

TOWN BOARD MEETING

Town of Ulysses

September 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.

ATTENDANCE:

The Town Clerk called the roll:

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

Environmental Planner- John Zepko

Building/Code Officer- Mark Washburn

Planning Board chair- Linda Liddle

Conservation & Sustainability Committee (CSAC) chair- Roxanne Marino

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Mary Bouchard

APPROVAL OF AGENDA:

RESOLUTION 2020-184: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for September 8, 2020.

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: 9/8/20

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES AND COMMITTEE CHAIRS:

Ms. Koreman shared the following:

- Cornell University has 82 current positive COVID tests. If they reach 100, they will need to shut down and go to virtual classes.
- Sales tax is down about 15%

- The legislature recognized Kirby Edmonds, a community organizer and diversity trainer who recently passed away.

Ms. Olson made a motion to reopen Privilege of the Floor as more people had arrived. This was seconded by Mr. Boggs and passed unanimously.

PRIVILEGE OF THE FLOOR (Continued):

(none)

REPORTS FROM REPRESENTATIVES AND COMMITTEE CHAIRS (Continued):

Ms. Marino shared the following CSAC updates:

- Working on a tree city application that will come to the Town Board for approval this Fall.
- Finishing up the town hall HVAC project/grant. Considering asking for grant extension.

Ms. Liddle reported that the Planning Board has had several minor subdivisions.

Ms. Koreman continued:

- A public hearing will be held on 9/15 at 5:30pm to discuss whether Airbnb should pay 5% tax as hotels do, rather than 3%
- Discussion of changing direction and flow on a Ithaca city streets (Court and Meadow)

The board had a brief discussion on how Airbnbs are treated in Ulysses- there are currently no regulations.

TOWN REPORTS:

(See Appendix I)

OLD BUSINESS:

BUDGET UPDATES:

2020 Tax Cap & Scheduling 2021 Budgeting meetings

Ms. Wright & Ms. Zahler gave an explanation of the NYS tax cap levy and an overview of the budget calendar.

Ms. Zahler reminded the board of the Special Town Board meeting for Fire/EMS on Sept. 10th at 6:00pm.

NEW BUSINESS:

RE-LEVY WATER DISTRICT 3 DELINQUENT WATER FEES

RESOLUTION 2020-185: RE-LEVY OF WATER DISTRICT 3 DELINQUENT WATER FEES

WHEREAS, Ulysses Town Code Chapter 200-10 C-2 provides for delinquent water bills, taxes, assessments, fees, rents, or other service charges of Water District 3 to be placed on the ensuing year's tax roll as a re-levy; and

WHEREAS, Ulysses Town Code Chapter 200-10(C)(2) defines delinquent as "a period of at least 60 calendar days as of October 1 of any year"; and

WHEREAS, customers with delinquent amounts may still make payments through Sept. 30, 2020,

NOW THEREFORE BE IT RESOLVED, that the Ulysses Town Board approves the re-levy of any unpaid delinquent water charges in Ulysses Water District 3 to the 2021 Town and County Tax Roll; and be it further

RESOLVED, that after Oct. 1, 2020, a certified copy of this resolution along with a listing of the properties with re-levied water charges will be sent to the Tompkins County Assessment Department by the Town Receiver of Taxes for the purpose of adding these delinquent charges to the 2021 Town and County Tax Roll.

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: 9/8/2020

SCHEDULE PUBLIC HEARING ON A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT

RESOLUTION #186 of 2020: SCHEDULING A PUBLIC HEARING ON A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C

RESOLVED, that the attached draft local law, the full text of which the Town Clerk is hereby directed to reproduce in the minutes hereof, is adopted as the draft upon which a public hearing shall be held to consider whether or not to adopt a Local Law to Override the Levy Limit, and be it further

RESOLVED, that the Town Board hereby schedules a public hearing for Tuesday, September 22, 2020 at 7pm.

