

TOWN BOARD MEETING

Town of Ulysses

March 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 7pm.

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 (at 7:03pm)

Attorney for the Town- Peter Walsh (7:14pm- 8:02pm)

Town Planner- John Zepko

Planning Board Chair- Linda Liddle

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Lex Enrico Santi, David Gould

APPROVAL OF AGENDA:

RESOLUTION #70 of 2021: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for March 9, 2021 with the change of moving up the discussion of town parking.

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: 3/9/21

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES & COMMITTEE CHAIRS:

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

- COVID:
 - Vaccinations- eligibility has been expanded. 211 will start helping people navigate on-line appointments. About 20% of county residents have been vaccinated.
 - Positive COVID tests have decreased but there were 3 additional fatalities.
- Stop DWI & the Traffic Committee are merging into one committee.
- Much time has been spent on the Re-imagining Public Safety initiative.

Ms. Marino reported that the Conservation & Sustainability Advisory Committee (CSAC) is working on the following:

- Referring candidates to the town board for appointment to the new tree commission.
- Determining how the town can gain points towards the Clean Energy Community program to get grant funds. Adopting the Stretch Energy Code is an option.
- Planning for Arbor Day- the Town Board will need to do proclamation.

TOWN REPORTS:

(see Appendix)

Additions to reports:

Ms. Wright-

- AUD will get submitted by Insero
- Asked the board for suggestions to improve monthly financial reporting
- The Cemetery Bridge project is moving forward
- Attended an AOT webinar on the state budget

Town Board-

Ms. Bouchard gave the following updates on the Village of Trumansburg:

- The annual State of the Village will take place on 5/22
- Working on a plan to fix the footbridge behind the post office
- May adopt the Stretch Energy Code
- Winterfest is planned for 2021

Ms. Zahler noted that she attended the webinar to hear Senator Schumer's update on the federal stimulus package and gave an update on the Bookkeeper hiring process.

OLD BUSINESS:

UPDATE ON ELECTRIC VEHICLE CHARGING STATION FEE POLICY & RATES

Ms. Zahler shared that plans are under way to begin charging \$1/hr for the first 3 hrs and a higher fee for longer times. A few more details are needed from ChargePoint before advertising.

NEW BUSINESS:

AUTHORIZATION TO PURSUE BRIDGE NY FUNDING TO REPLACE DURLING ROAD BRIDGE

RESOLUTION # 71 OF 2021: AUTHORIZATION TO PURSUE BRIDGE NY FUNDING TO REPLACE DURLING ROAD BRIDGE

WHEREAS, the County Highway Manager has recommended and the Highway Superintendent and Deputy Town Supervisor have concurred that the condition of existing Durling Road bridge is in serious need of replacement to assure that vehicles traveling on these town roadways are safe and

WHEREAS, New York State funds an infrastructure improvement program that provides 95% of the cost for eligible projects through BridgeNY and

WHEREAS, there is \$8,000 available in the DA account for Engineering Consulting and

WHEREAS, the Highway Superintendent and Deputy Supervisor recommend that the Town should pursue funding in the upcoming cycle for the Durling Road Bridge project by seeking assistance from a qualified engineering firm to prepare the application, now therefore be it

RESOLVED, that the Ulysses Town Board authorizes the Highway Superintendent and Deputy Supervisor to seek interested and qualified firms to assist with the preparation of grant applications and further

RESOLVED, that the Ulysses Town Board will need to review and approve any applications for grant funding that clearly identify any local share commitments before an application may be submitted.

Moved: Ms. Zahler Seconded: Mr. Boggs

DISCUSSION:

It was noted that this project can be incorporated into the Curry Road Bridge project.

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

Vote: 5-0

Date Adopted: 3/9/21

ENCROACHMENT AGREEMENT FOR TOWN PARKING LOT

Mr. Walsh described the town's property lines and noted that the purpose of the agreement is to acknowledge the boundaries since the parking lot is shared with other neighbors.

