

SPECIAL TOWN BOARD MEETING

Town of Ulysses

July 8, 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.

CALL TO ORDER:

Ms. Zahler called the meeting to order at 5pm.

ATTENDANCE:

The Town Clerk called the roll.

TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

Board members- Richard Goldman, Michael Boggs (arrived at 5:09pm), Katelin Olson, Marc Devokaitis

Town Clerk- Carissa Parlato

DISCUSSION OF BUILDING USE POLICY:

Ms. Zahler clarified that after a conversation with the Attorney for the Town, Ms. Parlato, and Mr. Goldman, it was suggested that the town adopt a temporary policy in advance of the Ulysses Democratic Committee's request to hold a caucus.

Board members discussed the topic in general, insurance certificates or waivers, fees for use, and security deposits.

RESOLUTION 2020-142: APPROVAL OF TEMPORARY BUILDING USE POLICY

WHEREAS, the Town Board of the Town of Ulysses, New York ("Town Board") wishes to adopt a temporary building use policy for certain Town facilities to allow limited use by community groups that need adequately-sized meeting space during the Coronavirus COVID19 Public Health Emergency to ensure safe and socially distancing compliant meetings for groups not directly affiliated with the Town government; and

WHEREAS, in light of the social distancing requirements imposed by the Governor of the State of New York certain groups may not be able to utilize their regular meeting spaces for meetings and/or other gatherings; and

WHEREAS, the Town does not have an existing building use policy but wishes to adopt this policy as a temporary measure while it considers a more permanent policy; and

WHEREAS, the primary purpose of Town of Ulysses buildings and facilities is to serve the needs of the municipal government, and as such the Town Board reserves the right to deny or revoke permission to a community group to use a Town building or facility if it is required for Town business; and

WHEREAS, the Town Board has determined that the Town Highway Barn is of sufficient size and configuration that it allows for safe use that would enable groups to practice the requisite social distance; and

WHEREAS,

BE IT NOW RESOLVED AS FOLLOWS:

1. This policy is effective immediately upon adoption by the Town Board and shall automatically expire on either December 31, 2020 unless earlier revoked or extended by the Town Board.
2. The Town Board shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use as long as they are consistent with this policy. The Town Clerk is responsible for administering the policy and shall report to the Town Supervisor.
3. The following activities are prohibited under this policy any group seeking to use a Town facility for these purposes may be denied use of the facility, in the Town Board's discretion on a case-by-case basis:
 - A. No municipal facility shall be made available to any group or individual advocating illegal acts.
 - B. No municipal facility shall be made available for any activities that are, in the opinion of the Town Supervisor, contrary to the best interest of the municipality or the welfare of its employees.
 - C. No municipal facility shall be made available in violation of any local, state or federal laws.
 - D. No municipal facility shall be made available for any purpose that poses a risk of damage to municipal buildings, grounds or equipment.
 - E. Possession or consumption of alcohol or illegal drugs on municipal property is prohibited.
 - F. Use or sale of tobacco products is prohibited in municipal facilities.
 - G. Preparation and cooking of food in Town facilities is prohibited.
4. Conditions of Use.
 - A. The Town of Ulysses assumes no liability for any damage or loss to non-municipal property resulting from the use of a Town facility.
 - B. The user is required to supply the Town with proof of adequate liability insurance or sign an Insurance Waiver form holding the Town harmless.
 - I. The town reserves the right to charge the user a security deposit.
 - C. Applicants for facility use shall complete a Facility Use Application and Agreement at least 3 days prior to the date of use of the town facility.
 - D. Organizations and groups must designate a specific person, above the age of 21 who shall be responsible for the event.

- E. The Town reserves the right to require that designated Town employees be present during the event. Any costs associated with such a requirement by the Town shall be paid by User.
- F. Users must comply with all fire, and safety code requirements, other municipal safety rules and all public health and safety rules outlined in the Governor’s Executive Orders during the COVID19 pandemic.
- G. Users are responsible for maintaining appropriate security, supervision and good order during the event.
- H. The user shall be responsible for cleaning up the facility and leaving it in a reasonably clean condition. The Town reserves the right to charge the user for the cost of setting up, cleaning and repair of any damage to Town property.
- I. Lack of compliance with terms and conditions may be grounds for denying future use.

5. Violations. Users who violate this policy may be required to vacate the facility immediately, and may, at the discretion of the Town Supervisor, be barred from future facility use.

6. Appeals. In the event that the use of a Town facility is denied or revoked, the applicant or user may appeal the decision in writing to the Town Board. The decision of Town Board shall be final.

Mr. Goldman made a friendly amendment to amend or include language about security deposits, fees for use, and preparation and cooking of food.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 7/8/2020

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 5:47pm. This was seconded by Mr. Devokaitis and passed unanimously.

Respectfully Submitted by Carissa Parlato, 7/13/20