

## TOWN BOARD MEETING

Town of Ulysses

November 10, 2020

Audio of the minutes are available on the website at [ulysses.ny.us](http://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 7:02pm.

### **ATTENDANCE:**

The Town Clerk called the roll:

#### TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

Board members- Michael Boggs, Katelin Olson, Marc Devokaitis

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright (at 8:30pm)

Town Planner- John Zepko

Conservation & Sustainability Committee (CSAC) chair- Roxanne Marino

#### ABSENT:

Richard Goldman

#### OTHERS PRESENT:

Deb Nottke (Town of Covert Deputy Supervisor), Anne Koreman (Tompkins County Legislator), Steve Jackson, Cheryl Thompson & Todd Edmonds (Trumansburg Community Recreation (TCR))

### **DISCUSSION OF FIRE BUDGET:**

The board discussed concerns over future costs and alternative cost-sharing models.

Ms. Zahler noted that fire/ambulance comprises 39% of the town budget.

Ms. Nottke wondered if the county assessment department had been contacted for input on the alternative models. She shared that she has reached out to state and federal representatives for assistance with the rising costs.

Mr. Boggs questioned the costs/revenue for South Seneca mutual aid.

### **APPROVAL OF AGENDA:**

#### **RESOLUTION #221 of 2020: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for November 10, 2020 with the addition of Reports from Representatives, withdraw item d- discussion fo water work group, delete an executive session for collective bargain.

Moved: Ms. Zahler

Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 11/10/20

**PRIVILEGE OF THE FLOOR:**

Mr. Edmonds introduced himself and told the board that the area where TCR’s plans to have sports and recreation fields is not zoned for that purpose. The board, Mr. Zepko, and Ms. Thompson discussed adding Community Parks as a permanent use in that district (AR).

Mr. Zepko felt that that use is consistent with other allowable uses and its omission was probably just an oversight.

Ms. Zahler suggested that the board look at the zoning overall and decide what other pieces might need updating.

**REPORTS FROM REPRESENTATIVES AND COMMITTEE CHAIRS:**

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

- Proclamations were made for Veteran’s Day, Native American Heritage Month, Home Health Care Aid Week
- COVID-19 cases are increasing. Continued precautions encouraged. Free testing still available if insurance doesn’t cover.
- Sales tax is above previous projections
- Several county jobs were cut- employees opted for early retirement or were able to take other open jobs
- The tax rate in the budget is down a bit due to balancing with contingency fund. The final vote is on the 17<sup>th</sup>

Ms. Zahler questioned how the City of Ithaca police staff cuts may affect surrounding municipalities.

Ms. Koreman confirmed that sheriff staffing has increased lately for city events/issues and that they now have a sheriff stationed in Enfield. Ms. Olson noted that park police are being absorbed into the state police.

Ms. Marino shared that the CSAC has been working on recommendations for LED street lights in town and a draft ordinance for the Tree City program. She further shared that all documents have been submitted to NYSEDA for the HVAC/CEC grant and that the town has received payment.

**TOWN REPORTS:**

*(see Appendix)*

**SUPERVISOR’S COMMENDATION:**

WHEREAS, the Town of Ulysses Town Hall is now 100% fossil free after successfully applying for and implementing a heat pump system to improve comfort, reduce overall energy use and the Town's carbon footprint and

WHEREAS, Roxanne Marino provided crucial leadership to a team that included Terry Carroll and Elizabeth Thomas that wrote a grant to secure \$100,000 in New York State funding to implement the project and

WHEREAS, throughout the life of the project, Roxanne provided continuity with NYSERDA state officials and local consultants and

WHEREAS, once the contract was awarded, Deputy Supervisor Michelle E Wright was instrumental as the Town contract manager making sure all of the specifications were followed by the contractor and

WHEREAS, during the contract bidding and implementation Town Council Michael Boggs brought an informed critical eye to the process to clarify and improve the end result and

WHEREAS, Michael Boggs took on responsibility for planning and installing LED light conversions for all fixtures in the Town Hall

Now Therefore Be It

RESOLVED, that as Ulysses Town Supervisor, I take this opportunity on November 10, 2020 to hereby commend Roxanne Marino, Michelle E Wright and Michael Boggs for service to the Town of Ulysses above and beyond the call of duty. Our staff and members of the community owe you a debt of gratitude. We thank you for your leadership and your service to the Town Ulysses and further

RESOLVED, that the Town Clerk shall be directed to prepare certified copies of this resolution for each of our Heat Pump Heroes.

