

## TOWN BOARD MEETING

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Town of Ulysses

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May 25, 2021

Audio of the minutes are available on the website at [ulysses.ny.us](http://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

Deputy Supervisor- Katelin Olson

Board members- Michael Boggs, Mary Bouchard, Rich Goldman

Town Clerk- Carissa Parlato

Second Deputy Supervisor- Michelle E. Wright

Recreation Director- Will Glennon

Highway Superintendent- Scott Stewart

Planning Board chair & Tompkins County Broadband Committee Representative- Linda Liddle  
(at 7:28pm)

Attorney for the Town- Peter Walsh

OTHERS PRESENT:

Matt McKenna (MRB engineering), Ben Werner (Barton & Loguidice engineering)

### **APPROVAL OF AGENDA:**

#### **RESOLUTION 2021-99: APPROVAL OF AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda as amended for May 25, 2021 as amended.

Moved: Mr. Goldman

Seconded: Ms. Olson

Ms. Zahler                    aye

Ms. Olson                    aye

Mr. Boggs                    aye

Mr. Goldman                aye

Ms. Bouchard               aye

Vote: 5-0

Date Adopted: 5/25/21

### **PRIVILEGE OF THE FLOOR:**

*(none)*

### **PRESENTATION: RECREATION PROGRAM**

Mr. Glennon drew attention to the brief that he submitted to the board prior to the meeting showing current programs and financial updates, and highlighted the following:

Summer camp:

- Expect all to meet current COVID capacities with a wait list
- NYS COVID regs were recently updated to include that 36 campers can mix together with proof of vaccination
- Programs will take place at the fairgrounds with COVID protocols
- Has agreement with TCAT to transport campers from fairgrounds to Taughannock Park, along with one school bus
- Working on hiring staff

Spring program has been successful with programs in tennis, track, softball, baseball and t-ball.

*Mr. Glennon was excused at this time (7:32pm).*

### **BRIEF REPORTS & ANNOUNCEMENTS:**

#### **Staffing Updates**

Ms. Zahler announced that Blixey Taetzsch will join the town as a bookkeeper, and Town Planner, John Zepko will be moving on to a new position in the Town of Lansing in mid-June.

#### **COVID Safety Protocols**

Town staff are fully vaccinated but still wearing masks at this time.

#### **OVERVIEW OF AERATOR PROJECT:**

Mr. McKenna gave an overview of the Water District 3 aerator project. In addition to installing an aerator, the town updated/upgraded its water communication technology (SCADA). The project has been successful so far in achieving its goal of reducing THM levels.

Mr. Boggs encouraged waiting for a few more months to see how well it is working since the water takes a while to move through the system.

#### **OLD BUSINESS:**

#### **CONTINGENT ACCEPTANCE OF BID FOR CEMETERY BRIDGE REPLACEMENT**

##### **2021-100 CONTINGENT ACCEPTANCE OF BID FOR THE REPLACEMENT OF CEMETERY ROAD BRIDGE OVER TRUMANSBURG CREEK (BIN 3210360)**

WHEREAS, the Town of Ulysses received a \$932,758 BRIDGE-NY grant to design and replace the Cemetery Road Bridge, and

WHEREAS, the Town of Ulysses conducted a competitive bidding process in collaboration with the Design Engineers Barton and Loguidice, and

WHEREAS, Barton and Loguidice have recommended accepting the bid based on the methodology outlined in the bid specifications document, and

WHEREAS, NYS Department of Transportation will provide approval to accept the bid upon review of the contract award package, and

WHEREAS, Tompkins County has been made aware that the bid is over and above the original budget created by the County in the grant application and has confirmed that the local share of this project will be 100% covered by the County, and

WHEREAS, the Memorandum of Understanding with Tompkins County and the Town of Ulysses will be updated as soon as possible to reflect the updated amounts,

BE IT RESOLVED that the Ulysses Town Board accepts the bid received on May 14th, 2021 for \$833,831 submitted by Economy Paving contingent on NYS Department of Transportation's approval of the bid, and be it further

RESOLVED that the Town Board authorizes the Supervisor to sign the contract with Economy Paving in the form to be approved by the Town Attorney.

Moved: Mr. Goldman                      Seconded: Mr. Boggs

**DISCUSSION:**

Ms. Olson expressed concern about rising materials costs. Mr. Werner noted that the NYSDOT will cover the costs in this case. There is also contingency money that can be used for this or anything else that may come up unexpectedly.

The group further discussed cash flow and timeline.

