

TOWN BOARD MEETING

Town of Ulysses

February 9, 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 7:01pm and moved into a Public Hearing (see separate minutes).

The Public Hearing was closed and the regular town board meeting convened at 7:13pm.

ATTENDANCE:

The Town Clerk called the roll:

TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

Board members- Michael Boggs, Katelin Olson, Mary Bouchard, Rich Goldman

Town Clerk- Carissa Parlato

Conservation & Sustainability Committee (CSAC) Chair- Roxanne Marino

Attorney for the Town- Peter Walsh

Town Planner- John Zepko

Planning Board Chair- Linda Liddle

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Courtney Kempinski, George Myers, Marvin Pritts, Robert Oswald, Rob Cochran, Todd Parlato, Russ Friedell (Grassroots), Jordan Bonafede, Sanchez

APPROVAL OF AGENDA:

RESOLUTION #54 of 2021: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for February 9, 2021 with the addition of a resolution to approve the adjusted EMS/Fire payments.

Moved: Ms. Zahler Seconded: Mr. Goldman

Ms. Olson moved to add a resolution to approve an ad hoc committee to study potential annexation. This was seconded by Mr. Boggs.

Ms. Zahler also moved to remove the budget modification approval from the agenda and to add a meeting to hold an Executive Session.

Ms. Olson moved to approve the agenda as amended. This was seconded by Ms. Bouchard.

Vote:

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Ms. Bouchard aye

Vote: 5-0

Date Adopted: 2/9/21

PRIVILEGE OF THE FLOOR:

(none)

TOWN REPORTS:

(see Appendix)

Ms. Zahler added the following to her submitted report:

- The Cayuga Nature Center has been added to the National Historic Registry
- Town Historian Mr. Wertis would like to submit a grant to the Pomeroy Foundation for a historic marker for the old church in Jacksonville
- The Justice grant has been partially approved by NYS

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

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

- As new chair of Planning, Energy & Environmental Committee, she supports the town's proposed tree law
- Sales tax up a bit from projections
- Room tax- voted to raise it for small B&Bs to 5% to match what hotels contribute
- The county received some funds from casinos
- AIM funds from NYS will be about \$300K to municipalities and \$300K for hospitals
- The county will provide rental assistance for those impacted by COVID
- Broadband study- a contract is being created to study this, bring in other counties, and get some state funds
- NYS may start charging for using state ROW for utilities
- COVID:
 - Vaccinations:
 - almost 4000 fully vaccinated through CMC (mainly essential workers)
 - Ages 65+ have to go to pharmacies or state facilities
 - 211 will start helping people navigate on-line appts
 - Active cases going down but 8 more have died
 - Variant is here- much more contagious

- Legislative meetings are 1st & 3rd Tues at 5:30pm if town officials would like to attend & give report

Ms. Liddle reported a slow January with one subdivision.

Ms. Zahler met with Roxanne & Terry Carrol re: clean energy initiatives grant funding.

Ms. Olson created position descriptions to help recruit for town committees.

OLD BUSINESS:

REVIEW OF SEQR ENVIRONMENTAL ASSESSMENT FORM RE: LOCAL LAW #1 OF 2021

Mr. Zepko explained that every local law must go through a State Environmental Quality Review (SEQR). No negative consequences were determined for this tree law since it is just the creation of a committee.

RESOLUTION # 55 OF 2021: SEQRA NEGATIVE DECLARATION OF SIGNIFICANCE FOR THE ADOPTION OF LOCAL LAW # 1 OF 2021: A LOCAL LAW PROVIDING FOR THE CREATION OF A TREE ADVISORY COUNCIL

WHEREAS, the Town Board of the Town of Ulysses, upon recommendation of the Conservation and Sustainability Advisory Committee (CSAC), considered the adoption of a local law to create a Town Tree Advisory Council and provide for its duties and procedures; and

WHEREAS, the Town Board has before it a draft local law entitled “A Local Law Providing for a Tree Advisory Council”; and

WHEREAS, the Town Board on February 9, 2021 has conducted a public hearing on said draft local law; and

WHEREAS, The Town Board has determined that the action is an Unlisted Action under 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA), and has declared itself Lead Agency for the purpose of conducting an uncoordinated environmental review in connection with approval by the Town; and

WHEREAS, The Town Board of the Town of Ulysses, acting as the Lead agency in an uncoordinated environmental review in accordance with Article 8 of SEQRA, thoroughly reviewed the Short Environmental Assessment Form (“SEAF”), Parts I and 2, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review, and thoroughly analyzed the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, and

WHEREAS, the Town Board has compared the proposed action with the criteria for determining significance in SEQRA 6 NYCRR 617.7;