**NEW BUSINESS:**

**APPROVAL OF 2021 FIRE AGREEMENT WITH THE VILLAGE OF TRUMANSBURG**

**RESOLUTION #222 OF 2020: APPROVAL OF THE 2021 FIRE PROTECTION DISTRICT AGREEMENT FOR 2021**

WHEREAS, a fire protection district known as the "Fire Protection District of the Towns of Ulysses, Hector and Covert" (hereafter referred to as "the Fire Protection District") has been duly established in the said towns; and

WHEREAS, the Fire Protection District encompasses the following territory in the Town of Ulysses: All of the Town of Ulysses, excepting the area within the limits of the incorporated Village of Trumansburg; and

WHEREAS, the Village of Trumansburg (hereafter referred to as "the Village") maintains a volunteer fire department, with adequate and suitable apparatus, equipment and training for the furnishing of fire protection services within the Fire Protection District; and

WHEREAS, Town Law §184 permits a town to contract with a village which maintains adequate and suitable apparatus and appliances for the furnishing of fire protection services in such fire protection district; and

WHEREAS, the Town wishes to contract with the Village to provide fire protection services in the Fire Protection District; and

WHEREAS, a public hearing as required by §184 of the Town Law was duly advertised on November 3, 2020 and

WHEREAS, the Towns of Covert and Hector were invited on October 30, 2020 via email to join the Joint Public Hearing and

WHEREAS, the Public Hearing was held on November 10, 2020 at 7:00 p.m. via ZOOM hosted by the Town of Ulysses,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Ulysses hereby approves and authorizes execution of the attached Agreement between the Village and the Town, whereby the Village will provide the Town with fire protection capable of responding to fire related and health related emergencies on an ongoing basis within the Fire Protection District, for the period from January 1, 2021 until December 31, 2021; and be it further

RESOLVED that, pursuant to the Agreement, the Town shall pay the Village the sum of \$228,783.00 for such services, on or before February 15, 2021; and be it further

RESOLVED that, the Supervisor of the Town of Ulysses is hereby authorized to execute the Agreement on behalf of the Town of Ulysses.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 11/10/20

#### **APPROVAL OF 2021 AMBULANCE SERVICES AGREEMENT WITH THE VILLAGE OF TRUMANSBURG**

##### **RESOLUTION #223 OF 2020: APPROVAL OF THE 2021 AMBULANCE SERVICES AGREEMENT**

WHEREAS, Section 122-B of the General Municipal Law allows a municipality to contract for Ambulance Services and

WHEREAS, the Town of Ulysses created an Ambulance Service District that encompasses the following territory in the Town of Ulysses: All of the Town of Ulysses, excepting the area within the limits of the incorporated Village of Trumansburg; and

WHEREAS, the Village of Trumansburg (hereafter referred to as “the Village”) maintains an Ambulance Service with adequate and suitable apparatus, equipment, personnel, and training for the furnishing of emergency medical services; and

WHEREAS, the Town wishes to contract with the Village to provide Ambulance Services in the Ambulance Services District; and

NOW, THEREFORE, BE IT

RESOLVED THAT: The Town Board of the Town of Ulysses hereby approves and authorizes execution of the attached Agreement between the Village and the Town, whereby the Village will provide pre-hospital emergency medical services within the Town of Ulysses Ambulance Services District, for the period from January 1, 2021 until December 31, 2021. And be it further

RESOLVED that, pursuant to the Agreement, the Town shall pay the Village the sum of \$418,900 for such services, on or before February 15, 2021; and be it further

RESOLVED that, the Supervisor of the Town of Ulysses is hereby authorized to execute the Agreement on behalf of the Town of Ulysses.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 11/10/20

**APPROVAL OF NO-COST PROJECT EXTENSION CHANGE ORDER FOR AERATOR PROJECT**

The board is awaiting more information before passing a resolution.