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

Vote: 5-0

Date Adopted: 5/25/21

*Mr. Werner was excused at this time (8:03pm).*

**ASSURING SAFE MAINTENANCE OF THE NEW BLOWER COMPONENT OF THE AERATOR IN WATER DISTRICT #3 TANK**

Ms. Zahler noted that there are 3 options for providing safe access to maintain the blower component:

1. Install a rooftop guardrail and non-skid surface
2. Relocate the blower from the tank roof to the ground for easier access
3. Contract servicing out to the manufacturer

Mr. McKenna shared Gerwitz' estimates for options 1 and 2.

**Discussion of option 1:**

Mr. Zahler asked Mr. Stewart whether the water crew would feel safe going up on the roof of the tank if a guardrail were installed. He responded in the affirmative.

**Discussion of option 2:**

Mr. McKenna described the estimate received from Gerwitz for this option and noted that noise may be an issue for neighbors so a sound enclosure is suggested.

**Discussion of option 3:**

Ms. Olson was concerned about being dependent on a single company centered in North Dakota for service.

**Further discussion:**

Mr. McKenna encouraged doing option 1 or 2 now while they have the grant money and because it's a good idea to have a safety area on the roof regardless.

Mr. Boggs feels that they should wait to do anything for a year or so until it is time for servicing.

The group further discussed the topic before deciding to wait on taking action.

*Mr. Walsh excused at this time (9:16pm).*

**NEW BUSINESS:**

**RESOLUTION # 2021-101: APPROVAL OF AMENDMENT #2 FOR AERATOR/MIXER WIIA GRANT PROJECT #18217**

WHEREAS, the Aerator/ Mixer TTHM remediation project budget of \$314,800 has had some spending variations from the original line item projections and

WHEREAS, MRB Group has been retained as the lead engineer on the project and

WHEREAS, the Ulysses Town Board must authorize the Town Supervisor to approve any amendments to the approved project budget, and

WHEREAS, MRB, Municipal Solutions, the Deputy Supervisor and Supervisor met to review revisions in the grant spending as described in the proposed Amendment #2 and

WHEREAS, the Ulysses Town Board has reviewed Amendment #2, now therefore be it

RESOLVED, that the Ulysses Town Board authorizes the Supervisor to approve Amendment #2 to WIIA Project \$18,217.

Moved: Ms. Olson                      Seconded: Ms. Bouchard

DISCUSSION:

Mr. Boggs expressed concern on the additional costs since many were out of the town's control.

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

Vote: 4-1

Date Adopted: 5/25/21

**REVISED 284 HIGHWAY PLAN FOR 2021**

**RESOLUTION # 2021-102: AUTHORIZATION OF REVISED HIGHWAY AGREEMENT #284 FOR 2021**

WHEREAS, pursuant to section 284 of Town Highway Law, the Ulysses Highway Superintendent must annually present a summary of how Town-allocated funds for highways shall be spent, subject to Town Board approval and

WHEREAS, the Town Board and Highway Superintendent agreed on a 284 plan for 2021 at the Town Board’s Organizational Meeting held January 6, 2021 and

WHEREAS, the Highway Superintendent has received notification that the combined funding from New York State for CHIPS, PAVE NY and EWR will increase from the 2021 Town-budgeted amount of \$89,501 to \$217,165.18, and

WHEREAS, the Highway Superintendent has presented an updated 284 plan showing how increased funding will be used to provide additional highway improvements in Ulysses during 2021, now therefore be it

RESOLVED, that the Ulysses Town Board approves the updated Highway 284 Agreement dated May 20, 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: 5/25/21

**AUTHORIZATION TO PURCHASE BUDGETED 550 TRUCK FOR HIGHWAY**

**RESOLUTION # 2021-103: AUTHORIZING THE HIGHWAY SUPERINTENDENT TO PURCHASE 2022 FORD F-550**

WHEREAS, a total of \$65,000 was budgeted for the purchase of the F-550 into the appropriation line DA5130.2 Machinery EQ in the 2021 budget, and

WHEREAS, underspending on the purchase of the zero-turn mower has left a balance of \$67,350 in the Machinery EQ line, and

WHEREAS, the Highway Superintendent has received a quote for \$67,911.82, dated 4/30/2021 with quote number 32174, for the replacement of Truck 5 (T5), F-350 flatbed, which is a planned purchase per the Highway Capital Equipment Plan for heavy duty hauling and snow plowing,

WHEREAS, the overage in the balance of the Equipment EQ line of \$561.82 will be covered by a budget modification from an underspent expense line at the time of payment, estimated to be late this year, and

WHEREAS, the source for these purchases and quotes is a vendor who has been awarded a Contract with Onondaga County (contract # 7974), per the Town’s Procurement Policy and

General Municipal Law §103(3), purchases made using County or State contracts are exceptions to competitive bidding requirements,

BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor and Highway Superintendent to proceed with the purchase of the replacement vehicle from the Onondaga County contract not to exceed \$67,912, under materially the same terms and conditions as this vendor contracted with Onondaga County.

