

TOWN BOARD MEETING

Town of Ulysses

December 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 7pm.

ATTENDANCE:

The Town Clerk called the roll:

TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

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

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright

Conservation & Sustainability Committee (CSAC) Chair- Roxanne Marino

OTHERS PRESENT:

Lanny Joyce, Anne Koreman (Tompkins County Legislator), Mary Bouchard

APPROVAL OF AGENDA:

RESOLUTION #235 of 2020: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for December 8, 2020 with the addition of an executive session for collective bargaining.

Moved: Mr. Boggs

Seconded: Mr. Devokaitis

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 12/8/20

PRIVILEGE OF THE FLOOR:

Mr. Joyce, Krums Corners Road resident of 30 years, shared some background information on the petition submitted by several residents to reduce the speed on Krums Corners Road.

TOWN STAFF REPORTS:

(see Appendix)

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

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

- Buying from local businesses benefits local municipalities through sales tax revenue
- The solid waste/recycling annual fee on the Town & County tax bill has increased to \$70 for a single residence
- She is staying updated on Krums Corners Road petition and Cemetery bridge grant project
- A new labor position has been approved for the IDA. More approvals are needed
- COVID-19:
 - # positive cases are double what they were 1 month ago
 - 10 current hospitalizations
 - 5 deaths
 - Now a second testing location on Tioga St. in Ithaca
 - A “town hall” update will take place tomorrow at 4pm

NEW BUSINESS:

ADDITION TO KRUMS CORNERS SPEED LIMIT RESOLUTION # 228 OF 2020

RESOLUTION # 236 of 2020: ADDITION TO KRUMS CORNERS SPEED LIMIT RESOLUTION # 228 OF 2020

WHEREAS, the residents of Krums Corners included in their speed limit petition to the Ulysses Town Board an additional request for road signage to alert drivers to exercise caution on the road due to pedestrian travel along the road that lacks well-defined shoulders or bike lanes and

WHEREAS, the request for safety signage such as “Watch Out for Children” was not included in Resolution # 228 adopted on November 24, 2020, and

WHEREAS, the residents do not wish to have the shoulders widened, now therefore be it

RESOLVED, that the Ulysses Town Board send an amended resolution that removes the request to widen shoulders and adds the residents’ request for safety signage to the Tompkins County Highway Manager with copies to the same parties as the original resolution.

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: 12/8/20

OLD BUSINESS:

ASSIGNING ADDITIONAL DUTIES TO THE HIGHWAY SUPERINTENDENT

The board opted not to vote on this at this time.

RESOLUTION # --- of 2020: ASSIGNING ADDITIONAL DUTIES TO THE HIGHWAY SUPERINTENDENT

WHEREAS, the general powers and duties of the town highway superintendent are set forth in Highway Law, §140 et seq. In addition, based on section 32(1), a town board may impose additional duties on the superintendent which are reasonably related to his usual and normal duties and which do not interfere with his ordinary duties such as by requiring so much time that other duties imposed by law will be neglected (24 Opns St Comp, 1968, p 146; 21 Opns St Comp, 1965, p 503) and

WHEREAS, the Town Board and Highway Superintendent wish to expand the duties of the Highway Superintendent beyond the statutory requirements of the position to include the following:

1. Supervision of water district operator (s) and assistants
2. Mowing of cemeteries for which the Town is responsible
3. Mowing and maintenance of such parks and parcels as the Town Board designates annually
4. Plowing of the parking lot behind Town Hall
5. Routine maintenance inside and on the grounds of the Town Hall, as time permits

WHEREAS, the costs of materials and supplies for any additional duties will be paid from non-highway funds, and

WHEREAS, performance of these additional duties will not pre-empt the Highway Department from fulfilling its primary and statutory duties, and

WHEREAS, the Highway Superintendent is willing and able to assume these additional duties directly and through the employees of the Highway Department and

WHEREAS, the Ulysses Town Board has already authorized partial funding from the A fund for 2021 to enable existing Highway staff to perform the additional duties,

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board hereby authorizes and assigns the aforementioned duties to the Highway Superintendent effective January 1, 2021 and further

RESOLVED, that these duties shall be reviewed annually during the Organizational Meeting in conjunction with the Highway Annual Work Plan as required by Highway Law #284 and further

RESOLVED, that the Ulysses Town Board shall consider the additional responsibilities when setting the salary for the Highway Superintendent.