Access details for how to participate in the Public Hearing shall be posted on the Town of Ulysses website at www.ulysses.ny.us at least 24 hours prior to the date of the hearing. The purpose of the public hearing is for all persons wishing to comment in favor or against the proposed Local Law to have an opportunity to provide their comments thereon, and be it further

RESOLVED, that in addition to participation in the public hearing, all members of the public wishing to submit written comments on the proposed local law may do so in writing addressed to the Town Clerk at 10 Elm Street, Trumansburg, NY 14886 or by email to clerk@ulysses.ny.us, and be it further

RESOLVED, that the Town Clerk is directed to publish notice of said hearing in the Ithaca Journal as required by law and the Town Board authorizes payment of expenses associated with said publications.

BE IT RESOLVED that the Town Board of the Town of Ulysses will hold a Public Hearing on a proposed Local Law 2020 to override the NYS tax levy limit as allowed by General Municipal Law §3-C.

A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C

Be it enacted by the Town Board of the Town of Ulysses as follows:

Section 1. Legislative Intent: It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Ulysses, County of Tompkins pursuant to General Municipal Law §3-c, and to allow the Town of Ulysses, County of Tompkins to adopt

a town budget for (a) town purposes, (b) fire protection districts, and (c) any other special or improvement district, and Town improvements provided pursuant to Town Law Article 12-C, governed by the Town Board for the fiscal year beginning January 1, 2021 and ending December 31, 2021 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 2. Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the Town Board to override the tax levy limit by the adoption of a local law approved by vote of at least sixty percent (60%) of the Town Board.

Section 3. Tax Levy Limit Override: The Town Board of the Town of Ulysses, County of Tompkins is hereby authorized to adopt a budget for the fiscal year 2021 that requires a real property tax levy in excess of the limit specified in General Municipal Law §3-c.

Section 4. Severability: If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date: This local law shall take effect immediately upon filing with the Secretary of State.

SEQR ACTION: TYPE II-20

AND FURTHER RESOLVED, that the Town Clerk file this local law with the Secretary of State as required by law.

Moved: Mr. Boggs

Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 9/8/2020

ADVOCATING NEW YORK STATE SUPPORT FOR THE PROVISION OF RURAL EMERGENCY MEDICAL SERVICES

RESOLUTION # 187 OF 2020: URGING NEW YORK STATE TO ALLOCATE FUNDING TO LOCAL MUNICIPALITIES TO SUPPORT THE PROVISION OF RURAL EMERGENCY MEDICAL SERVICES (EMS)

WHEREAS, volunteer Fire services and Emergency Medical Services (EMS) in rural New York State have been under pressure for many years - ongoing declining volunteerism rates which leads to the closure of departments, which leads to the expansion of coverage areas for nearby agencies, which themselves struggle with staffing - in an environment of ever-increasing costs, and

WHEREAS, efforts to increase volunteerism, particularly in EMS, while noble, are neither sustainable nor effective enough to make a meaningful impact, and

WHEREAS, as a result of these circumstances, many municipalities have been forced to implement paid EMS Departments, contract for services with other paid departments, or do without timely EMS coverage for their residents, and

WHEREAS, the ongoing Covid-19 pandemic has highlighted the critical nature of EMS, particularly in rural areas where EMS response is the primary source of frontline emergency healthcare to millions of New York residents, and

WHEREAS, as a subset of the healthcare field, annual EMS cost increases strain the budgets of rural towns and villages who are nevertheless morally and ethically obligated to provide these services to their constituents, and

WHEREAS, Article XVII §3 of the New York State Constitution states that,

“The protection and promotion of the health of the inhabitants of the state are matters of public concern and provision therefore shall be made by the state and by such of its subdivisions and in such manner, and by such means as the legislature shall from time to time determine.” (emphasis added),

Now therefore be it

RESOLVED, That the Town of Ulysses calls upon New York State to allocate funding to local municipalities to support the provision of rural EMS,

RESOLVED, further, That the Town of Ulysses requests that the New York State Legislature consider a Consolidated Local Street and Highway Improvement Program (CHIPS) or State Operating Assistance (STOA) model of funding wherein funds will be allocated to municipalities using formulae which takes into account call volume, coverage area, and funding needs,

RESOLVED, further, that a copy of this certified resolution be sent to the Town’s NYS Assembly and Senate representatives and the Tompkins County Legislature.