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: 5/25/21

**AUTHORIZATION TO PURCHASE NEW FIRE HYDRANT FOR WATER DISTRICT #3**

**RESOLUTION # 2021-104: AUTHORIZING USE OF FUNDS TO PURCHASE A REPLACEMENT FIRE HYDRANT**

WHEREAS, a Town fire hydrant was damaged on May 19, 2021 and was replaced with the only stock hydrant, and

WHEREAS, the Water District Operator obtained two quotes to replace the stock hydrant per the Town of Ulysses Procurement Policy,

NOW, THEREFORE, BE IT

RESOLVED that the Ulysses Town Board authorizes the expenditure of \$2,906.48 from the SW3-8340.2 · WD3 Trans/Dist EQ equipment expense line to purchase a stock fire hydrant from Core and Main.

Moved: Ms. Zahler                      Seconded: Mr. Goldman

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

Vote: 5-0

Date Adopted: 5/25/21

**APPOINTMENT OF PROJECT ASSISTANT**

**RESOLUTION # 2021-105: APPOINTMENT OF PROJECT ASSISTANT**

WHEREAS, Second Deputy Supervisor Michelle E. Wright has notified the Town that she will be moving outside the Town of Ulysses; and

WHEREAS, her current position requires residency in the Town of Ulysses and

WHEREAS, the Ulysses Town Board and Town Supervisor wish to retain her as a valued employee of the Town while the Town re-evaluates the most appropriate approach to providing staff support for Town governance; and

WHEREAS, Tompkins County Personnel has confirmed that the position of Project Assistant is a viable temporary solution; and

WHEREAS, upon appointment of a Town Bookkeeper, the increased the hours assigned to Michelle E. Wright in Resolution 2021-67 to assure the Town’s bookkeeping functions are fulfilled, are no longer required, now therefore be it

RESOLVED, that the Ulysses Town Board appoint Michelle E. Wright as a Project Assistant effective May 30, 2021 as a salaried employee based on a combined 32 hours a week at the original salary approved in the in the 2021 Approved Budget.

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: 5/25/21

**BUDGET MODIFICATION**

**RESOLUTION 2021-106: BUDGET MODIFICATION TO REFLECT REVISED HIGHWAY AGREEMENT 284 & PROJECT ASSISTANT**

**A FUND BUDGET MODIFICATIONS**

A1220.14	Supervisor Project Assistant PS	INCREASE	\$13,444.80
<i>This is the balance (for non-Budget Officer related work) of Michelle E. Wright’s salary for the pay period starting May 30 through the end of 2021.</i>			
A1220.12	Deputy Supervisor PS	DECREASE	\$13,444.80
<i>This line was the account used for half Michelle’s salary, due to change in residency, moving funds for her salary for the rest of the year to the Project Assistant line, this position does not have a residency requirement. The other half of her salary, coming from A1220.132 Budget Officer PS, will not need to be modified as that position does not have a residency requirement.</i>			

**DB FUND BUDGET MODIFICATIONS**

DB5112.2	Highway Capital Improvement	INCREASE	\$ 127,664.18
<i>Increase in CHIPS, PAVE NY, EWR funding per NYSDOT letter dated May 10<sup>th</sup>, 2021. This increase will be added to the original budgeted amount in this line of \$89,501 for a modified budget total of</i>			

*\$217,165.18. This figure is the total amount of funding available through state aid this year per the NYSDOT letter. This additional state aid will increase the Town's capacity to conduct more permanent highway improvements in the 2021 financial year, as reflected in the 284 agreement.*

DB3501	NYS CHIPS (PAVE-NY, EWR)	INCREASE	\$ 127,664.18
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*See above.*

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: 5/25/21

**PRIVILEGE OF THE FLOOR:**

Mr. Bonafede asked about Grassroots summer concert/camping plans as posted on their website and whether they have approval from the town to proceed.

Ms. Zahler noted that the town has not yet received an application for a permit from Grassroots.

**APPROVAL OF MINUTES:**

**RESOLUTION 2021-107: APPROVAL OF MINUTES**

RESOLVED, that the Ulysses Town Board approve the minutes of the regular meeting held May 25, 2021 and Special Town Board meetings held May 20, 2021 to review Fire/EMS services and May 21, 2021 Executive Session for personnel matters.

Moved: Ms. Bouchard                      Seconded: Ms. Olson

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

Vote: 5-0

Date Adopted: 5/25/21

**ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 10:07pm. This was seconded by Ms. Olson and passed unanimously.

*Respectfully submitted by Carissa Parlato, Town Clerk  
6/4/2021*