

TOWN BOARD MEETING

Town of Ulysses

May 11, 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

Second Deputy Supervisor- Michelle E. Wright

Town Clerk- Carissa Parlato

Conservation & Sustainability Committee (CSAC) Chair- Roxanne Marino (at 7:02pm)

Planning Board Chair- Linda Liddle

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator)

APPROVAL OF AGENDA:

RESOLUTION #95 of 2021: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for April 27, 2021, with the deletion of the resolution that pertains to water tank/aerator safety.

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: 5/11/21

PRIVILEGE OF THE FLOOR:

(none)

BUDGET MODIFICATIONS:

RESOLUTION # 96 OF 2021: APPROVAL OF BUDGET MODIFICATIONS

Resolved that the Ulysses Town Board approve the following budget modifications:

A FUND BUDGET MODIFICATIONS

A7020.123	RECREATION PS – WINTER STAFF	INCREASE	\$1,141.32
<i>Evolving recreation programming in the context of COVID resulted in a higher than originally budgeted staffing expense for winter programming.</i>			
A7020.124	RECREATION PS – SPRING STAFF	DECREASE	\$1,141.32
<i>Anticipated underspending in this line based on updates to programming plan.</i>			

HB FUND BUDGET MODIFICATIONS

To correct modifications approved on 4/13/21

HB1620.21	ENGINEER CE	INCREASE	\$20,945.68
<i>This is a budgeted expense. During the 2020 budgeting season, engineer design work was expected to be complete at the end of 2020. This action moves this expense and related revenue below into the 2021 financial year.</i>			
HB3097	ST AID - CAPITAL PROJECTS	INCREASE	\$19,898.40
<i>95% funded by BRIDGE-NY grant.</i>			
HB2397	CAPITAL PROJECTS-OTHER LOCAL GOVERNMENTS	INCREASE	\$1,047.28
<i>Per MOU, this project is 5% funded by Tompkins County, the owner of the Cemetery Road Bridge.</i>			

(Original Modifications from the 4/13 meeting:)

HB1620.21	ENGINEER CE	INCREASE	\$35,140.59
<i>This is a budgeted expense. During the 2020 budgeting season, engineer design work was expected to be complete at the end of 2020. This action moves this expense and related revenue below into the 2021 financial year.</i>			
HB3097	ST AID - CAPITAL PROJECTS	INCREASE	\$33,383.56
<i>95% funded by BRIDGE-NY grant.</i>			
HB2397	CAPITAL PROJECTS-OTHER LOCAL GOVERNMENTS	INCREASE	\$1,757.03
<i>Per MOU, this project is 5% funded by Tompkins County, the owner of the Cemetery Road Bridge.</i>			

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: 5/11/21

PAYMENT OF CLAIMS

RESOLUTION # 97 OF 2021: APPROVAL OF CLAIMS

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

- HA fund (Water District 3 Capital Project) vouchers 33 and 34 in the amount of \$14,065.90;
- and for all other funds vouchers numbered 177 through 221 in the amount of \$208,431.11.

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: 5/11/21

STAFF/COMMITTEE REPORTS:

(see Appendix for reports submitted in advance of the meeting)

From Representatives & Committee Chairs:

Ms. Liddle shared a presentation on updates from the broadband committee and included the following action items:

- conducting a study to develop a plan to deliver broadband to underserved communities
- developing an open access model
- making financial projections
- defining construction/maintenance costs

Ms. Marino reported that the Conservation & Sustainability Advisory Committee (CSAC) is working on the Clean Energy Communities campaign for clean heating, cooling, and insulation.

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

- Started budget process
- About 50% of county residents have had first vaccination

Town Staff & Board Reports:

The following was shared:

From Ms. Wright-

- Cemetery Bridge- bids will be opened on Friday
- April financial report will be updated as it didn't include Rec Dept revenue of \$10K
- Sales tax payment was larger than expected
- Shared and explained the April financial report and how to make it more accessible to the board

Ms. Zahler shared an update on the bookkeeper position.

