has not decreased; it has just proven to take a little bit more time to get things done under these conditions.
 - Approximately 6 hours of weekly meetings pertaining to response to the emergency.
 - Subsequent communications for information obtained at these meetings: additions to e-newsletter draft, creating connections between resources and organizations or individuals in need, maintaining communications with resources.
 - This includes weekly internal phone meetings on a variety of topics pertaining to daily operations and the emergency.
 - Internal communications on process and procedure changes and on-going adjustments in the context of the ever-changing conditions of the emergency.
 - Continued development of Continuity of Operations Plan (i.e. COOP)
 - Identification of areas of development and vulnerabilities
 - External communications pertaining to resources: food security, PPE, employment, daycare, etc.
 - Kinney, Shur Save, CARs, Trumansburg Area Chamber of Commerce, TC DOH, TC

DOER, Bolton Point, Village of Trumansburg departments

- Task force creation in process: food security/grocery delivery/good neighbor, economic recovery and planning

- COVID 2020 Budget Work

Active Grant Updates

- **NYSERDA Heat Pump Grant**

- Internal Activities: contract with Interstate finalized and executed; communications between Interstate and Taitem regarding the approval process for equipment to be purchased for installation of the system (i.e. “submittals”); NYSERDA has confirmed that this project is not deemed essential so further action on installation and construction is pending the lift of the executive order.
- Engineer Update: Taitem is now working under conditions outlined in the first contract signed for this project, which is to oversee the submittal process.
- Timeline update: Completion of this project is pending emergency executive order restrictions. Roxanne Marino is the main contact with NYSERDA and has been in touch with the project manager who has confirmed via email that an extension will be possible if it is needed.

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

- Internal Activities: submission of pay app #2 to NYSDOT, communications with B&L regarding design and related documents
- Engineer Update: late breaking feedback and information via email from Ben Werner on 4/14 PM.
- 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	Meeting held 3/2
January 2021	ROW Acquisition Completed	NYS will conduct, this is in process
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)**

- Internal activities: financing investigation, conversations with MRB regarding DOH design

submittal, bid alternatives to design, etc.

- Engineer Update: waiting to hear back from DOH for go-ahead for design plan approval. Once this happens MRB can go out to bid; once bids are received we will determine the best pathway for funding and financing. A meeting to discuss financing is schedule for 4/16/20.
- Revised Project Timeline: construction hopefully to start in spring

Other Work

Water

- Assistance with organization around big pictures conversations related to management of WD3.
- Participation in CARs agreement phone call 4/10/20

Curry Road Structure Replacement

Conversation continued with B&L about bridge span and other historical documentation. If deemed prudent still looking at BRIDGE NY funding application for this. The plan is to leave this item on here as a place marker until we find funding and get the structure replaced.

Financial & Bookkeeper Supervision

- Almost daily communication in a variety of forms
- Conversations regarding AUD submission tasks and problem solving
- Staff fringe calculations
- Started reviewing payroll prior to submission
- Review of monthly reports and related corrections

Capital Asset GAAP Compliance & Multi-year Financial Planning

- Asset database is up and functioning: continued work regarding managing the data within it is on hold during this reporting period due to emergency.

Miscellaneous

- Submission for accident insurance for ToU Summer Rec camp, subsequent clarification communication
- Participation in Town Board interviews with prospective Town Board members

SUPERVISOR- Shared by Ms. Zahler:

Town Board Updates

- Met with and provided materials to Marc Devokaitis to begin orientation to Town Board roles and responsibilities
- Based on questions regarding Town Board appointment procedure, requested advice and recommendations from Association of Towns for more inclusive practices for the future.
- Meetings with individual members re: areas of interest and concern.
- Requested advice from attorney about how to document changes in practice due to COVID-19 Executive Orders without having to re-do resolutions.

Village Updates

- Regular contact with the Village to share information and collaboration on COVID 19
- Worked out informal agreement to transition code enforcement officer to Village.

- Clarified that the proposed Fire Service billing method will not be implemented in 2021.
- Budget hearing scheduled for 4/13/20.
- Village elections were delayed by Executive Order but no date has been set.

Budget & Administration

- Review and sign off on expenditures & timecards
- Tracking time by key function and COVID response time
- Requested that Highway Superintendent check on truck orders to see if they could be paused.
- Worked with Michael Boggs and Michelle Wright on budget presentation for 4/13.
- Found and shared summary of 2020 NYS budget after adoption. Reviewed highlights for potential impacts on Town funding.
- Reviewed and signed contract with Tompkins County for funding for youth programs, resulting in \$4,654 in additional revenue above projections.
- Purchased new computer at 50% of allocated amount to enable Recreation Director to get a computer.
- Collaborated with Recreation Director, County Youth Services staff and Youth commission on 2020 Summer Camp Fee Proposal (on 4/13 TB agenda)
- Reviewed and will update mowing contract.