APPROVAL OF PUBLIC ENGAGEMENT VIDEOCONFERENCING PROPOSAL

RESOLUTION # 237 OF 2020: APPROVAL OF PUBLIC ENGAGEMENT VIDEOCONFERENCING PROPOSAL

WHEREAS, the NYS Executive Order 202.1 issued in March of 2020 at the outset of the pandemic suspended public meetings to reduce the spread of the coronavirus and

WHEREAS, Ulysses Town Board has demonstrated its commitment to providing continued access to the public during the pandemic by using videoconferencing to allow members of the public to view, listen to, and make comments during public meetings, committee meetings, and public hearings and

WHEREAS, the Ulysses Town Board Meeting Rules allow members of the Town Board to participate remotely via videoconferencing when they cannot attend in-person, and

WHEREAS, the Ulysses Town Board wishes to provide improved remote access for remote arraignments and/or court proceedings as allowed by the NYS Office of Court Administration, and

WHEREAS, the Ulysses Town Board wishes to continue to provide members of the public easy access to the public meetings of the Town once in-person meetings are allowed to safely resume, and

WHEREAS, the amount of \$4,100 is available in the 2020 budget in account A1620.2,

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board authorizes up to \$4,100 for the purchase of videoconferencing equipment and for consultation services to design and implement modifications to the Court Room in the Ulysses Town Hall as described in the attached proposal dated 12/3/20 from the 2020 budget account A1620.2.

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: 12/8/20

NEW BUSINESS:

SCHEDULING TOWN BOARD AUDITS

The board agreed to wait until the Organizational Meeting on 1/6/21 to decide on this.

RESOLUTION # of 2020: SCHEDULING OF TOWN BOARD AUDITS

RESOLVED, that the Ulysses Town Board sets the dates of the annual audits of the Clerk's office, Courts, and Supervisor/Bookkeeper which are required to occur before Jan. 20 of the new year on _____ at _____ via Zoom.

INCREASING THE INTER-FUND LOAN FROM A FUND BALANCE TO CAPITAL FUND HB FOR SEED MONEY FOR THE CEMETERY ROAD BRIDGE REPLACEMENT PROJECT

RESOLUTION #238 OF 2020: INCREASING THE INTER-FUND LOAN FROM A FUND BALANCE TO CAPITAL FUND HB FOR SEED MONEY FOR THE CEMETERY ROAD BRIDGE REPLACEMENT PROJECT

WHEREAS General Municipal Law, §9-a allows for inter-fund loan which states that any such temporary advance shall be authorized in the same manner as prescribed by general, special or local law for making budgetary transfers between appropriations. And that suitable records shall be kept of each temporary advance, and

WHEREAS Resolution 2019-160 authorized an inter-fund loan for seed money for The Cemetery Road Bridge Replacement Project, and

WHEREAS the inter-fund loan came from the A Fund during the 2020 financial year, and

WHEREAS reimbursement from NYSDOT is on a rolling basis, however cash flow for expenses related to this project requires an increase of \$10,000 to cover reimbursable costs, and

WHEREAS the HB fund will pay back the A fund with money received by the grant from reimbursement,

NOW THEREFORE BE IT

RESOLVED that the Town of Ulysses Town Board approves an additional \$10,000 in funds for the temporary loan, for a total of \$40,000 from A fund balance to the HB fund.

