

TOWN BOARD MEETING

Town of Ulysses

August 10, 2021

Audio of the minutes are available on the website at ulysses.ny.us.

The meeting was held at the Town Hall at 10 Elm St., Trumansburg. Members of the public joined in person and 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 7:03pm.

ATTENDANCE:

The Town Clerk called the roll:

TOWN OFFICIALS PRESENT:

Supervisor- Nancy Zahler

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

Budget Officer- Michelle E. Wright

Deputy Town Clerk- Sarah Koski

OTHERS PRESENT:

Via Zoom: Roxanne Marino, Anne Koreman (joined at 7:55pm)

In person: Joan Kingsley (left meeting at 8:08pm)

APPROVAL OF AGENDA:

RESOLUTION 2021-143: APPROVAL OF MEETING AGENDA

RESOLVED that the Ulysses Town Board agenda for August 10, 2021 is approved as amended: adding two new resolutions regarding remote meeting procedures and COVID protocols for town meetings.

Moved: Mr. Boggs Seconded: Ms.Bouchard

Zahler aye

Olson aye

Boggs aye

Goldman aye

Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

PRIVILEGE OF THE FLOOR:

Joann Kingsley, who is involved with the Grassroots festival, wonders if there is any follow up on the noise ordinance discussion. Ms. Zahler noted that the board will discuss the topic at tonight’s meeting but will not be making any decisions tonight.

STAFF REPORTS:

(See Attached)

Roxanne Marino: CSAC Committee is still working on the community clean energy campaigns. Working with the town clerk’s office to get updates on the town website and will be working on another public outreach effort to get more involvement.

Ms. Wright provided budget updates. Budget request worksheets have been sent to the Town Board. Cost of living projections are 5-6%, which are much higher than usual. The board will need to consider this for 2022 staff salaries. Budget modifications will be needed to reconcile underspending in some employee benefits lines.

Mr. Boggs asked if any of the budget requests could be for the federal relief money (ARPA); specifically he is wondering about spending to upgrade the water meters for Water District 3. Ms. Wright replied that yes, this would be an appropriate budget request, but those requests should be separated from regular budget requests for clarity.

Ms. Olson asked if committee chairs were also involved in the budgeting request process. Ms. Wright responded that they had not been included in the initial round of budget requests, but Ms. Zahler agreed with Ms. Olson that committees should be involved in budget requests. Ms. Wright will send budget request worksheets to chairs of the various town boards and committees.

Ms. Bouchard clarified that ARPA funds will show as revenue in the budget. Ms. Wright and Ms. Zahler further clarified that there are guidelines around these funds that will be accounted for in the budgeting process.

Mr. Goldman met with Ms. Wright to work on budget projections.

Ms. Olson reported that the Chamber of Commerce is meeting again. They are planning a meet and greet event and moving ahead with promoting the area’s businesses.

CONSENT AGENDA RESOLUTIONS 144-147:

Discussion: Mr. Boggs wants to check with the Village to make sure the proposed storage shed meets any setback requirements on the property. He also wants to make sure the shed will be well secured and perhaps include lighting.

WHEREAS, the Ulysses Town Board has reviewed the following resolutions 144-147 thoroughly and is satisfied that the resolutions are sufficiently clear and do not require further explanation or discussion, now therefore be it

RESOLVED that Resolutions 144-147 are hereby approved as printed.

Moved: Ms. Zahler Seconded: Mr. Boggs

- Zahler aye
- Olson aye
- Boggs aye
- Goldman aye
- Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

BOARD AUTHORIZATION FOR CONTRACT EXTENSION WITH GERWITZ & MCNEIL FOR WATER DISTRICT 3 TTHM REMEDIATION AERATOR PROJECT

RESOLUTION 2021-144: BOARD AUTHORIZATION FOR CONTRACT EXTENSION WITH GERWITZ & MCNEIL FOR WATER DISTRICT 3 TTHM REMEDIATION AERATOR PROJECT

WHEREAS, the Town of Ulysses has entered into a Water Infrastructure Improvement Act (WIIA) grant agreement with the New York State Environmental Facilities Corporation (EFC), project number 18217; and
WHEREAS, resolution 2020-135 initially authorized the contract with Gerwitz & McNeil Electric, Inc. as the low bidder for the TTHM Remediation Aerator Project; and
WHEREAS, resolution 2021-109 authorized an increase of \$1,395 in the overall cost of the project due to the increase cost of the guardrail installation; and
WHEREAS, due to delays in steel lead times, the final payment for the contract will be delayed until after guardrail installation; now therefore
BE IT RESOLVED, that the Ulysses Town Board authorizes the Ulysses Town Supervisor to sign a contract extension to 12/31/2021 which includes the approved increase from \$214,209 to \$215,604.