**RESOLUTION #                      OF 2020: APPROVAL OF A NO-COST CONTRACT EXTENSION FOR THE AERATOR CAPITAL PROJECT**

WHEREAS, The Town of Ulysses has undertaken a capital project to install an aerator and mixer and telemetry to improve and monitor the water quality in the water tank on Van Dorn’s Corners Road serving Water District #3 and

WHEREAS, there have been COVID-related supply chain delays in the project that exceed the timeframes agreed to in the approved contract and

WHEREAS, extending the schedule will not result in an increase to the total approved cost of the project,

NOW THEREFORE BE IT

RESOLVED, that the Town Supervisor is hereby authorized to execute the contract extension.

**OLD BUSINESS:**

**AUTHORIZATION TO ADD AN INSERT TO THE 2021 TAX BILLS**

**RESOLUTION # 224 OF 2020: AUTHORIZATION TO INCLUDE A SUMMARY OF THE 2021 BUDGET IN THE 2021 TAX BILLS**

WHEREAS, the Real Property Tax Law section 922 (1) (d) permits municipalities to include a summary of the 2021 adopted budget with the tax bills if the Town Board approves such action by resolution and

WHEREAS, all taxpayers deserve a clear and transparent explanation of the structure and changes in the Town of Ulysses 2021 budget, now therefore be it

RESOLVED, that the Ulysses Town Board authorizes the Supervisor to prepare a brief summary of the 2021 Town Budget for inclusion with the 2021 tax bill and further

RESOLVED, that the Ulysses Town Board authorizes the use of \$1350 in resources in the Clerk’s office for copies of the summary, envelopes, mailing, and staff time or contractor expense to prepare such a mailing.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 11/10/20

**APPROVAL OF MEMO OF UNDERSTANDING TO EXTEND TEAMSTERS’ CONTRACT THROUGH 2021**

**RESOLUTION # 225 OF 2020: APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 317 TO EXTEND THE LABOR AGREEMENT THROUGH DECEMBER 2021**

WHEREAS, the Labor Agreement between the Town of Ulysses and Teamsters Local 317 was negotiated through the end of calendar year 2020 and

WHEREAS, both the Union and the Town have agreed that it is in the mutual interest of both parties to extend the contract through December 31, 2021 and

WHEREAS, the following terms and conditions have been agreed to for the one-year extension:

1. Section 12.1a HOURS AND WORK WEEK of the current contract shall be amended as follows:

The standard workweek for all full-time employees shall be forty (40) hours. Standard work day hours are set by the Highway Superintendent and can vary seasonally. Standard work day hours are set annually by the Highway Superintendent at the Organizational Meeting. Currently selected hours are as below but are subject to change on notice per the above. Current standard work hours shall be from 6:30 am to 3:00 pm Monday through Friday April 1<sup>st</sup> – October 31<sup>st</sup> and 7:00 am to 3:30 pm November 1<sup>st</sup> through March 31<sup>st</sup>. The Superintendent may schedule split shifts for plowing, 4 ten-hour days, and/or a 40 hour week with flex time to accommodate routine weekend water duties as regular time.

2. Section 12.3 WAGES shall be amended as follows:

- The 2021 base wage for Machine Equipment Operators shall be \$23.00/hour, an increase of \$.25/hour
  - The Primary Water Operator shall receive an additional \$.25/hour for hours worked exclusively on water
3. All other provisions of the Agreement remain in force through December 31, 2021. (added 11/10 per union request)

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board hereby agrees to the proposed extension of the Labor Agreement through December 31, 2021 and further

RESOLVED, that the Ulysses Town Board hereby authorizes the Supervisor to sign a mutually agreeable Memorandum of Understanding with the Teamsters Local 317 for 2021.

RESOLVED, that the Town Board and Union agree to begin negotiations for a new contract at the earliest opportunity in 2021 and to bargain in good faith to complete a fair agreement in as timely a manner as possible.

Moved: Ms. Zahler                      Seconded: Ms. Olson

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

Vote: 4-0  
Date Adopted: 11/10/20

**APPROVAL OF AN AGREEMENT WITH NYS DOT RE: RELOCATION OF TOWN WATER LINES FOR A STATE CULVERT REPLACEMENT PROJECT ON RT 96 NEAR WILKINS ROAD**

No action taken on this resolution pending more information.