NOW THEREFORE, BE IT RESOLVED,

1. The Town Board of the Town of Ulysses, based upon its thorough review of the SEAF, Parts 1 and 2, and any and all other documents prepared and submitted with respect to this

proposed Action, and in comparison with the Criteria for Determining Significance found at 6 NYCRR Part 617.7, hereby makes a negative declaration of environmental significance (“Negative Declaration”) in accordance with SEQR for the above referenced proposed Local Law to Provide for a Tree Advisory Council, and that the preparation of a Draft Environmental Impact Statement is not required; and

BE IT FURTHER RESOLVED,

That this determination is based on the following facts and conclusions:

Adoption of the Local Law will not result in any direct action or physical change to the environment.

Any changes to the environment that may occur from adoption of the Local Law would be indirect and result from future undertakings that would be permitted by the Local Law.

Adoption of the Local Law is in conformance with the goals and objectives of the Town of Ulysses Comprehensive Master Plan.

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: 2/9/21

CONSIDERATION OF LOCAL LAW #1 OF 2021: PROVIDING FOR A TREE ADVISORY COUNCIL

Ms. Zahler commented on the negative comment and noted that the law is not intended to tell people what they can do on private land. The clerk received 7 comments in support of adoption.

RESOLUTION # 56 OF 2021: ADOPTING LOCAL LAW NO. 1 OF 2021 ENTITLED “A LOCAL LAW PROVIDING FOR A TREE ADVISORY COUNCIL”

WHEREAS, the Town has authority to adopt the local law referred to above (hereafter, “the Local Law”) pursuant to Article 9 section 1 of the New York State Constitution and section 10 of the New York State Municipal Home Rule Law; and

WHEREAS, the Town Board, after due deliberation, finds it in the best interest of the Town of Ulysses to adopt said Local Law; and

WHEREAS, the Local Law was introduced at the meeting of the Town Board on January 26, 2021, and the Town Board reviewed and discussed the Local Law and set a public hearing to be held by said Town Board on February 9, 2021 at 7:00 p.m. to hear all interested parties on the Local Law; and

WHEREAS notice of said public hearing was duly advertised in The Ithaca Journal; and

WHEREAS said public hearing was duly held on said date and time and all parties in attendance were permitted an opportunity to speak and comment the Local Law; and

WHEREAS, the adoption of the Local Law is an unlisted action pursuant to the New York State Environmental Quality Review Act and its implementing regulations, for which the Town Board of the Town of Ulysses acting as lead agency in an environmental review with respect to the adoption of the Local Law made a negative determination of environmental significance on February 9, 2021, after having reviewed and accepted as adequate a Short Environmental Assessment Form Parts 1, 2, and 3 prepared by the Town's Planning staff;

NOW, THEREFORE, be it hereby

RESOLVED, that the Town Board of the Town of Ulysses hereby adopts said Local Law as Local Law No. 1 of 2021, entitled "A Local Law Providing for a Tree Advisory Council", a copy of which is attached hereto and made a part hereof, and the Town Clerk is hereby directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Ulysses, and to give timely notice of the adoption of said Local Law to the Secretary of State as required by law.

A Local Law Providing for a Tree Advisory Council

BE IT NOW ENACTED by the Town Board of the Town of Ulysses, in the County of Tompkins and State of New York, as follows:

Section 1. Legislative Intent

The Town Board recognizes the role that trees play in the town ecosystem and that they contribute to the quality of air, reduce noise and visual pollution, help to moderate climatic extremes, and conserve energy. The Town Board further recognizes the role trees play in enhancing property values and the general quality of life in the Town. In order to foster responsible planting, maintenance, or removal of trees or shrubs in the Town of Ulysses so as to promote and protect the welfare of citizens of the Town, the Town Board finds it useful and appropriate to establish a Tree Advisory Council to assist and advise the Town Board, the Superintendent of Highways, and other agencies of the Town government.

Section 2. Creation and Establishment

1. There is hereby created and established a Town of Ulysses Tree Advisory Council.
2. The Advisory Council shall consist of not fewer than five nor more than seven members, a majority of whom are citizens and residents of the Town of Ulysses, to be appointed by the Town Board.
3. Members of the Advisory Council shall serve terms of three years, except that the terms of the initial members of the Advisory Council shall be for one, two, or three years so as to stagger the periods of their service.
4. In the event that a vacancy shall occur during the term of any member, his or her successor shall be appointed by the Town Board for the unexpired portion of the term.