RESOLUTION # 72 of 2020: APPROVING EXECUTION AND DELIVERY OF A CERTAIN ENCROACHMENT AGREEMENT WITH HOFFARCOR, INC.

WHEREAS, the Town by deed of Oiva Vesa and Marcia L. Vesa dated June 28, 1984 and recorded August 1, 1984 in the Office of the Tompkins County Clerk at Liber 603 of Deeds at

Page 400 owns property on which it maintains a parking lot serving the Town Hall (the "Property"); and

WHEREAS, a portion of the paving of said parking lot encroaches upon land at 38 East Main Street owned by Hoffarcor, Inc.; and

WHEREAS, steps serving the Hoffarcor property encroach upon the Property; and

WHEREAS, Hoffarcor in conjunction with a projected sale of the property at 38 East Main Street has requested that the Town enter into an encroachment agreement by which each party acknowledges the correct boundary between their respective properties and whereby each party permits the other to continue its encroachment; and

WHEREAS, counsel for the Town has reviewed and approved a certain Encroachment Agreement proposed by Hoffarcor; and

WHEREAS, it is deemed in the best interest of the Town to resolve any potential disagreement in good neighborly fashion;

NOW, it is hereby

RESOLVED, that the Town Board approves the entry by the Town of a certain Encroachment Agreement and authorizes and requests that the Supervisor of the Town execute and deliver said Encroachment Agreement and related documents as the act of the Town.

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: 3/9/21

DEVELOPMENT DISTRICTS: AN OVERVIEW AND PROCESS FOR REVIEWING REQUESTS

Mr. Zepko gave a presentation to help explain the definition and creation of Development Districts AKA Planned Development Districts. *(See attached flow chart)*

Board members asked questions, discussed how to move forward, agreed to hear presentations from applicants at the next meeting and requested background from Mr. Zepko on options discussed previously with applicants.

APPROVAL OF PUBLIC EMPLOYEE EMERGENCY PLAN FOR COMMUNICABLE DISEASES

RESOLUTION # 73 of 2020: APPROVAL OF PUBLIC EMPLOYEE EMERGENCY PLAN FOR COMMUNICABLE DISEASES

WHEREAS, a Public Employee Emergency Plan for the Town of Ulysses has been developed in accordance with the amended New York State Labor Law section 27-c and New York State

Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable and,

WHEREAS, the draft was provided to Teamsters Local 317 on February 4th, 2021 for feedback as required by the amended New York State Labor Law and

WHEREAS, the draft plan was reviewed by the members of Teamsters Local 317 on March 9, 2021 and

WHEREAS, no content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship,

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board hereby approves this Public Employee Emergency Plan of 2021 and further

RESOLVED, that the Ulysses Town Supervisor is hereby authorized to sign the approved plan and submit the final document to New York State as required by April 1, 2021 and further

RESOLVED, that the approved plan shall be distributed to each employee of the Town of Ulysses.

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: 3/9/21

REVIEW & DISCUSS PROPOSED REIMAGINING PUBLIC SAFETY REFORMS FROM TOMPKINS COUNTY

Tompkins County must submit their plan to NYS by April 1. Ms. Zahler suggested that the board consider holding a public forum on the issue and making a public comment. Mr. Boggs suggested getting feedback from town residents.

Ms. Koreman noted that the plan was developed by a consultant, the county administrator, and staff. The legislature has a very short timeframe in which to consider and vote on it, and it will likely take years to implement.

Ms. Olson said that changes in Ithaca City policing will have an effect on the sheriff's department who provides enforcement for the town.

Ms. Koreman said that any feedback can be submitted to Clerk of the Legislature Cathy Covert.

OTHER TOPICS FOR FUTURE MEETINGS

Ms. Zahler shared the following items for upcoming meetings:

- End of 2020 budget & reserve contributions
- Town Grants for Community Groups- revised process
- Work plan

PRIVILEGE OF THE FLOOR:

Mr. Howarth cautioned the board in creation of Development Districts, based on his zoning committee experience. He noted that many fail. It sets a precedent for development creep.