**RESOLUTION #            OF 2020: RESOLUTION GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM THE ADJUSTMENT FOR THE OWNER AND AGREEING TO MAINTAIN FACILITIES ADJUSTED VIA STATE-LET CONTRACT**

WHEREAS, the New York State Department of Transportation (the State) proposes the construction, reconstruction, or improvement of a Large Culvert on Route 96 located in the Town of Ulysses in Tompkins County, PIN 3807.62 and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to water mains and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the Town of Ulysses approves of the relocation of and adjustment to their water mains and appurtenances and the above mentioned work performed on the project and shown on the contract plans relating to the project and that Town of Ulysses will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that Supervisor has the authority to sign, with the concurrence of the Town Board, any and all documentation that may become necessary as a result of this project as it relates to the Town of Ulysses, and

BE IT FURTHER RESOLVED: That the clerk of the Town of Ulysses is hereby directed to transmit four (3) certified copies of the foregoing resolution to the New York State Department of Transportation.

### **COVID-19 EMPLOYEE/WORKPLACE SAFETY UPDATES**

Ms. Wright has been working with clerk's office on the following emergency planning/COVID-19 issues:

- Paid time off
- Employee testing
- Quarantining
- Working at home
- Privacy issues related to employee health

Ms. Parlato shared that the Clerk's office will go to remote services effective immediately due to COVID-19 increases in the community and school.

### **PRIVILEGE OF THE FLOOR:**

Ms. Marino expressed concerns about continuing to make changes to the zoning law before updating the comprehensive plan, which is the guiding document for zoning, and is outdated.

Ms. Zahler responded that the town has started to put funds aside to update the comprehensive plan.

### **APPROVAL OF MINUTES:**

#### **RESOLUTION # 226 OF 2020: APPROVAL OF MINUTES**

RESOLVED that the Ulysses Town Board approves the minutes from the Town Board meeting held October 27, 2020, the minutes from the Public Hearing on the 2021 Preliminary Budget on October 29, and the Special Town Board meeting held October 29, 2020

Moved: Ms. Olson

Seconded: Mr. Devokaitis

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

Vote: 4-0

Date Adopted: 11/10/20

**PAYMENT OF CLAIMS:**

**RESOLUTION #227 OF 2020: PAYMENT OF CLAIMS**

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

- HA (WD3 Aerator Capital Fund) fund vouchers numbered 23 through 25 in the amount of \$ \$36,204.98
- HB (Cemetery Bridge Replacement Capital Fund) fund vouchers 12 and 13 in the amount of \$ 30,415.02;
- All other funds vouchers #405- 461 in the amount of \$ 113,520.37
- All other funds vouchers numbered 462 and 463 and vouchers numbered 465 through 509 in the amount of \$123,758.75

Moved: Ms. Zahler

Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 11/10/20

**ADJOURN:**

Mr. Devokaitis moved to adjourn the meeting at 10:03pm. This was seconded by Ms. Olson and passed unanimously.

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**APPENDIX:**

**TOWN REPORTS:**

**TOWN CLERK: Submitted by Ms. Parlato**

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	36
Disabled parking permits	7
Dog licenses and renewals	96
Marriage licenses	2
Plumbing permits	0
Address assignments	0
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

**FINANCIAL REPORT:**

\$2932.50	TOTAL Collected for fees & licenses
\$1017.13	stays in the town
\$1915.37	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, issued marriage & dog licenses and disabled parking permits
- Emergency tasks during COVID-19:
  - Took part in periodic meetings with county health dept., community leaders, town staff
  - Assisted in review and update of Reconstitution of Operations Plan
  - Sent weekly listserv messages to residents
  - Ensure that visitors entering adhere to protocols
  - Court assistance- Deputy Clerk helped check in defendants and attorneys, took temperatures, disinfected all surfaces between interactions

**WATER DISTRICT TASKS:**

- Updated water accounts as properties sold and meters were upgraded
- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collect and post water payments

**SAFETY COMMITTEE:**

- Announced annual staff trainings & deadline, documented completions
- Trainings:
  - Webinar- New NYS Public Employer Mandatory Emergency Planning Requirement

**COMMITTEES/ASSOCIATIONS:**

- Health consortium- Oct. mtg on Joint Committee on Plan Structure & Design cancelled.
- Tompkins County Town Clerks Assoc.- held meeting with TC Assessment dept. to get updates for tax collection

**HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart**

**FLEET / REPAIR**

- Finished T10 – Bill replaced Muffler, 2 Air Tanks, Brake Canisters, Front King Pins and Welded Wing Tower and rewired lights.
- NYS Inspection on T21 and T10
- We have our fleet ready for winter

**ROADS**

- Fixed and widened box culvert on Falls Road
- Installed Driveway pipes on Rice Rd and Honeybee Ln
- Installed Guiderails in various locations on Maplewood, Glenwood and Willow Creek Point Roads
- Removed Dead and dangerous tree on Garrett Rd
- Mowing Back side of Ditches
- Shoulder work on Gorge, Parke and Curry Rd

**MISC / SUPERINTENDENT**

- Worked on Budget
- Submitted CHIPS / EWR for reimbursement (Guiderails)
- Training through CLR (Powers and Duties) and (Snow and ICE control)

**WATER OPERATOR- Submitted by Chris Stevenson**

Water operator has answered 13 DSNY Tickets for the month performed his daily duties water testing monthly BAC testing. will be doing meter reads on monday the 16th for this quarter. Best off all we just completed the THM Removal system in Vandoren tank. and finished programing the software Today that controls the sprayer part.so as 12:30 pm Today our Thm removal system is up and running fully.

**PLANNER/ZONING OFFICER- Submitted by Mr. Zepko**

Planning Board

- 6 Oct 2020 (see table on pg 2)

Board of Zoning Appeals

- No Meeting in Oct

Planner Activity

- Cleaner Greener Grant (39053) – periodic follow up with NYSERDA project manager to close out grant project and release remaining ~\$4,000 in funds
- 6 Oct Attended Tompkins County FEMA Flood Hazard Study Update
- 14 Oct – Attended National Municipal Stormwater Alliance Webinar
- 16 Oct –Attended Town Board budget work session to discuss B-Fund for 2021
- 22 Oct- Attended Tompkins County Resiliency Plan Strategy Meeting

Zoning Enforcement

SBL	Violation	Code	Action	Status
28.-1-4.1	Building w/ out permit	Article II § 212-5 B & C and Article VIII § 212-54 F	Phone contact w/ owner	Ongoing/ working w/ owner

23.-2-4	Violation of conditions of variance approval	Met with owner on site	Owner is working to create plan to remediate
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\*\* NOAV – Notice of Apparent Violation

#### Hazard Mitigation Plan

- Staff has evaluated and confirmed ratings of Hazards and problems caused by those hazards, in the community. Severe Storms, severe winter storms, flash flooding, and drought were among the hazards identified. Potential power outages (downed trees) and damaged roads from flash flooding, etc. are the sorts of problems identified.
- Staff is currently providing detailed descriptions of possible solutions to be included in Ulysses’ annex to the Hazard Mitigation Plan. Detailed descriptions and plans submitted at this point could better position the community for Emergency Planning or mitigation funding in the future.

#### Board Activity Oct 2020

Planning Board				
Date	Parcel	Property Address	Project	# New Lots
10/6/2020	26.-1-6.2.	2141 Kraft Rd	Minor Sub	1
			Total New	1

#### CODE ENFORCEMENT/ FIRE ENFORCEMENT OFFICER-Submitted by Mr. Washburn

Building Permits issued	10
Plan Reviews	3
Certificate of Occupancy issued	2
Certificate of Compliance issued	4
Complaints Received	1
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	17
New Site Inspections	11
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	3
Fire Safety Inspections	Lucas Report
Code Training Seminars	All NYS Code classes complete
County Assessment, Town, DOS Reports	1

Building Permits issued	10
Open property in violation cases	4
Property violations resolved	1

Value of Permits issued: \$170,756.00

Building Permit fees collected for month: \$1,180.00

**FIRE INSPECTOR REPORT- Submitted by Lucas Albertsman**

Fire Inspections	6
Invoices sent out	5
Notices sent	2
Operating permits issued	7

**RECREATION DIRECTOR-Submitted by Mr. Glennon:**

Current Programs:

Fairgrounds Middle School Program:

Also known as the Trumansburg Community School-Day Program (TCSDP), is currently on pause as we attempt to secure a winter location. We have reached out and explored the possibility of using the Cayuga Nature Center, the Trumansburg Conservatory, the Episcopal Church, the Presbyterian Church, and the American Legion.