From Ms. Bouchard-

- Village board discussed:
 - National heritage approval
 - Regulations regarding the legalization of recreational marijuana
- Rec partnership
 - Discussion of funding formula and whether to include 2020 stats in the formula

From Ms. Olson-

- Youth commission is planning a needs-assessment survey for next fall
- No BZA meeting last month or this month
- Chamber of Commerce is in transition

From Mr. Goldman-

- Planning board met twice

From Ms. Zahler-

- Thanked Ms. Olson for taking care of stuff in her vacation absence
- Pop up COVID clinic on Thursday
- Exec Order for remote meetings continues through May 27

NEW BUSINESS:

OSC AUDIT- PROCESS OVERVIEW

Ms. Zahler and Wright gave an update on the current audit from the NYS Office of the State Comptroller (OSC), noting that they are currently conducting board/staff interviews. The entire audit process will take about 6 months.

2021 BUDGET PROCESS DISCUSSION

The board discussed the following:

- setting a time for a special meeting to discuss process
- ideas on how to create a policy for allocating funds to the community
 - a sub-committee of Mr. Goldman, Ms. Olson, Parlato & Wright was named to help develop a policy
- holding a community forum before the tentative budget is completed

UPCOMING MEETINGS:

- Mid-year Fire/EMS meeting- Thursday, May 20, 4-5:30pm
- Summer Recreation Program presentation 5/25
- Scheduling an Executive Session for matters leading to the appointment, employment, promotion, demotion, of a particular person- Friday 5/21

PRIVILEGE OF THE FLOOR:

(none)

APPROVAL OF MINUTES:

RESOLUTION # 2021-98: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from Town Board meeting on April 27, 2021.

Moved: Ms. Goldman

Seconded: Ms. Bouchard

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Ms. Bouchard aye

Vote: 5-0

Date Adopted: 5/11/21

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:18pm. This was seconded by Ms. Bouchard and passed unanimously.

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

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364
Reporting Period April 1 – April 30, 2021

Plan Reviews

- 3 New Home Meeting with architect/ homeowner /1 home build paused for Zoning issue, 2 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Pre-site visits x3 New Home builds

CEO Activity

- 5 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 3 Building envelope inspections/ 1 reinspection's needed
- 5 Plumbing inspections/ 2 reinspection's Issue resolved
- Total inspection time of 100 hrs. for March.
- 1 C of O's issued, 5 C of C's issued
- Continuing to work through back log
- Completed 4 credit hours NY energy code for Recert.
- Attended Software meeting
- Code research for 14 different issues approximately 12 hours
- Meet with John regarding possible way of enforcement for a few different issues.
- Field work with John regarding Zoning issues

Zoning Enforcement

SBL	Violation	Code	Action	Status
18.-1-3	Erosion control	Not following site plan on file	Reviewed plan	Fixed/monitoring
		2 visits were after heavy rain	4x Site visit No issues	Ongoing

Planning & Zoning Updates

John Zepko, Environmental Planner, CPESC, CFM

Reporting Period 1 April – 30 April 2021

Planning Board

- No Meeting in March

Board of Zoning Appeals

- No Meeting in April

Planner Activity

- 15 April – Attended webinar: Linking Conservation & FEMA Community Rating System
- 20 April – Attended webinar: Model Local Laws to Increase Resilience

Zoning Enforcement

- 1377 Taughanock Blvd – property owner has obtained services of architect and general contractor. Demolition of illegal addition scheduled to begin in May.
- 6211 Brook Road – property owner has agreed to submit a work plan, with milestone schedule, to bring the property into compliance with conditions of variance approvals. Work plan was not submitted by second week of April, as was previously agreed. Staff has attempted to contact the property owner unsuccessfully.
- Received complaint regarding barking dog that are used as animal deterrent for agricultural operation. Researched possible remedies and referred to NYS Dept of Ag. & Markets.
- 8434 Falls Road- Received written complaint of camper being used as residence. Upon further investigation, a notice of Apparent Violation was issued.
- 3201 Perry City- Received written complaint of camper being used as residence. Upon further investigation, a notice of Apparent Violation was issued.
- 4026 Podunk - Received written complaint of camper being used as residence. Upon further investigation, the camper is likely being utilized at the location of a fire-damaged structure. Incident referred to CEO Washburn for further review under NYS Code.