Moved: Mr. Devokaitis

Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 9/8/2020

DISCUSSION OF DUES FOR CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION (IO)– M. BOGGS

Mr. Boggs shared the IO’s budget. He noted that since they have a strong fund balance (about \$60,000), this may be a good year for the town to consider a different way to allocate the dues usually paid to them.

Ms. Marino noted that the IO is a large group of many municipalities and performs a valuable function. They deal with harmful algal blooms (HABs), water quality, and other lake and watershed issues. She encouraged the board to maintain funding and noted that some of the funds in their budget are earmarked for grant projects.

Mr. Goldman felt that the structure for dues should be broken out differently for different municipalities and agreed that there are other important ways to spend the money.

Ms. Zahler feels that water quality is important and it should be funded.

Ms. Olson added that the town will have to be very careful in its 2021 allocations.

Mr. Devokaitis would like to know more about the overlap between the Cayuga Lake Watershed Network and the IO.

The consensus was to pay the 2020 dues since we have already approved the dues in our 2020 budget and have received service from IO on project planning and to discuss the dues again when reviewing the 2021 budget.

DISCUSSION OF STREET LIGHT CONVERSION OPTIONS

Ms. Zahler shared the options available on this issue with regards to ownership and conversion of street lights to LEDs.

- Buy the lights from NYSEG
- Pay NY Power Authority (NYPA) purchase and maintain them

The group discussed, asked for a more detailed comparison when Ms. Zahler gets more details but took no action.

AGENDA ITEMS FOR FUTURE MEETINGS

Ms. Olson- flag policy.

Mr. Boggs- sick time credit for elected officials.

Mr. Goldman- health insurance for retirees

PRIVILEGE OF THE FLOOR:

Ms. Marino agrees with Mr. Goldman about the dues structure for the IO and indicated that the IO is working on a new framework for future dues.

APPROVAL OF MINUTES:

RESOLUTION 2020-188: APPROVAL OF MINUTES 8/25

RESOLVED that the Ulysses Town Board approves the minutes from the Town Board meeting held August 25, 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: 9/8/2020

RESOLUTION 2020-189: APPROVAL OF MINUTES 9/2/20

RESOLVED that the Ulysses Town Board approves the minutes from the Special Town Board meeting to adopt resolutions re-establishing reserves on September 2, 2020.

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: 9/8/2020

APPROVAL OF CLAIMS:

RESOLUTION 2020-190: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed and approves of payment of claims for:

- HA fund (WD3 aerator capital project) voucher #21 in the amount of \$3025.50
- A-SW funds vouchers #352-404 in the amount of \$138,852.45.
-

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: 9/8/2020

EXECUTIVE SESSION:

Ms. Zahler moved to go into Executive Session at 9:38pm for the purpose of discussing union negotiations. This was seconded by Mr. Goldman and passed unanimously.

Mr. Boggs moved to end Executive Session at 10:13pm. This was seconded by Mr. Goldman and passed unanimously.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 10:13pm. This was seconded by Ms. Olson and passed unanimously.

APPENDIX I:

TOWN REPORTS:

HIGHWAY SUPERINTENDENT: Submitted by Mr. Stewart

REPAIRS

- T3 Tires
- T21 Front Brakes, Slack Adjusters for Back Brakes and Steering Rods
- Replaced Knives on Flail Mowers

HIGHWAY

- Shouldered Agard Road. Tompkins County helped
- We Helped Enfield, Tompkins County, Shoulder their roads that needed it.
- Haul Crusher Run to Grove Cemetery
- Cold Patched Seneca Road Pipe (Shored up)
- Removed Fallen Trees and debris from Maplewood, Rabbit Run and Houghton Roads
- Ditched Colegrove Road

PROJECTS

- Hooked up Water Line to J-Ville Park
- Dave Snyder and Chris Stevenson

OTHER

- Attended Union Meeting
- Quotes for Guiderails along Maplewood and Willow Creek Point Roads