5. Members of the Advisory Council shall serve without compensation.
6. Members of the Advisory Council may be removed by majority vote of the Town Board for cause, including failure to attend to the affairs of the Council.
7. The Town Board shall appoint the chair of the Advisory Council.

Section 3. Rules and Procedures

1. The Council shall meet not less than twice in a calendar year, upon call of the chair.
2. Three members of a five person council or five members of a seven person Council shall constitute a quorum.
3. The Council shall keep a journal of its proceedings, which journal shall be filed with the Town Clerk among the official records of the Town.
4. Meetings of the Council shall be open to the public, and shall be conducted in person except to the extent permitted by state law by reason of a declared emergency. The Council may provide for the attendance and participation of members of the public by any appropriate means including electronic.

Section 4. Duties

1. The Advisory Council may, within the limits of resources that may be made available to it, conduct an inventory of trees located upon any lands owned or controlled by the Town ("Public Trees"), including but not limited to those located upon or within the limits of the public right-of-way of Town highways.
2. The Advisory Council may study the condition of Public Trees and formulate recommendations for the improvement of the stock of Public Trees, including good arboricultural practices, and the establishment of appropriate diversity in species and age classes in order to provide a stable and sustainable community forest.
3. The Advisory Council may, upon its own motion, from time-to-time prepare and furnish to the Town Board a report of its observations of the state of Public Trees.
4. The Advisory Council, upon request of the Town Board or Highway Superintendent, report, advise and recommend as to Public Trees in any particular location, or generally.
5. The Advisory Council shall upon request of the Town Board coordinate an annual Arbor Day observance, the Town having declared the last Friday in April as Arbor Day, and shall support and assist the Town Board in the application for and obtaining of any grants or other resources that may be available to the Town from public or private funds to further the Town's interest in promoting the community forest.
6. The Advisory Council shall not do or undertake any act in derogation of the responsibilities of the Highway Superintendent pursuant to Highway Law Section 153 or other general state law.

Section 5. Definitions

1. Public Trees – Any trees, shrubs, bushes, and all woody vegetation on land lying within a public road, Town property, or right-of-way within the Town. Public Trees include all park trees, all road trees, and all other trees owned by the Town, located upon Town-owned property, or within the public trust of the Town.

Section 6. Interpretation. This local law, and no clause hereof, creates any theory or claim of liability where none exists at law or in equity, and nothing herein alters any notices of claims as may be required by law.

Section 7. Severability. Should any section or provisions of this local law be declared by any court of competent jurisdiction to be unconstitutional or invalid, such declaration shall not affect the validity of this local law as a whole, or any part thereof, other than the part so-declared to be unconstitutional or invalid.

Section 8. Effective Date. This local law shall take effect immediately upon its filing with the Secretary of State.

Moved: Ms. Zahler Seconded: Mr. Boggs

The clerk called a roll-call vote:

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

Vote: 5-0

Date Adopted: 2/9/21

NEW BUSINESS:

DISCUSSION OF GRASSROOTS FESTIVAL INTENTION TO SEEK ANNEXATION TO THE VILLAGE OF TRUMANSBURG

RESOLUTION #57 OF 2021: AUTHORIZATION TO CONTRACT WITH TOMPKINS COUNTY PLANNING TO UPDATE DATA ON THE PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS IN THE TOWN OF ULYSSES

WHEREAS, the Town has been informed that there is preparation of a petition pursuant to General Municipal Law section 700 for the annexation to the Village of Trumansburg of certain lands within the Town of Ulysses and outside the boundaries of the Village; and

WHEREAS, such an annexation might have far-reaching consequences for the Town and its citizens; and

WHEREAS, once initiated, an annexation petition proceeds according to a tight timetable set by statute potentially involving considerable legal fees for both town and village residents; and

WHEREAS, at this moment the Town has received no formal requests for development of the Grassroots parcel and has taken no action in support of or opposed to the development described in the publicly distributed master plan in 2019 and

WHEREAS, the Town has not had any substantive discussions with the putative petitioners or the Village of Trumansburg about a potential annexation petition and

WHEREAS, if an annexation petition is lodged and the Town and Village are in disagreement about its appropriate disposition, the outcome may be settled by a proceeding before the New York State Supreme Court, Appellate Division; and

WHEREAS, there may be grounds for cooperative action between the Town and the Village that would further the long-term interests of citizens of both the Town and Village; and

WHEREAS, the Town wishes not to have an unnecessary quarrel with its municipal neighbor;

NOW, it is hereby resolved as follows:

1. The Town Board creates a temporary, ad hoc working committee to:
 - a. immediately contact the potential petitioners to request a delay in filing the petition to enable the Town and other parties to fully investigate the potential impacts of annexation on all parties and
 - b. investigate and report to the Town Board on issues that will or may arise out of the putative annexation petition;
2. The Supervisor shall name three or more persons to constitute the ad hoc committee, at least two of whom shall be members of the Town Board;
3. The committee shall immediately enter into contact with key stakeholders including: petitioners, appropriate officials of the Village of Trumansburg and neighbors potentially affected by the proposed annexation;
4. The committee shall promptly seek consultation from qualified law firms with experience related to annexation and cooperative efforts that might be undertaken between the Town and Village in respect of its subject matter;
5. The ad hoc committee shall have no authority to enter into negotiations with any person or entity or to otherwise bind or commit the Town to any expenditure or course of action.