** NOAV – Notice of Apparent Violation

Town of Ulysses Clerk's Office
MONTHLY REPORT for APRIL 2021
Submitted by Carissa Parlato 5/5/2021

LICENSES/PERMITS issued:	#
Sporting licenses	6
Disabled parking permits	8
Dog licenses and renewals	43
Marriage licenses	4
Plumbing permits	1
Address assignments	1
Notarizations	8
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$1110.50	TOTAL Clerk fees & licenses collected
\$906.09	stays in the town
\$204.41	goes to the state
\$2146.00	Building & Zoning fees collected and deposited in supervisor acct.

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, collect building & zoning fees
 - 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 e-newsletter messages to residents including COVID resources
- HR tasks- health & dental insurance changes
- Got trained on new videoconference/in-person hybrid meeting set up
- Coordinated town hall landscaping
- Participated in Bookkeeper interviews
- New addressing

SAFETY/EMERGENCY COMMITTEE:

- Met with Michelle & John to strategize for updating town emergency plan

TAX COLLECTION TASKS:

- Submitted final reports to Tompkins County. Awaiting settlement agreement.

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collected and posted water payments
- Monthly reporting to the bookkeeper to reconcile accounting
- Scheduled internal water working group meeting for May 20

HABITAT NATURE PRESERVE COMMITTEE:

- Held meeting on April 19
- Scheduled spring clean up work day for May 1
- Got new parking signage

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- Joint Committee on Plan Structure & Design April mtg cancelled.

Highway Report May 2021

Installed 3 Driveway Pipes [HoneyBee Ln, 2 on Glenwood Hts]

Improving Shoulders on Iradell, Brook, Agard and Curry Roads

Swept Stone, Mud from various roads caused by Farm Equipment.

Cold Patched various holes in roads

Placed LED lightbars on both of our Tractors for oncoming traffic to see us better.

Fixed multiple hoses on both tractors.

Chris and Steve attended 811 Dig Safe class

Scott Stewart attended Ditching Webinar. Rebecca Schnieder hosted

Helped County with sealing Halsyville, Podunk and Waterburg Roads

Updated Fire Alarm System an Added Cameras

Working on Capitol Plan



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us
Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

Building & Code Enforcement Office
607-387-9778 ext. 231

Buildings & Code Enforcement Report for *April 2021* SUBMITTED AT MAY 2021 TOWN BOARD MEETING

Building Permits issued	7
Plan Reviews	3
Certificate of Occupancy issued	1
Permits Renewed	0
Complaints Received	1
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	17
New Site Inspections	3
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	5
Fire Safety Inspections	Ongoing
Code Training Seminars	4 Energy code credits
County Assessment, Town, DOS Reports	3
Open property in violation cases	4
Property violations resolved	1

Value of Permits issued: \$374,600.00

Building Permit fees collected for month: \$1,565

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Recreation Department Report
May 6, 2021

Created by: Will Glennon, Recreation Director

Spring Programs:

Baseball/Softball Program Update

- Tee Ball 1 - 40 participants (3 teams)
 - Designed for four teams, could only find coaches for three teams
 - Volunteers were very challenging to find and hold onto. Many volunteers initially committed to coaching and then backed out.
- Tee Ball 2 - 36 participants (3 teams)
 - Volunteers are very difficult to find, but all teams have coaches that took on the roles.
 - Recruited three SUNY Cortland baseball players to assist with the program. Two of which are also Physical Education students.
- Coach Pitch - 28 participants (2 teams)
 - Two very strong and committed coaches.
 - Games are scheduled towards the end of the month of May/Beginning of June.
- Kid Pitch - 23 participants (2 teams)
 - Strong committed coaches
 - 10 games scheduled for two teams.