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	Many!
Disabled parking permits	17
Dog licenses and renewals	65
Marriage licenses	3
Plumbing permits	1
Address assignments	1
Notarizations	10
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
4568.00	TOTAL Collected for fees & licenses
1402.00	stays in the town
3166.00	goes to the state

CLERK'S OFFICE TASKS:

- Routine tasks:
 - retrieved, sorted, vouchered mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, mailed and posted dog licenses, issued disabled parking permits
- Emergency tasks during COVID-19:

- Take part in periodic meetings with county health dept., community leaders, town staff, Village/Town/School
- Assist in review and update of Reconstitution of Operations Plan
- Sent weekly listserv messages to residents,
- Order sanitation supplies for staff/visitors

WATER DISTRICT TASKS:

- Continued weekly water meetings with Deputy Supervisor, Supervisor, Water District Operator & Councilperson Boggs to work on updating/creating water procedures and the 2021 budget.
- Researched WD1 usage charges and fees on tax bills
- Updated water accounts as properties sold and meters were upgraded
- August water billing – created and sent bills, reporting

SAFETY COMMITTEE:

- Begin preparations for annual staff trainings

COMMITTEES/ASSOCIATIONS:

- Health consortium- Joint Committee on Plan Structure & Design:
 - Attended August virtual meeting
 - Continuation of waived co-pays for COVID testing

COURT ASSISTANCE:

- Deputy Clerk assisted during court days- checked in defendants and attorneys, took temperatures, disinfected all surfaces between defendants

2021 BUDGET:

- Prepared budget worksheets for each dept.
- Sent funding requests to vendors/those we have contracts with
- Prepared 2021 budget requests for Clerk, Records Management and Water Districts 1,2,3,4 funds.
- Met with Supervisor and Budget Officer to discuss

LED LIGHTING UPDATE:

- Researched LED light bulb sources under state contract; ordered bulbs at a discount
- Ordered light fixtures for hallway

CODE/ZONING ASSISTANCE:

- Sent legal ads in for publication and neighbor notices for public hearings (BZA and PB)
- Assisted Code office in property research & set up Laserfiche access through County
- Collected building/code fees

BUILDING/CODE OFFICER-

Mr. Goldman inquired about extra funds and time to increase enforcement.

Mr. Zepko replied that the departments would need more funds for attorney time and that each case could take up to two hours per week due to the level of documentation necessary.

Mr. Washburn reiterated this point.

Mr. Zepko noted that cleaning up a prior property required on-going monthly check ups for about 1 year.

Mr. Goldman feels that enforcement is very important and should be considered during budgeting.

Mr. Zepko noted that Mr. Washburn is not enabled to enforce the zoning law due to his job description.

Ms. Zahler suggested that they meet with an attorney (Mr. Sarachan) who specializes in this.

Ms. Olson wondered whether enforcement can be focused on in the winter when there are less building permits. She also noted that the town should be mindful in how properties are being chosen for enforcement (to ensure fairness & consistency).

Ms. Zahler stated that in the past criteria was developed for addressing this.

RECREATION DIRECTOR:

In Mr. Glennon’s absence, Ms. Olson shared that due to the middle school’s delayed re-opening for 7-8th graders, Mr. Glennon has partnered with the school and Rural Youth Services to offer a program that includes tutoring and recreation for from 9am-1pm a few times/week at the fairgrounds. A sliding scale fee will be charged.

Mr. Zepko & Mr. Washburn were excused at this time (7:58pm).

Ms. Zahler noted that the first movie night worked well.

ENVIRONMENTAL PLANNER / ZONING OFFICER- Submitted by Mr. Zepko

Planning Board

- 4 Aug meeting
- 18 Aug meeting

Board of Zoning Appeals

- 19 Aug meeting

Planner Activity

- Cleaner Greener Grant (39053) – In Responses to comments from NYSERDA project manager, compiling a report of grant funding expenditures and a list of staff/agencies involved in zoning update
- 11 Aug Attended Town Board meeting
- 24 Aug – Completed webinars: “Basic Stormwater Calculations” and “ Urban Hydrology”
- 25 Aug - Attended Town Board meeting
- 27 Aug – prepared detailed budget request for meeting (27 Aug) with Supervisor Zahler and Deputy Supervisor for Administration & Emergency Preparedness Michelle Wright.