Moved: Ms. Zahler

Seconded: Mr. Boggs

DISCUSSION: Ms. Olson inquired as to whether the town has received any applications for that property. Mr. Zepko responded in the negative. She further inquired whether the Town Board

has ever taken any action or a public position for annexation of these parcels. Ms. Parlato & Mr. Goldman reported that they do not recall this ever happening.

Mr. Friedell noted that he is the Grassroots point person for this and is happy to work with the town. He said that the organization is planning on creating campgrounds. He also added that they are working on submitting a dual annexation petition with PRI (for Smith Woods) to be able to tap into the Village's water & sewer.

PRIVILEGE OF THE FLOOR:

The board agreed to move this item up to hear from others on the topic of annexation.

Mr. Pritts, representing PRI/Smith Woods, agrees with the concerns/process noted in the resolution. He noted that they do not have an opinion one way or another but want to be good neighbors.

Ms. Kempski noted that the site is now is a campground. According to previous site plans, it may have as many as 600 sites. She further expressed concerns about increased tax costs for maintenance & services as well as issues with drainage, noise and traffic.

Mr. Zepko noted the current zoning is business/residential and campgrounds are not permitted.

Mr. Bonafede inquired as to whether town residents will have any say in uses on the parcel if it is annexed by the village.

Ms. Zahler responded that the Village will control development on these parcels and that the Town would have no authority if the land is annexed into the Village.

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

Vote: 5-0

Date Adopted: 2/9/21

OLD BUSINESS cont'd:

AUTHORIZATION TO CONTRACT WITH TC PLANNING & SUSTAINABILITY FOR DATA COLLECTION

RESOLUTION #58 OF 2021: AUTHORIZATION TO CONTRACT WITH TOMPKINS COUNTY PLANNING TO UPDATE DATA ON THE PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS IN THE TOWN OF ULYSSES

WHEREAS, the Comprehensive Plan for the Town of Ulysses adopted in 2009 was an excellent document intended to guide planning for ten years and was based on data gathered in 2007-2008 and

WHEREAS, the Ulysses Town Board is committed to developing an inclusive community process to review the current plan, progress toward the 2009 objectives, and will be seeking input from all sectors of our community in updating the Comprehensive Plan and charting a course for the next ten years and

WHEREAS, while the Town develops its community process for updating the Comprehensive Plan, it has an opportunity to update some of the data in Appendix 3 of the 2009 Plan which describes the Current Physical, Social, and Economic Conditions by contracting with the Tompkins County Department of Planning and Sustainability and

WHEREAS, the Town of Ulysses, anticipated starting the process with a data update and budgeted up to \$6,000 to begin this phase of the process; and

WHEREAS, the Tompkins County Department of Planning and Sustainability offered municipalities an opportunity to purchase planning services at a reduced rate to assist with local projects; and

WHEREAS, the Tompkins County Department of Planning and Sustainability has notified the Town of Ulysses that we are eligible to receive planning services for 2021 to help with updating selected data in Appendix 3 of the 2009 Comprehensive Plan at a cost not to exceed \$1,100; now therefore, be it

RESOLVED, that the Ulysses Town Board authorize the Supervisor to enter into a contract with Tompkins County for planning services during 2021 for up to \$1,100 using funds from Account B1440.4 Consulting Services.

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: 2/9/21

NEW BUSINESS (Cont'd):

JOINING THE TRUMANSBURG CHAMBER OF COMMERCE

RESOLUTION #59 OF 2021: AUTHORIZATION TO JOIN THE TRUMANSBURG CHAMBER OF COMMERCE

WHEREAS, the Town of Ulysses supports our local businesses and wishes to support the Trumansburg Chamber of Commerce in their efforts to promote and assist area businesses; now therefore be it

RESOLVED, the Town of Ulysses join the Trumansburg Chamber of Commerce at a membership fee of \$40.00 for 2021 payable from the Supervisor's CE line 1220.4

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: 2/9/21

SCHEDULE PRESENTATION ON COMMUNITY CHOICE AGGREGATION

Ms. Zahler noted that Mr. Carroll has offered to this presentation on a clean energy initiative.