Spring Track

- Program started on Wednesday 5/4
- 44 participants in grades k-6
- Program operated by Andrew Burton for the 5th year.
- All participants will receive a t-shirt

Spring Tennis

- The tennis program started on April 26th.
- Beginner - 13 registered participants
- Beginner/Intermediate - 3 registered participants
- Program has experienced poor weather to date (4 cancellations due to weather).

Summer Programs/Camps:

- All camps except for one are at capacity.
- Camp application to operate has been submitted.
 - Additional documents will be submitted once staff has been hired

- A Camp Director and Assistant Camp Director have been interviewed and second interviews/offers are imminent. Background checks will be conducted and approved prior to official hire.
- Plans to utilize TCAT and/or the TBurg bus company are being planned and reviewed. Using TCAT for transportation to Taughannock park would create a village to park transit that is currently unavailable. The cost is also significantly less than using the district school buses.
- A half-day camp option is still being considered
- Pre and Post camp care will be available for families. Camp guidance for the summer of 2021 has not been announced as of yet. The guidance could alter how pre/post camp and half-day camps operate.
- Current registration totals as of Thursday 4/8/21
 - Week 1 - 50 registered
 - Week 2 - 50 (18 waitlist)
 - Week 3 - 41
 - Week 4 - 50 (2 waitlist)
 - Week 5 - 50 (4 waitlist)
 - Week 6 - 50

Camp staffing

- Summer camp positions have been posted. Positions for at least half the camp have been interviewed. Recruitment for counselors is on-going.

Additional initiatives:

- Program complaint process for the recreation programs is now being drafted and considered for future complaints.

Emergency Related

- Weekly calls with TC and DOH

Bookkeeper Search

- Review applicants
- Minor involvement in recruitment work

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Continued submission for reimbursement through NYSDOT.
 - B&L leading us through bid advertisement, opening, and award. Latest update will be provided at meeting.

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	Complete
January 2021	PS&E Approved by County & State	Complete
April 2020	Construction Phase Authorized	Complete
April 2020	Advertisement	In progress
5/14/2021	Bid opening	Soon!
Spring 2021	Letting	
Summer 2021	Pre-Construction Meeting	
Summer 2021	Begin Construction	
Fall 2021	Construction complete	

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Work with Municipal Solutions and MRB on financial reporting to EFC
 -

Other Work

Miscellaneous

- Standing weekly meetings: Clerks office, Supervisor

Financially Related

- Preparation and communications pertaining to NYSOSC audit
- Meetings with several department heads regarding how to read and review monthly financial reports.

- Culture of improvement: the goal is to turn the monthly financial monitoring process into a team effort so that the operational staff who are most familiar with those account lines are empowered to understand and review their status on a regular basis.
- I'll be asking those department heads that I haven't met with yet to schedule a 30 minutes session to go over the monthly financial report review process.

HR/Payroll Related

- Payroll and human resource related work activities
- NYSLRS reporting problem solving

Bookkeeper Work and Supervision

- Financial month end close out and reporting through April, caught up!
- Transition communications
- Training and continued work temporary help
- Daily bookkeeper tasks (deposits, pre-pay vouchering and check writing)
- On-going review of expenditures, vouchering process

Water District 3

- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - Timing of this unknown

BRIDGE NY Submission

Durling Road, Curry Road Structure Replacement & Maplewood Hairpin Turn

- BRIDGE-NY application process communications
- Submission for pre-review for all structures
- Letters of support drafting and requests
- Details at: <https://www.dot.ny.gov/BRIDGENY>

Upcoming

- Review of bids for Cemetery Bridge replacement
- Preparations for the 2022 budget creation season
- Bookkeeping work and tasks associated with recruitment of new bookkeeper
- BRIDGE-NY application submission
- Bid process for Cemetery Road Bridge

Meetings & Trainings

- Will report in June