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: 12/8/20

RECOGNIZING INTER-FUND LOAN FROM A FUND BALANCE TO CAPITAL FUND HB ACROSS FINANCIAL YEARS

RESOLUTION #239 OF 2020: RECOGNIZING INTER-FUND LOAN FROM A FUND BALANCE TO CAPITAL FUND HB ACROSS FINANCIAL YEARS

WHEREAS The Cemetery Road Bridge Replacement Project is a multi-year, grant reimbursed project, and

WHEREAS the Ulysses Town Board authorized an interfund loan to the HB Capital Fund, created exclusively for the Cemetery Road Bridge Replacement Project, by resolution #s 2019-160 and 2020-238, and

WHEREAS in January of 2020 the interfund loan transfer occurred, and

WHEREAS the Ulysses Town Board wishes to acknowledge that the NYS Office of the State Comptroller prefers that interfund loans are paid back within a single financial year, or as soon as reasonably possible; and, in cases where that is not possible, formal documentation and Board authorization is recommended, therefore be it

RESOLVED that the Town of Ulysses Town Board recognizes that the \$40,000 owed from the HB Capital Fund (HB630 Due to Other Funds) to the A Fund (A391 Due from Other Funds) will exist in the financial records of the 2020 and 2021 financial years.

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: 12/8/20

AUTHORIZATION TO EXECUTE THE NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION PLAN

RESOLUTION # 240 OF 2020: AUTHORIZATION TO EXECUTE THE NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION PLAN DOCUMENT

Whereas there has been proposed a "New York State Municipal Workers' Compensation Alliance Plan Document" pursuant to section 50 3-a of the Workers' Compensation Law (hereinafter "The Plan"); and

Whereas the Town of Ulysses is eligible for membership in The Plan; and

Whereas the Town of Ulysses has made an independent investigation of The Plan and reviewed the plan document, and has concluded that it would be in the interests of the Town of Ulysses) to participate therein; now, therefore, be it

Resolved that the Town of Ulysses enter into membership in The Plan pursuant to section 50 subdivision 3-a of the Workers' Compensation Law; and be it further

Resolved, that the Ulysses Town Supervisor be and hereby is authorized and instructed to execute The Plan's charter document on behalf of the Town of Ulysses; and be it further

Resolved, that the custody of all joint plan moneys by the plan administrator under the plan be and the same hereby is approved.

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: 12/8/20

CONTRACT WITH TAITEM FOR HVAC FOR FINAL INSPECTION AND PROJECT CLOSE OUT

RESOLUTION #-- OF 2020: CONTRACT WITH TAITEM ENGINEERING FOR HVAC FINAL INSPECTION AND PROJECT CLOSE OUT

WHEREAS, the Town of Ulysses received a NYSERDA grant to design and install an energy efficient heat pump system and new duct work and electrical upgrades to heat and cool the Town Hall, and

WHEREAS, Taitem Engineering has been contracted to design the specifications for a new system, and

WHEREAS, previous contracts with Taitem did not include work associated with overseeing the final inspection and project closeout process, now therefore be it

RESOLVED that the Town of Ulysses enter into a contract with Taitem Engineering not to exceed \$500 to oversee the final inspection and project close out process.

Not voted on.

RECOGNITION OF TOWN VOLUNTEERS

RESOLUTION #241 OF 2020: RECOGNITION OF TOWN VOLUNTEERS

WHEREAS, the Town of Ulysses is fortunate to have tremendously talented residents who call our community home and who generously volunteer their time to improve the quality of life for those throughout the Town and

WHEREAS, Sharon Bilotta completed 5 years of service as a Town representative on the Ulysses-Trumansburg Joint Youth Commission, serving as member, vice chair and chair guiding the development of new programs for children and youth and providing valuable oversight to assure the highest quality of recreation and youth development services and

WHEREAS, Don Ellis from the Village of Trumansburg served as founding member of the Habitat Nature Preserve Advisory Committee and is responsible for helping to develop guidelines for its use and for creating a small parking area and plantings at the trail head before he resigned from the Advisory Committee during 2020 and

WHEREAS, the Ulysses Town Board wishes to thank these outstanding volunteers for their service to the Town, now therefore be it

RESOLVED, that the Ulysses Town Board directs the Supervisor and Town Clerk to prepare and present certificates of appreciation to each of these volunteers as a token of our gratitude and esteem.