Mr. Boggs not in favor of aggregation because he believes it eliminates competition, costs more and that residents should be able to opt in, rather than having to opt out.

PRIVILEGE OF THE FLOOR (3 min limit per person):

Ms. Kempski asked whether residents will be considered on the ad hoc committee. Ms. Zahler responded that she is unsure but the committee will reach out to neighbors. Ms. Kempski further inquired about the motor home on the Grassroots property. Mr. Zepko will follow up.

Ms. Bouchard added that there will be a public hearing on annexation before the board takes action on it.

Ms. Sanchez, a Falls Road resident, feels that they will be highly affected if the annexation is accomplished. She is concerned about having a say and devaluation of her property.

The board discussed the annexation process and keeping the public updated.

APPROVAL OF MINUTES:

RESOLUTION #60 OF 2021: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from Town Board meetings held January 26, 2021.

Moved: Ms. Bouchard Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 2/9/21

AUTHORIZE PAYMENT OF CLAIMS:

RESOLUTION #61 OF 2021: APPROVAL 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 30 and 31 in the amount of \$253.20;
- HB (Cemetery Bridge Replacement Capital Fund) fund voucher number 17 in the amount of \$230.00;
- and for all other funds vouchers numbered 22 through 72 in the amount of \$495,580.27

Moved: Ms. Zahler

Seconded: Mr. Goldman

RESOLUTION #62: PAY FIRE/EMS IN TWO PAYMENTS

WHEREAS, Tompkins County has secured a Bridge NY Grant, administered by the Town of Ulysses (“Town”) as the fiscal agent, for the renovation and reconstruction of the bridge on Cemetery Rd. near the intersection with Lake St. (“Bridge Project”); and,

WHEREAS, the Town and the Village of Trumansburg (“Village”) routinely share ongoing maintenance of Cemetery Rd. and the aforementioned bridge; and,

WHEREAS, the opportunity exists for the Village to improve water main connections in and around the bridge as a result of the Bridge Project; and,

WHEREAS, the Bridge NY Grant is a reimbursable grant which requires the Town to maintain excess cash on hand for cash flow purposes related to the Bridge Project; and,

WHEREAS, the Town has requested that it be allowed to pay the Village monies due for contracted Fire protection and EMS coverage for calendar year 2021 in two payments instead of the single payment required by the Fire and EMS contracts; and,

WHEREAS, the Town requested that the Village accept a first payment for the 2021 Fire and EMS contracts in the amount of \$388,610.00, payable the week of February 8, 2021, and a second payment for the 2021 Fire and EMS contracts in the amount of \$259,073.00, payable no later than upon substantial completion of the Bridge Project; and,

WHEREAS, the Village believes that it is in the overall public interest and in the best interests of the Village to facilitate the reconstruction of the Cemetery Rd. bridge and improve Village water main connections in the process; and

WHEREAS, the Village of Trumansburg Board of Trustees voted on February 8, 2021 to grant to the Town of Ulysses the ability to pay for contracted Fire protection and EMS coverage in two payments, as previously described, as a one-time exception to the 2021 Fire and EMS contracts;

NOW THEREFORE BE IT

RESOLVED, that the Town of Ulysses acknowledges its appreciation to the Village of Trumansburg Board of Trustees and commits to pay for contracted Fire protection and EMS coverage in two payments, as previously described, as a one-time exception to the 2021 Fire and EMS contracts; and be it

FURTHER RESOLVED, that all other terms and conditions of the 2021 Fire and EMS contracts between the Town of Ulysses and the Village of Trumansburg remain unaltered and in-force.

Moved: Ms. Zahler Seconded: Ms. Bouchard

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

Vote: 5-0
Date Adopted: 2/9/21

VOTE ON RESOLUTION #61: PAYMENT OF CLAIMS:

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

Vote: 5-0
Date Adopted: 2/9/21

REQUEST FOR EXEC SESSION/SPECIAL TOWN BOARD MEETING:

The board agreed to hold a Special Town Board meeting for an Executive Session on Thursday, Feb. 11 at 9am.

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 8:54pm. This was seconded by Ms. Bouchard and passed unanimously.

