

TOWN BOARD MEETING

Town of Ulysses

January 12, 2021

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 (at 7:03pm) , Katelin Olson, Mary Bouchard, Rich Goldman

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle Wright

Conservation & Sustainability Committee (CSAC) Chair- Roxanne Marino

Attorney for the Town- Peter Walsh

Planning Board Chair- Linda Liddle

Highway Superintendent- Scott Stewart

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Duane Shoen (auditor from Inero)

APPROVAL OF AGENDA:

RESOLUTION #40 of 2021: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for January 12, 2021 with the addition of a resolution to support the county’s vaccination campaign.

Moved: Ms. Zahler

Seconded: Mr. Boggs

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Ms. Bouchard aye

Vote: 5-0

Date Adopted: 1/12/21

PRESENTATION: 2019 DRAFT Audit Report by Duane Shoen, Inero & Co. CPA

Mr. Shoen shared a draft version of the town’s 2019 audit and invited comments.

TOWN STAFF REPORTS:

(see Appendix)

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

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

- A chair and vice-chair were re-elected
- Ms. Koreman was appointed to various county committees including energy, environmental, diversity, housing
- The Chair made a statement condemning the violence in the state capitol
- Tax exemptions do not need to be re-applied for this year. The exemption will automatically renew due to COVID-19
- She shared testing & vaccination information

NEW BUSINESS:

TREE ORDINANCE- DRAFT LAW FOR DISCUSSION

The board discussed what it would mean to become a “tree city” and sought feedback from Mr. Stewart, Ms. Marino and Mr. Walsh. Since there appeared to be support for the concept if questions related to role of Highway Superintendent and liability can be resolved, the proposed law was referred to the Supervisor and Attorney to work on a draft for 1/26/21 since an expedited approval would enable the Town to apply for tree funding.

Mr. Walsh was excused at this time (8:52pm).

OLD BUSINESS:

UPDATES ON CEMETERY ROAD BRIDGE BUDGET AND FINANCING

Ms. Wright gave an update on the project and noted that the cost estimates coming out of the design phase came in at a higher cost than was anticipated. Follow up with the County is planned and updates will be provided at future meetings.

DESIGNATE ALTERNATE TOWN REPRESENTATIVE TO THE ASSOCIATION OF TOWNS ANNUAL MEETING

RESOLUTION #41 OF 2021 DESIGNATION OF ALTERNATE REPRESENTATIVE FOR ASSOCIATION OF TOWNS ANNUAL CONFERENCE

RESOLVED that Nancy Zahler be designated as the alternate voting representative of the Town of Ulysses eligible to vote at the business meeting of the Association of NYS Towns to be held February 14-17, 2021 if the designated representative is not available.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 1/12/21

NEW BUSINESS (Continued):

ASSIGNMENTS TO DEVELOP NEW POLICIES AND REVIEW CURRENT POLICIES

Board members signed up to update/create town policies that are outdated or required.

DISCUSSION OF REPORTING & FEEDBACK FOR 2021 –FOR STAFF, LIAISONS, & AGENCIES THAT THE TOWN FUNDS

The board discussed how to make staff reporting more informative and efficient.

SUPPORTING TOMPKINS COUNTY VACCINATION PROGRAM

RESOLUTION #42 OF 2021: SUPPORTING TOMPKINS COUNTY VACCINATION PROGRAM

Whereas, the novel coronavirus (COVID-19) constitutes the most serious health threat facing the United States in the past 100 years, having afflicted more than 20 million persons in our nation and costing more than 350,000 lives, more than 38,000 of those deaths occurring within New York State; and

Whereas, COVID-19 similarly impacts the local community, where 18 Tompkins County residents have now died of the coronavirus, and more than 2,000 positive cases of the disease have been reported countywide since the pandemic began, including numerous cases in Ulysses; and

Whereas, the Tompkins County Health Department has initiated efforts to provide community-based Points of Distribution (PODs) for COVID-19 vaccination throughout Tompkins County is seeking support from others to assist in their efforts; and

Whereas, the Town of Ulysses has routinely shared current updates with members of our community to educate them about the coronavirus and to encourage safety precautions; now therefore be it

Resolved, that the Town of Ulysses continues to provide public information about the virus and the vaccines along with support and assistance to the Tompkins County effort to promote vaccinations for those eligible in our community and in our workforce.