Zoning Enforcement

SBL	Violation	Code	Action
13.-5-15.124	Unregistered Vehicles	§ 212-170 C & D	**NOAV
18.-4-26.2	Non-Conforming Use	Article VII R – Residential Zone	NOAV
20.-1-6.1	Unregistered Vehicles	§ 212-170 C & D	NOAV
18.-4-26.2	Unregistered Vehicles	§ 212-170 C & D	NOAV
28.-1-4.1	Building w/ out permit	Article II § 212-5 B & C and Article VIII § 212-54 F	Phone contact w/ owner

** NOAV – Notice of Apparent Violation

Hazard Mitigation Plan

- Completed verification/update of list of critical facilities in the Town of Ulysses.
- Staff is coordinating to complete an analyses of the Strengths, Weaknesses, Obstacles or Opportunities (SWOO) in the Town of Ulysses to assist in the draft annex of the Tompkins County Multi-Jurisdictional All Hazard Mitigation Plan.

Board Activity Aug 2020

Planning Board				
Date	Parcel	Property Address	Project	# New Lots
8/4/2020	31.-2-6	1153 Taughannock	Site Plan (res)	0
8/4/2020	33.-5-3.1	1616 Trumansburg Rd	Site Plan (comm)	0
8/18/2020	26.-3-13.22	4256 Jacksonville	Minor Sub	1
			Total New Lots	1
Board of Zoning Appeals				
Date	Parcel	Property Address	Variance	
8/19/2020	24.-2-8.32	Jacksonville/Mekeel Rd	Area Variance	

DEP. SUPERVISOR, ADMINISTRATION & EMERGENCY PREPAREDNESS

Emergency Related

- Sanitization of Town Hall when last in building for day.
- Coordination with Clerks office regarding Town Hall sanitation supplies.
- Continued communications with FEMA

2021 Budget Development Work

- Budget document development: updating for the new season, capacity development into existing model
- Coordination of department worksheet development and distribution
- Meetings with all departments regarding budget submissions
- Acquisition of information required for 2021 budget development, external and internal communications
- Tax cap work
- Coordination with Clerks on contract updating

Active Grant Updates

- **NYSERDA Heat Pump Grant**
 - Internal Activities: installation of LED light fixtures with M. Boggs and Roxanne M.; on-going site support and weekly meetings regarding installation, other coordination with contractor, working committee meeting.
 - Timeline update: waiting for final touches on onsite work, scheduling a training session on how to use the system, final payment.
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Continued submission for reimbursement through NYSDOT.
 - Engineer Update:

- “B&L is working on the Advance Detail Plans now. We’re at ~90% now and intend to submit them roughly mid-month. These formally need to go to NYSDOT for their review, but we can also plan to send them to the County and do a detailed review with the Town as well if you wish.
 - Additionally, NYSDOT and our sub have been working back and forth on the ROW documents. The ownership search on one property required a title search and NYSDOT’s attention to detail has caused these documents to go through a couple rounds of revisions.
 - The utility relocations are still in the works – slowly. We’re waiting on the owners to complete their design and internal process. That needs another push on our end.
 - Lastly, we’ll be starting the environmental permit application shortly. That application will require a signature by the Town as you are the applicant.”
- 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)**

- Financial: work pertaining to internal financing; reserve inter fund 3-year loan work
- Engineering update:
 - Work done to date:
 - “All of the underground electrical conduit has been installed. Contractor has restored the site and placed seed/hay to stabilize ground.
 - Electrical conduit up the tank has been installed and fixed to the ladder. Electrical disconnects were mounted to the railing on top of the tank. These disconnects are for the electrical TTHM Removal System equipment (mixer, spray aeration system, and ventilator).
 - Concrete piers for the electrical panel have been installed and partial frame work for mounting the electrical panel was completed.
 - An unidentified water service within the fence limits was broken during excavation of the electrical conduits. Parts were provided to the Contractor and contractor repaired the water service break. We are anticipating that this will be an extra from the contractor for the time/labor associated with repairing the water service break. We have not seen any documentation from contractor on this to date.
 - Work remaining:
 - Pulling of electrical wire through installed conduits
 - Roof Penetrations for TTHM Equipment electrical power chords
 - Installation of TTHM System (mixer, spray aeration and ventilator)