APPENDIX:

TOWN REPORTS:

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	1
Disabled parking permits	9
Dog licenses and renewals	62
Marriage licenses	2
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$1349.01	TOTAL Collected for fees & licenses
\$854.18	stays in the town
\$494.82	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, provide notary services, issued marriage & dog licenses and disabled parking permits
 - participate in weekly Supervisor/Clerks office meetings
- Administer oaths of office for newly elected/appointed
- Emergency tasks during COVID-19:
 - Participate in periodic meetings with county health dept., community leaders, town staff
 - Send weekly listserv messages to residents including COVID resources
- Work on EV Charging fee structure- gather data and meet with Supervisor
- Meet with Supervisor & Highway Super to create process for maintenance requests

SAFETY COMMITTEE:

Held mtg. on 1/22 to prepare for annual emergency preparedness training and other safety items.

TAX COLLECTION TASKS:

- Collect taxes via mail, in-person payments, town drop box and on-line payments.
- Pay Supervisor weekly until levy amount reached (
- Have collected \$4,710,759 of \$5,418,223 (town + county levies) to-date.

WATER DISTRICT TASKS:

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

COMMITTEES/ASSOCIATIONS:

- Health consortium- Jan. mtg for Joint Committee on Plan Structure & Design was cancelled.
- Tompkins County Town Clerks Association- correspond via e-mail on a variety of topics including assisting new clerks

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart:

Highway Report For Jan 13th thru February 5th

SNOW EVENTS

- We have had 18 days of snow removal from roads. Taking 356 hours of time
- Using 520 Tons of Salt
- Using 830 Gallons of Diesel Fuel Using 205 Gallons of Gas
- Fleet Miles Covering 4750 Miles REPAIR
- T5... Lost Lug Nuts While Plowing Snow. Needed to be towed back to the shop. Fixed and back out clearing roads in a few hours
- T1.. Spinner motor needed brushes cleaned, Flat Tire T20.. Tarp Motor Replaced
- T21... Lights T10... Lights

REPORT IS SHORT DUE TO WEATHER KEEPING US BUSY

PLANNER/ZONING OFFICER- Submitted by Mr. Zepko

Planning Board

- 2 Jan – No meeting

Board of Zoning Appeals

- 20 Jan
- Area variance request for relief from side setback requirement in AR zone - Approved.

Planner Activity

- Cleaner Greener Grant (39053) – Project has officially been completed, awaiting disbursement of ~\$4,000 of funding
- Attended Tompkins County Stormwater Coalition meeting. Discussed EPA permit requirements
- Discussed upgrading or creating a new, more functional website
- Do opportunities exist to partner w/ other water quality groups?
- Annual contracts due
- Permitting Software – contacted two companies to schedule demonstrations and prepare revised quotes for software installation. Demonstrations scheduled for Feb.

SBL	Violation	Code	Action	Status
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28.-1-4.1	Building w/ out permit	Article II § 212-5 B & C and Article VIII § 212-54 F	Maintaining contact w/ owner	Secured architect & contractor – work planned for spring
23.-2-4	Violation of conditions of variance approval			Owner is working to create plan to remediate
18.-4-26.2	Violation of CZ zone requirements for logging plan	§ 212-55	Met with owner	Resolved
18.-1-3	Violation of conditions site plan approval & Stormwater Management	§ 149-4	Communicated with owner	Resolved

** NOAV – Notice of Apparent Violation

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

Building Permits issued	5
Plan Reviews	2
Certificate of Occupancy issued	0
Certificate of Compliance issued	0
Complaints Received	2
Complaints Resolved	2
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	18
New Site Inspections	1
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	2
Fire Safety Inspections	Lucas Report
Code Training Seminars	
County Assessment, Town, DOS Reports	2
Open property in violation cases	0
Property violations resolved	3
Building Permits issued	5
Plan Reviews	2

Value of Permits issued: \$327,300.00

Building Permit fees collected for month: \$1245.00

Plan Reviews

- 1 New Home Meeting with architect

Site Visits

- Ongoing monitoring of Erosion Plan/ Issue noted and meet with contractor on site to discuss issue and plan to fix issue and maintain site plan submitted to town.
- Pre-site visits x1 New Project
- Monitored removal of 3 run down properties. Meet with land owner about future construction on site.

CEO Activity

- 5 Foundation/Footer inspections/ 1 reinspection's needed
- 4 Building envelope inspections/ 1 reinspection's needed
- 2 Plumbing inspections/ 0 reinspection's
- Total inspection time of 60 hrs. for January
- 3 Properties Demolished and cleaned up. Monitored removal and air quality values. Sites clean and all debris removed per code
- Have pulled all old files accumulated during COVID for final inspections, 30 in all. Working through files to finish out C of O's and C of C's.
- Started Annual Report for NY state. On going

Zoning Enforcement

SBL	Violation	Code	Action	Status
18.-1-3	Erosion control	Not following site plan on file	Reviewed plan	Fixed/monitoring

RECREATION DIRECTOR-Submitted by Mr. Glennon:

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.
- In collaboration with Clerk, development of state required Communicable Disease Emergency Plan, which will end up being an annex to our overall emergency plan.
- Safety committee work: development of agenda for all-staff emergency meeting.
- Internal communications related to continued development of Emergency Prep Plan.