Moved: Ms. Zahler

Seconded: Ms. Olson

Ms. Zahler	aye
Ms. Olson	aye
Mr. Boggs	abstain
Mr. Goldman	nay
Ms. Bouchard	nay

Vote: 2-2

Resolution failed.

PRIVILEGE OF THE FLOOR:

Ms. Marino added further comments on the tree city issue, saying that it could be useful for the town.

APPROVAL OF MINUTES:

RESOLUTION # 43 OF 2021: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from the Town Board meetings on Dec. 8 and Dec. 15.

Moved: Mr. Boggs Seconded: Mr. Goldman

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

Vote: 5-0
Date Adopted: 1/12/21

PAYMENT OF CLAIMS:

RESOLUTION #44 OF 2021: PAYMENT OF CLAIMS FOR 2020 Expenses (Abstract 13)

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

- HA (WD3 Aerator Capital Fund) fund vouchers numbered 28 and 29 in the amount of \$2,050.00;
- HB (Cemetery Bridge Replacement Capital Fund) fund vouchers 15 and 16 in the amount of \$3,638.92;
- and for all other funds vouchers numbered 575 through 614 in the amount of \$77,617.20.

Moved: Ms. Zahler Seconded: Mr. Boggs

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

Vote: 5-0
Date Adopted: 1/12/21

RESOLUTION #45 OF 2021: PAYMENT OF CLAIMS FOR 2021 Expenses (Abstract 1)

RESOLVED that the Ulysses Town Board has reviewed and approves of payment of claims for: Funds A through SW, vouchers numbered 4 through 21 in the amount of \$8,563.39.

Moved: Ms. Zahler Seconded: Ms. Olson

Ms. Zahler aye

Ms. Olson	aye
Mr. Boggs	aye
Mr. Goldman	aye
Ms. Bouchard	aye

Vote: 5-0

Date Adopted: 1/12/21

ADJOURN:

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

APPENDIX:

TOWN REPORTS:

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	0
Disabled parking permits	7
Dog licenses and renewals	42
Marriage licenses	1
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	0

FINANCIAL REPORT:	
\$681.00	TOTAL Collected for fees & licenses
\$605.00	stays in the town
\$75.50	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
 - participate in weekly Supervisor/Clerks office meetings
- On-boarding of new town board member/exit tasks for outgoing town board member
- Help prepare organizational meeting document with new information for 2021
- 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

TAX COLLECTION TASKS:

- Assist with tax bill explainer insert
- Coordinate layout/printing/folding/mailing of tax bills
- Prepare tax newsletter & web updates
- Begin collecting taxes

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collect and post water payments

COMMITTEES/ASSOCIATIONS:

- Health consortium- Dec. mtg for Joint Committee on Plan Structure & Design was cancelled.

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart

SNOW and ICE

- 11 Snow and Ice events
- Dec 16th - 17th Total of a foot or more in places

RAIN

- Dec 24th We had 2-3 inches of rain on top of the snow from the Dec 16th - 17th storm.
- I monitored the roads and creek levels throughout the day and evening resulting in over 12 hours of work. I am happy to say that we did not receive any damage from this storm system.

FEMA

- Tompkins County Dept of Emergency Response contacted me regarding the cost of the storm system that totaled a foot or more of snow during Dec 16th - 17th.
- There was a possibility for Tompkins County to be eligible to get some money back. While Tompkins County did not reach the NWS Snowfall of record, Counties to the south of us did, so we would be eligible as a contiguous county, as long as we met the county monetary threshold (\$390,006)
- 8 Municipalities submitted costs from Tompkins County including us. Our cost was roughly \$13897.76 and collectively we did not meet the threshold.