Moved: Ms. Zahler Seconded: Mr. Devokaitis

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

Vote: 5-0

Date Adopted: 12/8/20

RECOGNITION AND APPRECIATION FOR MARC DEVOKAITIS

RESOLUTION # 242 OF 2020: RESOLUTION OF RECOGNITION AND APPRECIATION FOR MARC DEVOKAITIS

WHEREAS, the Town of Ulysses has been very fortunate to have Marc Devokaitis serve as dedicated board member since his appointment to the Town Board in March 2020; and

WHEREAS, we are appreciative of his hours of service, diligence and thoughtful consideration in all matters before the Town during the most difficult days of the COVID pandemic; and

WHEREAS, we particularly commend Marc’s efforts to help establish a Mutual Aid Food Cabinet in downtown Trumansburg during a time of significant food instability for many residents; and

WHEREAS, we recognize his service as our liaison to the Village of Trumansburg and the Conservation and Sustainability Advisory Committee and the Habitat Nature Preserve Advisory Committee; and

WHEREAS, we, as members of the Town Board of Ulysses, wish to extend our utmost appreciation to Marc for his congeniality, his dedication to improve the environmental sustainability of our Town, and his innovative perspective on improving communication with our constituents;

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board recognizes and commends Marc Devokaitis for his service to the Town of Ulysses and wishes him well in all future endeavors.

Moved: Ms. Olson Seconded: Mr. Boggs

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

Vote: 4-0
Date Adopted: 12/8/20

Town reports were resumed at this time.

PREPARATION FOR 2021

The board discussed meetings times, creating a work plan, and ambulance fees.

APPROVAL OF 2021 AMBULANCE FEES

RESOLUTION #243 of 2020: APPROVAL OF MEETING AGENDA APPROVAL OF 2021 AMBULANCE FEES:

BE IT RESOLVED that the Ulysses Town Board approve the following ambulance service fees for 2021:

<i>SERVICE PROVIDED</i>	<i>FEE</i>
BLS Non-Emergency	\$500
BLS Emergency	\$940

ALS 1 Non-Emergency	\$850
ALS 1 Emergency	\$1405
ALS 2 Emergency	\$1612
Specialty Care Transport	n/a
Paramedic Intercept	\$725
GTM	\$25.50/mi

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: 12/8/20

PRIVILEGE OF THE FLOOR:

Ms. Marino expressed gratitude to the board for all the work done this year.

APPROVAL OF MINUTES:

RESOLUTION # 244 OF 2020: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from the Town Board meeting held November 24, 2020.

Moved: Ms. Olson Seconded: Mr. Devokaitis

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

Vote: 5-0
Date Adopted: 12/8/20

PAYMENT OF CLAIMS:

RESOLUTION #245 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 # 26 and 27 in the amount of \$134,294.86;
- HB (Cemetery Bridge Replacement Capital Fund) fund voucher # 14 in the amount of \$5,022.44;
- all other funds (vouchers # 510 through 574) in the amount of \$49,328.75.

Moved: Ms. Zahler

Seconded: Mr. Devokaitis

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Mr. Devokaitis aye

Vote: 5-0

Date Adopted: 12/8/20

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:40pm. This was seconded by Mr. Devokaitis and passed unanimously.