Active Grant Updates

- **NYSERDA Heat Pump Grant**
 - Internal Activities:
 - Coordination with Taitem on outstanding deliverables.
- **Cemetery Road Bridge over Trumansburg Creek (NYS DOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:

- Continued submission for reimbursement through NYSDOT.
- Communication with County regarding construction phase financing.
- 2/4 meeting with Village to discuss inclusion of waterline in project and construction phase financing.
- Communications with NYSDOT, ITCTC colleagues, and Inero on threshold for a program specific audit versus an organizational audit of all funds.
 - Definitive information regarding this topic is forthcoming.
- Engineer Update:
 - Right of Way work being conducted by NYSDOT is what we are currently waiting on to move forward with bidding.
- Next steps:
 - B&L will be the lead on the bidding process in the Spring.

Cemetery Bridge 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
11/10/2020	ADP Complete	Complete
12/28/2020	PS&E Submitted	Completed
January 2021	PS&E Approved by County & State	Completed
TBA	Construction Phase Authorized	
TBA	Advertisement	
1 mo. After ad	Letting	
4/26/2020	Contract Awarded	Likely to be pushed out a bit as of 2/5
Post 4/26/2020	PreCon Meeting	
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: no significant work activities related to this project during this period.
- Engineer update:
 - 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

Financially Related

- Week of 1/25 set aside primarily to conduct asset database data management in preparation for 2020 financial year reporting
 - This is a model I would like to consider in the future, isolating weeks for project work where minimal meetings are scheduled.
- AUD quote solicitation and subsequent follow up
- Williamson Law Book role access and training to Highway Superintendent
- Finishing up 2019 Audit related communications
- 2019 AUD communications and finalization with NYSOSC
- Resolution drafting support
- EOY projections vs. actual by fund
- Systems creation for reoccurring Rec program related expense
- 2021 cash flow work: to be finalized once 2020 is closed out
- CD investment roll over

HR/Payroll Related

- Payroll and human resource related work activities
 - Trouble shooting on a technical glitch in the Paychex system
- Work activities and communications regarding new hires related to the Rec Program
- Payroll certification to the County

Bookkeeper Supervision

- Oversight of financial year close and 2021 start up
- On-going review of expenditures, vouchering process
- Tax deposit

Water District 3

- 1/21 aerator project phone call
- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season. At this point I am tentatively setting aside the week of March 22nd to concentrate on the first phases of development.

Curry Road Structure Replacement

- BRIDGE-NY funding announced
- May 5th deadline for pre-review submission to DOT
- Details at: <https://www.dot.ny.gov/BRIDGENY>

Maplewood Hairpin Turn Structure

- Will work with Highway Superintendent on whether or not to apply for culvert funding via BRIDGE-NY

Upcoming

- AUD submission related work
- Cemetery Bridge project work related to financing, MOU w/Village,
- BRIDGE-NY funding application work

Meetings

1/19/2021 ITCTC Planning Committee Meeting 10am-10:45am

- *ITCTC operating budget at a 0% change from last year*
- Transportation funding: have your projects ready, likely that due to the pandemic, funding might not be seen in 2021.
- Carlos from FHWA: funding through 9/21, but at this time there has been no further information about additional funding.
- Recording
 - https://us02web.zoom.us/rec/share/FSnmuUNm6BklwR2a45mA0mHzrkGDLwKhm4YcPtIFuDbgeuwCJThHuDDQ6_GuZ4Or.wJ0VE16aAy4zDY_Z

Passcode: %1cyx@H7

SUPERVISOR'S REPORT- shared by Ms. Zahler

Town Board

- Followed up on action items from 1/12 Town Board meeting.
- Prepared materials for and followed up from 1/26 Town Board meetings.
- Attended two webinars on Town Board duties and laws by Association of NYS Towns.
- Met with other Town Supervisors to share approaches to COVID and budgeting and shared projects.
- Prepared Background Information on EV Charging Station and Fee Policy Issues
- Met with Attorney and Andy Hillman to revise Tree Law draft and prepared resolutions for the Town Board's review of a draft local law.
- Requested Planner John Zepko's help in preparing environmental reviews required for adoption of a local law.
- Researched elected official benefits and time card practices with Association of Towns
- Generated a draft list of possible work plan items for Town Board from previous discussions.
- Holding regular meeting with Deputy for input and consultation.
- Prepared background information on annexation.