HAUL

- We are re stocking our 1a stone pile for preparation of surface treatment that is scheduled for 2021 according to the 284 agreement.

MISC.

- Working on closing out the year.

PLANNER/ZONING OFFICER- Submitted by Mr. Zepko

Planning Board

- 15 December
- Minor subdivision approved

Board of Zoning Appeals

- 16 December
- Variance request to reduce minimum frontage for new lot in AR zone Denied.

Planner Activity

- For a full accounting of Planning and Zoning Board activity for 2020, please see the Planning report for November of 2020. That report contains a full listing of projects as well as the total numbers of new lots created in the Town of Ulysses. Information has been provided in both a tabular and geographic format, and is compared to the previous year's totals.
- Cleaner Greener Grant (39053) – Project has officially been completed, awaiting disbursement of ~\$4,000 of funding
- 18 Dec - Attended US Army Corps of Engineers Webinar “Inundation Mapping Plans”

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	15 Dec - Met with owner to discuss plans to remodel in conformance w/ Zoning	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

** NOAV – Notice of Apparent Violation

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

Building Permits issued	8
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.)	13
New Site Inspections	2
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	4
Fire Safety Inspections	Lucas Report
Code Training Seminars	
County Assessment, Town, DOS Reports	1
Open property in violation cases	2
Property violations resolved	3
Building Permits issued	8
Property violations resolved	3

Value of Permits issued: \$535,500.00

Building Permit fees collected for month: \$2033.75

Plan Reviews

- 2 New Home Applications/ All NYS Code Compliant

Site Visits

- Ongoing monitoring of Erosion Plan
- Pre-site visits x4 New Projects
- Pre-site Demo visit. 3 Demolition Permits issued. All comply with hazardous waste removal.

CEO Activity

- 2 Foundation/Footer inspections/ 2 reinspection's needed
- 3 Building envelope inspections/ 2 reinspection's needed
- 2 Plumbing inspections/ 1 reinspection's
- Total inspection time of 40 hrs. for November

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 resumes on Wednesday, January 13th. In order to assist the students and families in a greater capacity, we have also added a Friday program option for the asynchronous school day, from 9:00 am - 1:00 pm. This will provide students with structure and an opportunity to complete their school assignments and take part in recreation programming.
 - The rental agreement has been submitted and signed by 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.

Spring initiatives:

- Spring baseball and softball: A new coordinator has been identified and interviewed to take on the daily/weekly responsibilities of the in-person supervision, coach training, and player instruction models. This program is scheduled to begin with registration opening in March. Baseball and softball have been recognized and approved as moderate-risk sports.
- RecDesk utilization for town and community affiliated programs. Discussions with the Youth Commission and members of Trumansburg Community Recreation, centered on best practices on how to potentially provide support for these programs through registrations, marketing, roster creation, parent and participant communication, and financial reporting. Organizations in the community have expressed the need for the Town of Ulysses recreation department to help support these programs.

Summer initiatives:

- Summer camp planning begins in February.

TOWN BOARD REPORTS:

Ms. Olson- Youth Commission working on creating a youth representative position

SECOND DEPUTY SUPERVISOR:

Emergency Related

- Bi-weekly TC/DOH phone call.

Active Grant Updates

- **NYSERDA Heat Pump Grant**

- Internal Activities:
 - Coordination of a second thermostat training directly with Meier's
 - Coordination with Taitem on inspection of system and outstanding deliverables including communications pertaining to testing for leaks in system.
- Funding reminder: the reimbursement from NYSERDA was received.

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**

- Internal activities:
 - Continued submission for reimbursement through NYSDOT.
 - 12/7 meeting with neighboring land owners and B&L regarding construction, utilities, and general questions.
 - 12/17 meeting regarding inclusion of a Village water utility line with Town, Village and B&L
- Engineer Update:
 - ROW via NYSDOT seems to be on track.
 - Construction budget per design process is over the original budget, which will instigate a meeting with the County per our MOU.
 - B&L will be sending updated budget to County.
- Next steps:
 - Meet with County regarding budget and how to move forward, update MOU.
 - Create MOU with Village on water line inclusion of budget.
 - Village has been made aware of the cost of inclusion.
 - With a goal of sometime in February, once the budget aspect is figured out with the County and Village, the Town Board will need to pass a resolution regarding funding per NYSDOT requirements.
- Project Timeline, updated with information in red from Sandra Lusher, our NYSDOT Project Manager: (see next page)

Cemetery Bridge Project Timeline, cont.