Ms. Marino added that the board should consider what recourse/enforcement action the town has/can take when rules aren't followed in Development Districts.

APPROVAL OF MINUTES

RESOLUTION # 74 OF 2021: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from Town Board meetings: February 23, 2021 and Special Town Board Meeting for Advice of Counsel on February 26, 2021.

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: 3/9/21

RESOLUTION # 75 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 voucher #32 in the amount of \$287.50;
- HB (Cemetery Bridge Replacement Capital Fund) fund voucher #18 in the amount of \$17,798.75;
- All other funds vouchers #73 through 124 in the amount of \$101,273.18

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: 3/9/21

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:21pm. 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	4
Dog licenses and renewals	42
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$615	TOTAL Collected for fees & licenses
\$565.	stays in the town
\$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, 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
- HR tasks- prepare for Bookkeeper turnover

SAFETY COMMITTEE:

- Held Annual Staff Emergency Preparedness Training in coordination with Deputy Supervisor.
- Created draft Emergency Plan mandated by NYS and sent to union for feedback before sending to Town Board for approval.
- Met with new worker' comp carrier to learn about procedures/course offerings

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 \$4,795,515.88 of \$5,418,223 (town + county levies) to-date.

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Created and mailed quarterly water bills, collect and post water payments

COMMITTEES/ASSOCIATIONS:

- Health consortium- attended Feb. mtg for Joint Committee on Plan Structure & Design.
- Tompkins County Town Clerks Association- correspond via e-mail on a variety of topics including assisting new clerks
- Habitat Nature Preserve- scheduled meeting for March 15

HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart:

Snow Events:

- 14 Days of Snow and Ice removal
- Resulting in Approximate Numbers
- 549 Tons of Salt
- 3120 Miles Covered.
- 600 Gallons of Fuel
- 235 Gallons of Gas

Haul material for stock:

- 1 B's 100 Tons
- 1 A's 72 Tons
- 442.29 Miles covered.

Repairs:

- T21 Wheel Split.
- T10 Power Steering Box
- T5 , T10 Hydraulic Lines
- Greased T10, T21 and T22

Misc:

- Continually check Pipes and roads for debris and blockage in front of culverts to avoid flooding / Erosion.
- Worked on Office and Breakroom. Made Office smaller and Breakroom bigger.
- Jason Fulton checked Fire Extinguishers and updated them.

PLANNER/ZONING OFFICER- Submitted by Mr. Zepko

Planning Board

- 2 Feb – Minor subdivision of a Flag Lot - Approved

Board of Zoning Appeals

- 17 Feb - Area variance request for relief from side yard setback requirement in AR zone - Adjourned

Planner Activity

- 1 Feb – Met w/ Deputy Supervisor M. Wright – Emergency Management Planning
- 2 Feb – Web demonstration of municipal software program SmartGov

- 8 Feb - Attended Town Board meeting
- 9 Feb – Attended Town Board meeting
- 10 Feb – Attended ToU Emergency Preparedness Meeting
- 10 Feb – Met with Dude Solutions regarding SmartGov municipal permitting program
- 10 Feb – Attended Tompkins County Stormwater Coalition Meeting
- 10 Feb – Attended webinar: Battery Storage Safety, Research, and Testing
- 12 Feb - Web demonstration of municipal software program Integrated Property System (IPS)
- 18 Feb – Attended webinar : Stormwater Best Management Practices
- 23 Feb – Attended webinar : Digital Pathways to Resilience
- 26 Feb – Attended Town Board meeting