Due to facility expense or location suitability, we have not been able to restart the program.

Cayuga Nature Center: Accepted our proposal to run the program at their facilities. We have declined due to the facility cost being \$300 per week. The secondary barrier was the location and lack of transportation to the facility.

Trumansburg Conservatory of Fine Arts: Accepted our proposal to run the program at their facility. We have declined due to the suitability of the location. The TCFA is currently running an art exhibition and all displays are currently up. The facility also currently only has one room for the program to use that has suitable ventilation. The one room contains the exhibition and other breakable objects and equipment.

Episcopal Church: Location is too small to accommodate the program.

Presbyterian Church: Does not have any space to use.

American Legion: The American Legion is currently discussing the proposal to utilize space at their facility. The board of the American Legion met on Thursday night (11/5) to discuss the parameters of the program. As of the submission of this report brief (11/6, 12:00 pm), the decision from the American Legion is still unknown. The Commander of the organization, Lee Step, is supposed to reach out to the Recreation Department on Friday.

Grant Proposal:

The Recreation Department submitted a grant proposal to the United Way of Tompkins County for the amount of \$6,950.00 to support the TCSDP through the winter. The grant would supplement facility cost and offer two scholarships if awarded.

Future initiatives:

Proposal from Trumansburg Community Recreation to the Town of Ulysses and the Recreation Department concerning becoming the hub for recreation programming information and opportunities in the community and the use of RecDesk for information dissemination and registration.

This proposal is currently being reviewed by the Youth Commission. The Youth Commission has suggested the creation of a non-recreation program vetting process. This vetting process would clearly articulate the criteria needed to utilize RecDesk and the registration, reporting, and communication capabilities.

**TOWN BOARD REPORTS:**

Mr. Devokaitis shared that he has been working on the CSAC tree ordinance. He also attended the village board meeting and noted that they matched the town's funds for the broadband study and that Winterfest is cancelled. Other plans are being considered.

Mr. Boggs shared that he attended the fire department meeting. They are planning for Santa's visit.

**DEP. SUPERVISOR, ADMINISTRATION & EMERGENCY PREPAREDNESS**

**Emergency Related**

- COOP re-development work in anticipation of cold and flu season.
- Development of quarantine decision making flow chart, and other associated graphics for staff communication.

**2021 Budget Development Work**

- The budget analysis process was the most time consuming aspect of my work during this time period. The level of details surrounding the budget are minute enough to not warrant mention in this summary report, and the Board is generally aware of the time consuming work that goes on behind the scenes of the budget creation process.
- Budget meetings and related adjustments out of conversations with the Board
- Completion of budget adoption process

**Active Grant Updates**

- **NYSERDA Heat Pump Grant**
  - Internal Activities: continued work regarding the close out process including working with Interstate on items still to be resolved.
  - Funding update: the reimbursement from NYSERDA is on its way and should show up in our bank account in the next week.
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**

- Internal activities:
  - Continued submission for reimbursement through NYSDOT.
  - Meeting with County regarding construction phase cash flow.
- Engineer Update: Moving through design process in coordination with the State.
- Project Timeline, updated with information in red from Sandra Lusher, our NYSDOT Project Manager:

When	What	Status
Sept. 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
11/10/2020	ADP Complete	Submitted to NYSDOT and TC Highway for review
12/28/2020	PS&E Submitted	
January 2021	PS&E Approved by County & State	
1/25/2020	Construction Phase Authorized	
2/26/2020	Advertisement	
3/26/2020	Letting	
4/26/2020	Contract Awarded	
4/26/2020 (?)	PreCon Meeting	Note: assuming Sandra meant sometime after 4/26 for the PreCon mtg.
June 2021	Begin Construction	
October 2021	Complete Construction	
11/15/2021	Construction Complete	Sandra's date for completion

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**

- Work with Municipal Solutions on submission of draw to EFC
  - 75% received up front, 25% retainage until completion of project
- Engineering update:
  - Update to be provided at 11/10 meeting based on aerator installation activities on 11/5 and 11/6
  - No-cost contract extension required.