APPENDIX:

TOWN REPORTS:

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	22
Disabled parking permits	9
Dog licenses and renewals	55
Marriage licenses	1
Plumbing permits	0
Address assignments	2
Notarizations	2
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$884.50	TOTAL Collected for fees & licenses
\$729.08	stays in the town
\$155.42	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
 - Closed office to visitors, encouraging remote services
- **Coordinate compliance with annual staff training requirements for Harassment & Violence.**

WATER DISTRICT TASKS:

- Worked with Water District Operator on billing cycle
- Updated water accounts as properties sold and meters were upgraded
- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collect and post water payments
- Researched internet set up for water monitoring

COMMITTEES/ASSOCIATIONS:

- Health consortium- attended Nov. mtg for Joint Committee on Plan Structure & Design

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

- Driveway Pipe on Iradell Rd
- Mowed backside of ditch on various roads
- New Delineators on Maplewood Rd

SNOW

- November 18th
- December 2nd

REPAIR

- Spinner Motor on T5
- Installed new LED headlights on snowplow trucks
- Greased heavy equipment

PLANNER/ZONING OFFICER- Submitted by Mr. Zepko

Planning Board

- 17 Nov 2020 - training (see Planner Activity)

Board of Zoning Appeals

- No Meeting in Nov

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
- 12 Nov Attended Smart Floodplain Workshop hosted by Buffalo Niagara Waterkeeper
- 17 Nov –Created and presented one hour training titled “Planning Board 101” discussing the powers, roles and responsibilities of the Planning Board. Training was attended by numerous Planning, BZA, and Town Board members

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	Owner has retained architect and general contractor and formulated plans to remediate	Ongoing/ working w/ owner – in person meeting scheduled for 15 Dec
23.-2-4	Violation of conditions of variance approval		Met with owner on site	Owner is working to create plan to remediate

** 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.

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

Building Permits issued	7
Plan Reviews	3
Certificate of Occupancy issued	1
Certificate of Compliance issued	4
Complaints Received	0
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	14
New Site Inspections	6
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	5
Fire Safety Inspections	Lucas Report
Code Training Seminars	See Attached
County Assessment, Town, DOS Reports	1
Building Permits issued	2
Open property in violation cases	7
Property violations resolved	1

Plan Reviews

- 3 New Home Applications/ All NYS Code Compliant
- 2 Permits issued with 1 declined due to zoning setbacks. Passed on to Zoning for Appeal

Site Visits

- Ongoing monitoring of Erosion Plan
- Pre-site visits x 7 New Projects

CEO Activity

- 3 final C of O inspections scheduled. Violations noted, re-inspected after contractor fixed issues. 3 inspections turn into 5 hrs. of Re-inspection
- 5 Foundation/Footer inspections
- 3 Building envelope inspections/ 2 re-inspections needed
- 3 Plumbing inspections/ 1 re-inspection
- Total inspection time of 50 hrs. for November

Zoning Enforcement

SBL	Violation	Code	Action	Status
21.-1-9.3	Side Setback not meet	212-29	Declined permit	Seeking Appeal

Value of Permits issued: \$184,838.00

Building Permit fees collected for month: \$834.00

RECREATION DIRECTOR-Submitted by Mr. Glennon:

Current Programs:

- **Middle School Program:**
Also known as the Trumansburg Community School-Day Program (TCSDP), is approved to use the American Legion as a winter location. The program will resume on January 4th. Rental Agreement is being reviewed by both the Town of Ulysses and the American Legion. The program will have the use of the banquet hall, the meeting room, and the outdoor areas to run the program. Additionally, the American Legion has outdoor education equipment that has been offered for use with pre-approval and proper Covid-19 cleaning procedures.
- **United Way of Tompkins County YAP Grant Award:**
The Recreation Department submitted a grant proposal to the United Way of Tompkins County Youth and Philanthropy Award program. The award was accepted on behalf of the Community Council and the Town of Ulysses. A grant of \$5,000.00 has been awarded to support the TCSDP to continue operation.