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	Complete
12/28/2020	PS&E Submitted	Completed
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	
Post 4/26/2020	PreCon Meeting	N
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)**

- Internal Activities:
 - Work with MRB and Municipal Solutions on paperwork needed from EFC regarding 75% up front funding.
 - 75% funding received from EFC.
 - Cash flow management pertaining to vouchers.
- Engineer update:
 - MWBE paperwork submitted to EFC
 - Gerwitz & McNeil contract extended and sent to EFC
 - Guardrail update: still waiting to hear back from G&M to confirm final pricing
 - Performance testing planned for early Spring
 - Successful performance testing will result in project closeout
- Next steps:
 - A reminder to Town Board members that we might need to conduct a short term borrow while we wait for the 25% retainage from EFC to be released upon project closeout.
- **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	Completed
Start of Construction	Completed
Substantial Completion of Construction (91 days)	Completed
Final Completion of Construction	Prior to 7/1/21

Other Work

Miscellaneous

- Standing weekly meetings: Clerks office, Supervisor, Bookkeeper
- Organized staff happy hour
- Proportionally small amount of work on org meeting resolutions

Financially Related

- 12/10 meeting with Rich Goldman and Katelin Olson regarding post-employment benefits
- Review of 2019 adjusting journal entries with Ted Jones at Williamson
- General liability asset valuation process with Smith Brothers
- Work associated with switching to NYS Comp Alliance for Workers Comp coverage
- Pie chart creation and related data management for tax insert

HR/Payroll Related

- 2021 updates to salaries/rates of pay, PTO
- Onboarding activities pertaining to new employees/elected officials
- Audit of comp time records of staff and related action items

Bookkeeper Supervision

- 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 updates for this period of time

Curry Road Structure Replacement

- No updates at this time

Maplewood Hairpin Turn Structure

- No updates at this time

Upcoming

- To adhere to procurement policy: obtain quotes for AUD and auditing services
- Last week of January will be reserved for updating data in asset management database in order to report 2020 AUD with figures out of that resource (i.e. GASB compliance)
- Final 2020 budget modifications

Meetings

12/15/2020 ITCTC Meeting 1-1:45pm

- Election of council chairs, approval of 2021 meeting dates
- If you would like a link to this meeting, please ask

SUPERVISOR'S REPORT- shared by Ms. Zahler

Town Board

- Developed agendas and materials for meetings 12/8, 12/15 and 1/6
- Worked with Clerk's office and 2nd Deputy to prepare for Organizational Meeting 1/6/21
- Began orientation with new Town Council member Mary Bouchard
- Worked with Carissa to begin EV Charging guidelines & provided website access to Board members
- Worked with Michelle and Carissa on tax information insert for tax bills
- Sent thank you notes to those receiving stipends for service to Town
- Provided background to Town Board internal audit committee

Public Awareness/Engagement

- Prepared Budget Information insert for tax bills.
- Will be working with Clerk on an informational insert to WD3 users to explain budget and changes.
- Videoconferencing: Ordered videoconferencing hardware and laptop to facilitate community engagement when in-person meetings resume.
- Will work with consultant, Highway and IT services to have videoconferencing equipment installed.

- PLEASE NOTE: In response to Town Board concern about having the screen not block the windows, alternative locations were considered but with input from consultant, Clerk and Planner, we decided the front wall is most practical and the actual overlap with windows will be just 3.5" from each window. See photo sent separately.
- Had initial conversations with Katelin on outreach to fill Youth Commission seat and with John Zepko, Rich, Linda Liddle, and Planning Board to plan outreach to recruit second alternate seat.