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

Building Permits issued	3
Plan Reviews	6
Certificate of Occupancy issued	2
Certificate of Compliance issued	25
Complaints Received	1
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	45
New Site Inspections	25/CofC Inspections
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	2 CofO inspections
Fire Safety Inspections	3
Code Training Seminars	5
County Assessment, Town, DOS Reports	Lucas Report
Open property in violation cases	3 Hrs
Property violations resolved	3/ Demolition of derelict Violation

Value of Permits issued: \$40500.00

Building Permit fees collected for month: \$354.00

Plan Reviews

- 3 New Home Meeting with architect / 1 rejected for code compliance and resubmitted

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 x6 New Project

CEO Activity

- 3 Foundation/Footer inspections/ 1 reinspection's needed
- 2 Building envelope inspections/ 1 reinspection's needed
- 2 Plumbing inspections/ 0 reinspection's
- Total inspection time of 120 hrs. for Feb.
- 25 Final inspections For CofC 2 For CofO
- Continuing to work through back log
- Started Annual Report for NY state. Wrapping up this month
- 1 stop work order issued, corrected 3/3/2021 Permit issued plus Fine

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:

Current Programs:

Middle School Program:

- Week three of session three begins this week. The current session is planned to continue through until the Easter/School Break.

Spring Programs:

- Spring baseball and softball: Registration opened on Monday, March 1st through RecDesk. There are four age divisions and five different programs. The programs are Tee-Ball I & II (COED); Coach Pitch (COED); Kid Pitch Baseball and Kid Pitch Softball. Registration ends April 12th. Coaches and Parents meetings are set for the week of April 19th. As of Friday, March 5th we have 30 registrations.

Baseball/Softball Program Dates

- Registration opens March 1st and ends April 12th
- Coaches Meeting and Parents Meeting: Week of April 19th
- Practices and Games are Tuesdays and Thursdays starting at 6:15 PM for baseball
- Practices and Games are Mondays and Wednesdays for softball
- Programs Begin: April 26th for softball and April 27th for baseball
- Games end June 3rd (the older age programs may end mid June)

Spring Track

- The spring track program registration will open on March 29th. The program is currently scheduled to begin the week of May 3rd and end the week of May 31st. The program instructor has agreed to return again this spring to implement the program.

Spring Tennis

- A tennis program is being planned. A tennis instructor has been recruited and a program is being developed to run 2-3 days per for five weeks beginning the week of April 26th. Registration for the tennis program will open on March 29th.

Summer initiatives:

- Summer camp pre-registration is scheduled to open on March 15th to secure spots for the summer recreation camp program. We are currently working with the school district to secure the use of the elementary school to run the program. The summer recreation camp program will run for six weeks this summer beginning on June 28th and ending August 6th.
- Back up plans to utilize different locations are being sought out to ensure that summer camp will open for 2021.

Camp staffing

- Summer camp job postings will open on March 15th for all camp staff positions. Interviews for staff will begin in April. Staff training for camp will be scheduled for the week of June 21st. Recruiting for camp staff will take place at Trumansburg HS and the surrounding colleges.

Additional initiatives:

- Working with the Jacksonville Community Association, the recreation department set up a meeting with a professor in the SUNY Cortland Recreation department to seek assistance with a maintenance and management program for the park. The professor has agreed in principle to assist the association as a semester project with graduate and undergraduate students. A meeting between the town recreation department and the association has been proposed to explore the options of running small summer and seasonal camps at the park to utilize the 10 acres. The meeting is proposed for the week of March 8th.
- The interim report to the United Way is due on March 31st.

SECOND DEPUTY SUPERVISOR- Submitted by Ms. Wright:

Emergency Related

- All-staff emergency meeting 2/10
- Coordination with Clerks' office regarding adequate sanitation supplies at the Town Hall

Active Grant Updates

- **NYSERDA Heat Pump Grant**
 - Internal Activities:
 - Coordination with Taitem on outstanding deliverables.
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Continued submission for reimbursement through NYSDOT.
 - Communication with Village regarding construction phase cash flow.