Spring initiatives:

- **Spring baseball and softball:** The past coordinator of the recreation baseball and softball program that serves boys and girls in grades K-6 is stepping down from the position. A search has already started for another person to take on the program. The baseball/softball program begins with registration in March and play begins the last week in April.
- **Recreation Directors from all the Tompkins County municipalities have met to discuss programming options during Covid-19.** Another meeting is scheduled for January to continue exploring options for indoor or outdoor programming for the spring.
- **All youth basketball programs in the county have been suspended due to Covid-19.**

SECOND DEPUTY SUPERVISOR- Submitted by Michelle E. Wright

Emergency Related

- Support with logistics and communication regarding Town Hall shut down to the public in response to the community increase in cases.
- COOP re-development work in anticipation of cold and flu season.
- Technical assistance to co-workers regarding use of Building-Use calendar.
- Bi-weekly TC/DOH phone call.

Active Grant Updates

- **NYSERDA Heat Pump Grant**
 - Internal Activities: coordination with Taitem on outstanding deliverables, scheduling a staff training session directly with Meier's, the programmers for the HVAC units.
 - Funding update: the reimbursement from NYSERDA was received.
- **Cemetery Road Bridge over Trumansburg Creek (NYS DOT funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Continued submission for reimbursement through NYSDOT.

- Meeting with Director of ITCTC and NYSDOT 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
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
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)**

- Continued work with Municipal Solutions on obtaining required documentation for EFC release of funds
- **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)
Final Completion of Construction (30 days)
11/27/20

10/27/20
TBD: extended, see above

Other Work

Miscellaneous

- Internal communications and systems organization meeting with Supervisor and Clerks' office resulted in scheduling a weekly meeting to address intersecting work. This weekly meeting has been a goal for years, so it's nice to see it implemented as I think it will increase general productivity and efficiency.
- Reorganization meeting with Clerks office to delegate action items and tasks in preparation.

Financially Related

- Annual time-consuming process: Insurance renewal and quotes
 - Liability insurance
 - NYMIR renewal application process accurately reflects the Town's current conditions in regards to liability: assets, programming, etc.
 - Workers Comp insurance
 - Requesting and receiving quotes on coverage
 - Subsequent communications regarding long-term financial planning and coverage changes
- Asset database / asset valuation compliance related work
- Resolution drafting for interfund loan and Workers Comp coverage change
- Claims and voucher process meeting with Clerks to increase accuracy and fortify systems and compliance.

Bookkeeper Supervision

- Coverage of bookkeeping duties (payments, deposits, payroll, etc.) for about a 2.5-week period
- Voucher review and administration process
- Work activity goals document creation and communication
- On-going supervision of closing monthly financial books, corrections and other oversight.
 - Review and input on annual financial year straddle procedures
- Payroll and human resource supervision.
- On-going review of expenditures, vouchering process.

Water District 3

- No specific work during this period of time

Curry Road Structure Replacement

- No updates at this time

Maplewood Hairpin Turn Structure

- No updates at this time

Upcoming

- *Action items in preparation for the reorganization meeting.*
- *Payroll duties.*
- *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

11/17/2020 ITCTC Meeting 10 – 10:30am

- *Director's Report:*
 - *Plans underway for a replacement of the Lime bike service, whose contract was not renewed*
 - *Creation and implementation of a Transportation equity task force*
 - *Tom Mank retiring (data specialist for ITCTC)*
- *Mark Frechette from NYSDOT*
 - *Route 34 and 34B paving projects funded by NYS*
- *Reed Huegerich from Cornell*
 - *Review of CU's plan during extended winter break*
 - *CU will continue to offer surveillance testing to students who don't live on campus*

SUPERVISOR'S REPORT- shared by Ms. Zahler

Ms. Zahler shared the following:

- The fire inspector reported that we are caught up on fire inspections
- She has relayed CSAC's LED recs to NYSEG.

TOWN BOARD REPORTS:

Mr. Devokaitis shared his gratitude for his time on the board and gave an update on the food cupboard.

Ms. Olson gave more information on the Recreation Program plans.

Mr. Goldman attended the Planning Board meeting and reminded the board that the Health Consortium has granted a premium holiday for December.

Respectfully submitted by Carissa Parlato, Town Clerk
1/5/2021