Town Hall Projects

- HVAC- coordinated with installer who repaired a leak and restored service to all offices.
- Will be scheduling a meeting with Clerks and Highway to work out a work order process to have Highway employee(s) assist with some Town Hall maintenance projects.

Budget

- Routine review of vouchers; provided research and follow up as needed
- Regular meetings with Michelle E Wright to review sales tax, budget balances and plans for 2021
- Discussed plans for completing AUD for 2020
- Reviewed draft 2019 audit and arranged for audit presentation

Water

- Received water testing results and will working with the Clerk to compile those for the Health Department.
- Working with Scott Stewart to assure that the Town has authorized contractors on file to help with water main breaks in WD #3- Jacksonville.
- Will be working with Clerk on an informational insert to WD3 users to explain budget and changes.
- Sent letters to WD#1 CARS out of district users alerting them to the changes for 2021 re: payments into the repair reserve to explain new charges on tax and water bills.
- Working on finalizing out of district user agreements for Water District #1- CARS
- Following up to get the updated CARS agreement signed.

Staffing and Administration

- Met with Katelin and John Zepko re: job description and duties.
- Met with Katelin and Scott Stewart about DPW duties and how to integrate them into Highway.
- Met with John Wertis re: Historian research and publications.
- Met with Michelle re: re-alignment of budget duties for 2021.
- Reviewed and approved bi-weekly timecards for direct reports. Approved transfers to pay salaries.
- Participating in regular meetings with Clerks and 2nd Deputy to coordinate follow up and admin to do's
- Worked with John Zepko and Lucas on Fire Inspection reporting format for Town Board.

Contract Management

- Assisted Michelle on HVAC, Aerator and Bridge projects and agreements
- Working with Michelle on plans for financing bridge project. Broached delaying EMS payment to Village as a cash flow strategy. Follow up needed.
- Received EMS service report and forwarded separately.

- Assisted Will Glennon on space rental arrangements and agreements for Middle School Program
- Created Letters of Agreement for community programs funded by Town Board to formalize terms and conditions of Town support.
- Revised Teamsters Memo of Agreement twice to respond to their requests; awaiting Union approval
- Reviewed insurance coverage and providers with Michelle for Town Board approval
- Review and approved authorized contracts (SPCA, Stormwater Coalition..)

Inter-municipal Efforts

- Attended TC Council of Government meeting. Reviewed upcoming Broadband Study and informational sessions available to explain Community Choice Aggregation to offer alternative energy to residents.
- Code officers in Tompkins County recommended the responsibility for assigning house numbers shift from Towns to the County's GIS department. Followed up with Clerk who supports that plan.
- Participated in County COVID calls for updates on coronavirus and plans for vaccination.
- Agreed to assist Tompkins County with informational outreach re: vaccine availability.
- Convened monthly community COVID call with Village, TC Sheriff's Department and community leaders to share updates on pandemic and vaccination plans and to coordinate local efforts.
- Distributed Village invitation to their Police Reform discussions and will plan to attend 1/14/21.
- The Town and Village's request for reimbursement for our shared service plan regarding the transfer of recreation services was not approved by the state but the County has requested back up information which will be provided in the hopes of future reimbursement on cost-savings of having Rec Director.
- An annual reconciliation of spending on youth recreation programs will be scheduled soon with Village of Trumansburg.

Recreation

- Provided support to Will Glennon on getting Middle School Program a location for 2021.
- The program will resume on January 11, 2021 from 8:00AM -1:00PM at the American Legion and will be available for up to 4 days/week.
- Agreed to attend a meeting of the 4 Boards to coordinate community recreation planning.

Energy/Sustainability

- Confirmed LED conversion with NYSEG and notified NYPA of withdrawal from their joint project.
- EV Charging Station- will work with Clerk on guidelines for TB approval.
- Tree Ordinance – Reviewed draft from CSAC, circulated to Town Board & scheduled on 1/12 agenda

TOWN BOARD REPORTS:

*Respectfully submitted by Carissa Parlato, Town Clerk
1/25/2021*