- Installation of the chlorine analyzers
- TTHM System/Chlorine Analyzers startup”
- Revised Project Timeline:

Advertise to Town	5/21/20
Plans and Specs Available for Bidders	5/26/20
Pre-bid Meeting	6/2/20
Bid Opening	6/19/20
Provide Bid Tabulation & Summary of Bids to Town	TBD
Board Meeting to Award Contracts	6/23/20
Start of Construction	August 2020
Substantial Completion of Construction (91 days)	10/27/20
Final Completion of Construction (30 days)	11/27/20

Other Work

Transportation Council Updates

Notes from meeting on 8/25/2020 (1pm – 2:20pm)

Recording of meeting:

<https://us02web.zoom.us/rec/share/tcZrcqje2mNLQpHitVPFfpIHL47BT6a80yEerKAln0jH8rnOphnyHb9nDg6HuzxB> Passcode: fQAj!5&

- Amendments to grant funding requests pushed to the 2021 funding year
- Gadabout ridership went down at the start of pandemic but is back at normal levels
- NYSDOT TAP Grant Funding: now is the time to start thinking about safe route to schools, trails, bike related travel grant funding—info meeting/discussion for what people have in mind for projects to coordinate requests from Tompkins County 8/31/20 at 11am
- Corridor study for Route 13, public comment period zoom public meeting 9/3
- BRIDGE-NY updates: NYSDOT didn’t have any updates, but guessing Spring 2021 would be the next update about that line of funding
- TCAT is updating their schedule to go into effect 8/30 and there is a pilot program in the Lansing/Etna area for on-demand calling for transportation.
- Auction of 3rd street NYSDOT property to occur on 9/15
- CU update: all on-campus students will be onsite week of 8/25, covid.cornell.edu has a live dashboard with testing information

Curry Road Structure Replacement

Meeting schedule at the structure with Highway Superintendent and B&L in order to feed any relevant information into the 2021 budget season as well as prepare for funding requests in 2021.

- *Intending to engage ITCTC regarding ways in which to prepare for funding applications for this structure: CULVERT-NY and if letters of support should be sought in anticipation of an application.*
- *I am leaving this item in the report as a place marker until we find funding and get this structure replaced.*

Other Financially Related & Bookkeeper Supervision

- 2020 COVID budget: continuing to keep an eye on the affect the pandemic and related economic emergency has on the Town the 2020 budget
- Continued communications with Insero regarding audit and preliminary findings
- Reserve reestablishment project: communications with attorney, accountant, OSC; drafting resolutions for re-establishment and internal communication and documentation.
- On-going supervision of closing monthly financial books, corrections and other over sight.
 - Supervision of on-going water district bookkeeping reconciliation issues
 - Supervision of corrections needed for original February entry pertaining to CD investments
- Payroll supervision.

- On-going review of expenditures, vouchering process.

Water District 3

- Regular meetings regarding a variety of aspects: budgeting, reconciliation, operations, testing, etc.

Upcoming

- *2021 budget season: should take up the majority of my time in the next month.*
- *HVAC project close out: LED lights, insulation, final reporting support*
- *Continued work with aerator installation project*

TOWN BOARD MEMBER REPORTS

Ms. Olson requested that staff reports be included with the agenda packet in the future.

Mr. Boggs:

- Working on LED lighting update & HVAC project

Mr. Devokaitis:

- CSAC, food cabinet

Mr. Goldman:

Health consortium will vote on a 1 month holiday for Dec. and a 5% increase for next year. They are also working on a refund formula for keeping fund balance in check.

*Respectfully Submitted by Carissa Parlato,
9/17/2020*