- **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	Completed
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)

TBD: extended, see above 11/27/20

## **Other Work**

### **Other Financially Related & Bookkeeper Supervision**

- SAMs registration completed
- Resolution writing for use of Capital Reserve in the A fund for asset database software.
- Continued communications with Inero regarding audit and preliminary findings.
- Coverage for Bookkeeper while out of office.
- 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 and human resource supervision.
- On-going review of expenditures, vouchering process.

### **Water District 3**

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

### **Curry Road Structure Replacement**

- No updates at this time

### **Maplewood Hairpin Turn Structure**

- No updates at this time

## **Upcoming**

- Asset database development.
- HVAC project close out.
- Continued work with aerator installation project.
- Preparing for the accounting and bookkeeping work required for end of year activities
  - Monitoring of EOY projections versus actual in order to keep an eye on fund balance projections
  - The cross over from one financial year to the next requires a good deal of extra work

## **Meetings and Trainings**

Ongoing Implications of COVID-19 in Managing the Public Sector Workforce in New York State  
10/27/20 10-11am; Presenters: John Corcoran, Esq. and Emily Middlebrook, Esq. of the Syracuse law firm of Hancock Estabrook, LLP

Recorded: [https://PERMA.webinarninja.com/series-webinars/2802/478908?tok\\_reg=5b783fa1-783c-48e0-bd71-1f9b3b486c01-41198167&in\\_tok=f8d9d582-2784-4970-94a6-d26c4d605496](https://PERMA.webinarninja.com/series-webinars/2802/478908?tok_reg=5b783fa1-783c-48e0-bd71-1f9b3b486c01-41198167&in_tok=f8d9d582-2784-4970-94a6-d26c4d605496)

- Paid Family Leave covers mandatory quarantine up to 14 days for applicable situations
  - Take away: If an employee needs this, review these slides due to the number of parameters and exceptions
  - Voluntary travel not entitled to PFL
  - Emergency paid sick leave qualification requires that they are seeking diagnosis
- Emergency FMLA: only comes into play for school closures or day care unavailable
- DOL required poster put up at Town Hall
- Related resources (updated regularly) Federal DOL FAQ:  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

- NYS Travel Advisory
  - Suggests being aggressive approach including considering denying vacation requests if it includes travel to states on the advisory list.
- What is being seen regarding collective bargaining during COVID-19 times

Wednesday, Oct. 28th 10:00 – 11am

Handling the COVID Disrupted Workplace: The issues of Engagement, Productivity & Performance Management; Presented by: John Mancuso, Founder, Authentic CM (back by popular demand)

Recorded here: [https://PERMA.webinarninja.com/series-webinars/2802/478909?tok\\_reg=1162f207-2c19-4670-9848-7cb9c37f12e6-41198167&in\\_tok=f8d9d582-2784-4970-94a6-d26c4d605496](https://PERMA.webinarninja.com/series-webinars/2802/478909?tok_reg=1162f207-2c19-4670-9848-7cb9c37f12e6-41198167&in_tok=f8d9d582-2784-4970-94a6-d26c4d605496)

Description: Because of the unprecedented nature of the obstacles that have arisen during COVID-19, we have scrambled to produce inconsistent and, sometimes, ill-conceived solutions. The good news is that thought leaders and successful companies have started to report their best practices for all of the upheaval facing remote and bricks-and-mortar workforces. This session will provide actionable behaviors for leaders, managers and people who think like them to preserve—and perhaps even increase—engagement, productivity and performance management during this current uncertainty through an eventual transition to a post-COVID workplace landscape.

- Best practice = virtual lunches, opportunities for social learning, “meet the pets”, communities of interests (what’s good on Netflix, favorite travel spots, books)
- PERMA has stretching on their website

**SUPERVISOR’S REPORT- shared by Ms. Zahler**

Ms. Zahler shared the following:

- The town’s final budget is on its way to the county
- Code officer position is being updated
- CSAC has been charged with determining the best streetlight LED color temps/intensity
- She has written a commendation to recognize Ms. Wright and Marino and Mr. Boggs for their work on the HVAC grant. *(see minutes)*

*Respectfully submitted by Carissa Parlato, Town Clerk  
11/24/2020*