COVID Emergency Updates

- Convene a weekly update call with community leaders and service providers. Received health updates.
- Participate in weekly update call with the Village and School to share and coordinate efforts
- Participate in weekly update calls with the County Administrator and Health Director
- Participate in weekly update and discussion calls with other Town Supervisors
- Received training with other supervisors on zoom meeting management
- Secured Village commitment to a join free zoom mtg management training for members of Town and Village Planning Board and Boards of Zoning appeals re: how to manage meetings to meet legal requirements through videoconferencing. Held Monday 4/6/20
- Requested information from 211 re: examples of community awareness materials and outreach
- Provided 211 with updated information about school food distribution after their procedure changed to weekly distributions.
- Gathered and shared information about community resources for those affected by pandemic and economic impacts.
- Working with Michelle Wright as Emergency Preparedness Manager to document operating procedures and seek back up services for core functions.
- Review and seek interpretations of Executive Orders.
- Forwarded guidance on use of public parks to Village, School and Jacksonville Park. Requested signage for Habitat Preserve Trail to advise on social distancing while hiking.
- Arranged for TC Environmental Health Director to meet with Supervisors to clarify education and enforcement efforts from Health Department and expectations of code officers.
- Keep apprised and updated Town Board on changes in internal procedures to adapt to Executive orders while complying with goals of town policies and statutory requirements.

- Seeking input from County on applying for FEMA aid.

Staff Planning

- Conducting weekly staff zoom meetings since staff have been working remotely to check in, provide support and share updates. Town of Ulysses is very lucky to have such dedicated and resilient staff!
- **Code Enforcement:**
 - Met with Tom Myers and worked with Mayor Hart on plan to transition Tom to full-time employment with the Village. I am very grateful for Tom's efforts to provide background information while continuing to do permits and inspections as needed and possible within his reduce 10 hours/week.
 - Received applications for Code Enforcement Officer position and will be meeting with a sub-committee to screen and interview applicants for Town Board final interviews.
 - Met with Tom M and John Zepko and attorney on a property with a long-standing violation.
- **Recreation**
 - Received and reviewed Summer Camp Director application with Recreation Director Will Glennon and have made tentative plans to offer the position to a well-qualified person if and when we get approval to offer a summer camp.
 - Holding off on advertising for other camp staff until we get more state and local guidance.
 - Developed program design and fees for Youth Commission review and Town Board approval.
 - Reviewed online registration programs evaluated by Recreation Director and signed off on starting a subscription with 3 free months only after summer camp is moving forward. This expense fits within the Recreation Budget and was a key goal in the transition of the program to the Town.
- **Planning/Zoning**
 - Provided and reviewed zoom training and meeting protocol materials to support Planning Board transition to videoconferencing.
 - Received updates from John Z re: current requests and Planning Board projects.
 - Scheduled meeting with Rich Goldman and John to review work plans for Planning Board & zoning.
 - Reviewed final report submitted by John to NYSERDA to complete Zoning Grant requirements.
- **Deputy Supervisor for Admin/Emergency Preparedness**
 - Regular meetings with Michelle Wright to coordinate budget oversight and planning, capital projects, administration, and emergency preparations.
- **Highway**
 - Met several times with Superintendent Stewart to discuss staffing plans for safe return to work, review of essential water services, and re-organization of staff roles and responsibilities and to check on status of truck orders, in light of budget impact from coronavirus.

- **Water**

- Received water test results and will be reviewing to provide quarterly reporting.
- Received DEC preliminary report on testing for contamination at Town Barn. Seeking interpretation re: any action steps needed by Town.
- Will be working with staff on reconciling water billing and use.

Capital Projects

- HVAC: reviewed and signed contract with Interstate. Asked Roxanne Marino to check with NYSERDA, the funder, about whether the project could proceed under State Exec Orders. NYSERDA said it was non-essential construction; therefore, it will remain paused for now. Pre-ordering and staging will proceed.
- Aerator: Reviewed MRB response to Health Department questions are: their proposed process.
 - Worked with Michelle and MRB to seek answers to M.Boggs question about alternative, less expensive methods of financing.
 - Discussed need for structure to protect new control panels at the water tank and Highway Department offered to build a structure at a reduced cost from the projected amount provided by MRB. Details to be developed.
- Cemetery Bridge, met with Michelle to review status of the project and design,

Committee/Project Updates

- Participated in TC Complete Count Census committee and provided census promotional materials to Town and Trumansburg School District
- CARS contract- met with representative of CARS and Town Attorney Khandi Sokoni to resolve remaining issues related to re-stating the original agreement relating to Water District #1. An increased annual utility fee will be charged starting in 2021 to help offset costs related to line maintenance or repairs.
- Met with Grassroots Festival representative to continue discussion about possibility of water service to Falls Road property and potential fiscal impacts.
- Boy Scout earning his Eagle Scout level will be working to make repairs in Perry City Rd Cemetery.

Community Concerns

- Responded to citizens complaining about cable companies leaving brush and debris while installing posts and wires.
- Worked with Highway to replay resident request for brush drop off and worked with Scott on Highway plan for safely restoring the service.
- Carissa responded to a request about the status of animal control services during pandemic. Was told that specific complaints would be investigated. Apparently response time is delayed.

MS. OLSON shared the following:

- Has been participating in COVID-19 local leaders calls
- Connecting with small business community re: COVID-19 relief funding streams
- Discussing an economic development task force and a vulnerable population task force

MR. GOLDMAN gave the following updates:

- Wants to get started on updating budget projections
- Attended the Planning Board meeting

MR. DEVOKAITIS gave the following updates:

- Has had some one-on-one meetings to learn more about the town/procedures
- Will reach out to staff to get acquainted
- Thinking about other ways to help

MR. BOGGS gave the following updates:

- Has been on lots of calls too
- Fire Dept meetings have been cancelled
- Attended the Planning Board meeting
- Working on highway & water issues

MS. SOKONI welcomed Mr. Devokaitis to the board and noted that she took part in a meeting regarding Ulysses Water District 1.

*Respectfully Submitted by Carissa Parlato,
4/23/2020*