- 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.
- MOU drafting for Village waterline inclusion
 - Note that this MOU is no longer needed due to the fact that the Village will no longer be pursuing the inclusion of the waterline in tandem with the construction phase of this project.
- 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
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
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)**
 - No significant work activities since last reporting period.

Other Work

Miscellaneous

- Standing weekly meetings: Clerks office, Supervisor, Bookkeeper

Financially Related

- Continued work with asset database development in preparation for 2020 financial year reporting
- Final 2020 budget modifications

HR/Payroll Related

- Payroll and human resource related work activities

- Work activities and communications regarding new hires related to the Rec Program

Bookkeeper Supervision

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

Water District 3

- Recommissioning of WD3 working group to meet on a regular basis
- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - o Timing of this unknown

BRIDGE NY Submission

Curry Road Structure Replacement & Maplewood Hairpin Turn

- o BRIDGE-NY application process communications
- o LDSA engineer short list solicitation of Expression of Interest
- o Prereview for culvert applications due to NYSDOT 4/14
 - o Feedback from NYSDOT allows for stronger final submission
- o Details at: <https://www.dot.ny.gov/BRIDGENY>

Upcoming

- Bookkeeping work during transition
- 2020 financial year summary to Board, planned for 3/23 meeting
- BRIDGE-NY application related activities including selection of design engineer

Meetings & Trainings

- 2/15 & 2/16 AOT Annual Conference
- 2/16 BRIDGE NY mandatory webinar training
- 2/19 ITCTC TIP update meeting

SUPERVISOR'S REPORT- Submitted by Ms. Zahler

Administrative/ Staffing:

- Worked with Budget Officer, Clerk and County Human Resources on updating job description and posting bookkeeper opening
- Met with Bookkeeper for exit interview 3/4/21
- Met weekly with Clerk and 2nd Deputy to coordinate Town Board follow up and administrative work plans
- Met with Highway Superintendent, Code/Zoning Enforcement Officer, Planner/Zoning Officer, Town Historian, and Budget Officer for updates.

Capital Projects & Town Hall:

- Worked with 2nd Deputy on Memorandum of Understanding with Village re: Cemetery Road Bridge and Village Water Line. Village plans changed so no MOU needed.
- HVAC followed up with 2nd Deputy, Taitem and Interstate to attempt final close out.
- With Clerk and Highway Superintendent developed a Town Hall repair list for Highway Department to assist with as time allows.
- Coordinated installation of videoconferencing equipment between contractor and Highway. A training program will be provided to key staff using the system. We will be ready when public meetings resume.

- Received grant funding from Office of Court Administration to install automatic door opener on rear door of town hall to improve access for those with mobility impairments.

Legal:

- Worked with Attorney re: Encroachment agreement with Hoffmire re: shared parking lot.
- Conducted research on annexation case law.

Water:

- Prepared update for Water District #3 users in Jacksonville on violations, budget changes, and aerator status. (See attached for sample)
- Prepared quarterly reports for Tompkins County Health Department.

Historian:

- Town Historian John Wertis is preparing 3 grant requests for the Pomeroy Foundation to fund historic markers at: Old Church in Jacksonville; former County Home on Perry City; and Cayuga Nature Center
- John provided copies of the History Center's most recent publication: Exploring Tompkins- A Local Government Handbook to Town Board members and Clerk.

Intermunicipal:

- Met with Town Supervisors for monthly networking call 2/15
- Attended Tompkins County Council of Governments meeting 2/25

COVID/ Emergency Planning

- Attended weekly calls with Tompkins County re: updates.
- Attended monthly networking call with Town Supervisors
- Followed up with Union re: review of Draft Emergency Plan

Planning:

- Comprehensive Plan Update: Received, reviewed and signed agreement with Tompkins County Planning Department for update of socio-economic and land use data.
- Development districts- met with Planner about requests and process to prepare for 3/9/21 TB meeting

Respectfully submitted by Carissa Parlato, Town Clerk
3/19/2021