Public Awareness/Engagement

- Worked with Katelin Olson on recruitment outreach to fill advisory board vacancies
- Met with videoconferencing consultant re: timing and assistance needed to install equipment to enable the Town Board, its committees and the court to hold hybrid, in-person and zoom meetings when pandemic eases.
- Convened monthly Community COVID call.
- Advocated for Trumansburg Nursery School staff to be included in vaccine program.
- Responded to a request to meet with a prospective candidate for Town Board for background information.

- Received a request for information about possible town funding from Farmers Market. Explained the process.

Town Hall Projects

- Worked with Town Clerk and Highway Superintendent to develop and implement a work order process for Highway staff to assist when available with Town Hall projects.
- Need to clarify Town Hall parking lot shared ownership and plowing responsibilities.

Budget

- Reviewed 2019 Audit draft and recommended minor changes.
- Assisted Budget Officer in seeking bids for 2020 AUD and preparing rationale for contracting out due to significant changes in accounting to comply with new accounting standards.
- Routine review of vouchers, signing checks, receiving taxes from Clerk.
- Clarified reporting requirements and timetable for United Way funding for Recreation program, Community-School project, and year round Youth Services contract with Cooperative Extension.
- Approved budgeted payments to contractors.
- Worked with 2nd Deputy/Budget Officer on securing sufficient cash flow for Cemetery Road Bridge Project.
- Regular meetings with Budget Officer to review budget & finances and resolve payroll issues.
- Worked with Budget Officer and Recreation Director on staffing, payroll and contracting issues for recreation programs.
- Met with Jason Molino re: reporting on Shared Services Plan recreation component.
- Reviewed and signed off on plans to re-invest town funds in CDs
- Reviewed sales tax revenues with Budget Officer and discussed timing for year end budget reviews and possible transfers into reserve accounts.
- Discussed possible approaches to budgeting with Budget Officer and Deputy Supervisor.

Water

- Worked with Attorney to completed Out of District User Agreements for Water District #1-CARS. They were sent with cover letters to users.
- Following
- Met with key players on water test results from WD3 to discuss exceedance at Health Department test hydrant and options for operating new mixer/aerator system to further reduce TTHMS
- Received new water sampling standards from Health Department,
- Need to prepare WD3 letter re: water test results.
- Discussed with Health Department Grassroots Festival water needs for campground.
- Need to arrange water reconciliation with Town of Ithaca

DOT Culvert Project

- Received notification of contractor award to replace culver on Rt 96 Summer 2021.
- Contacted field engineer to assure local concerns were addressed.
- Facilitated meeting of local water stakeholders with DOT engineers and contractor to coordinate their planning with our needs. More follow up needed.

Staffing and Administration

- Routine review of timecards, resolution of issues as needed.
- Weekly meetings with 2nd Deputy and Clerk to coordinate administrative planning and follow up.

- Held monthly staff meeting via zoom.
- Provided input on Emergency planning and notice required to Unions re: safety protocols.
- Consulted with Highway Superintendent on employee with COVID exposure.
- Visited Community-Education program at American Legion and coordinated with Health Department staff about possible use of that facility as a local vaccination site, when supply increases.
- Requested and reviewed staff monthly reports. Periodic check ins with staff.
- Received an annual report from Town Historian. And was updated on plans for historical markers at the old church and possibly Cayuga Nature Center, recently added to the Historic Register for its history as Cayuga Preventorium.
- Followed up on complaints about the old church by asking Code/Zoning Officer to check on progress and compliance with Town Board historic covenants attached to deed.

Planning

- Notified County Planning that a decision on whether to contract with them for a project to update data would be delayed until Feb. 9th
- Researched data in 2009 Comprehensive Plan that may be appropriate for updating.
- Discussed with Deputy Supervisor possible approaches to “plan to plan” for updating Comprehensive Plan. Will follow up with Planner John Zepko and plan for future discussion with Town Board.
- Revised Contracting resolution for discussion/action on 2/9/21
- Notified by Grassroots Festival representative of intention to petition to have their land annexed to the Village. Conducted research and provided background information for Town Board members.

Recreation

- Worked with Recreation Director and 2nd Deputy on staffing procedures & program planning.
- Visited program site.
- Consulted with Katelin on outreach for new youth commission members.

Energy/ Sustainability

- Arranged follow up meeting on new energy grants for 2/8 @ 11:00 AM

TOWN BOARD REPORTS:

*Respectfully submitted by Carissa Parlato, Town Clerk
2/--/2021*