REQUESTING A TRAFFIC STUDY TO REDUCE THE SPEED LIMIT ON FALLS ROAD

RESOLUTION 2021-145: REQUESTING A TRAFFIC STUDY TO REDUCE THE SPEED LIMIT ON FALLS ROAD

WHEREAS, Falls Road is a Town road within the Town of Ulysses and
WHEREAS, the residents of Falls Road experience a high volume of traffic during the annual Grassroots Festival of Music and Arts which attracts up to 15,000 patrons, many of whom park and camp on Falls Road property owned by the Fingerlakes Grassroots Festival, Inc and
WHEREAS, residents have requested a speed study, and
WHEREAS, the road is narrow and includes two dangerous curves and several driveways with limited visibility and
WHEREAS, a regional representative of the Department of Transportation who viewed the road felt that a reduction from the standard 55 mph to a lower might be warranted given the conditions, and
WHEREAS, the Ulysses Highway Superintendent has reviewed the road conditions and supports a speed study and a speed reduction, contingent on enforcement, and
WHEREAS, §1622 of the New York State Vehicle and Traffic Law establishes the law regarding speed limits on town highways, and
WHEREAS, this law states that the department of transportation, upon the request of the county superintendent of highways of a county, and the town board of the town affected with respect to town highways in such town outside of cities or villages, may, by order, rule or regulation: (1) Establish maximum speed limits at which vehicles may proceed on or along such highways higher or lower than the fifty-five miles per hour statutory maximum speed limit. No such limit shall be established at less than twenty-five miles per hour, except that school speed limits may be established at not less than fifteen miles per hour, (2) Establish maximum speed limits at which vehicles may proceed on or along all such highways lying within an area as designated by a description of the boundaries of such area submitted by the county superintendent of highways of a

county and the town board of the town affected lower than fifty-five miles per hour statutory maximum speed limit. No such limit shall be established at less than thirty miles per hour,
NOW, THEREFORE BE IT

RESOLVED that the Town Board of the Town of Ulysses supports the request for a speed control investigation by NYSDOT to determine if the speed limit for Falls Road from Taughannock Park Road to Cemetery Road for the safety of residents, Festival tourists, drivers, bicyclists and pedestrians, and further

RESOLVED that the Town Board directs the Town Clerk to submit a certified copy of this resolution to the Tompkins County Highway Manager requesting that they accept and submit our request to the NYSDOT.

AUTHORIZATION TO REQUEST AND RECEIVE GRANT FUNDING FOR RECREATION EQUIPMENT STORAGE

RESOLUTION 2021-146: AUTHORIZATION TO REQUEST AND RECEIVE GRANT FUNDING FOR RECREATION EQUIPMENT STORAGE

WHEREAS, in 2019, the Town of Ulysses, through a Memorandum of Understanding with the Village of Trumansburg, became the sponsor of year-round recreation programs and

WHEREAS, the Recreation Director and his staff require a safe and accessible facility to store recreation equipment for Town-sponsored programs, and

WHEREAS, the current location at the Middle School is not consistently available, especially when schools are closed for repairs, and

WHEREAS, the Ithaca Rotary Club is inviting one time grants from local organizations, now therefore be it

RESOLVED, that the Ulysses Town Board hereby authorizes the Recreation Director to submit a grant proposal requesting up to a maximum of \$600 and requiring no local match for an equipment storage shed to be located at Town Hall and further

RESOLVED, that if approved, the Town Supervisor is authorized to accept the grant funds as revenue to be used for the purchase of an acceptable shed.

APPROVAL OF JULY 27, 2021 MINUTES

RESOLUTION 2021-147: APPROVAL OF JULY 27, 2021 MINUTES

RESOLVED, that the Ulysses Town Board has reviewed and hereby approves the minutes of the July 27, 2021 meeting as presented.

OLD BUSINESS:

DISCUSSION ON SCOPE OF NUISANCE OR NOISE ORDINANCE BASED ON PUBLIC INPUT

The board is in the process of exploring the types of nuisance/noises that garner the most complaints from town residents: loud/late music, persistent barking, smoke, etc. Mr. Goldman pointed out that enforcement is problematic, as loud noises usually occur after business hours and are difficult to measure. Ms. Zahler pointed out that we are a right to farm community, where agricultural sounds and odors are allowed and will be protected by New York State Ag and Markets.

Ms. Zahler noted that there is a complaint form that is already in place that residents can submit to the code enforcement office.

Mr. Boggs's understanding is that the public was concerned that there would be a solid month of the Grassroots festival, which did not come to pass; that there were more low-key weekends. He asked Ms. Kingsley if she knew if there were intentions of keeping this new format (a month long schedule) or if the festival intends to revert to the typical four day festival. Ms. Kingsley replied that it's her impression that the festival will return to its regular four day schedule going forward.

Mr. Goldman suggested working with the Village to develop an ordinance that covers both jurisdictions as sound travels across borders.

Fireworks: Ms. Zahler shared that our current code does not regulate specifics of fireworks displays in the town. Mark Washburn (Code Enforcer) has been working with properties that apply for fireworks permits, who have in turn been reaching out to community members to notify them about upcoming fireworks events.

Smoke: Ms. Bouchard wondered if this would apply to wood stove smoke, outdoor fire pits, etc., and not just cigarette smoke? Ms. Zahler shared that the City of Ithaca does not allow smoking on the Ithaca Commons, but that is a public space that is not comparable to the town. The fairgrounds are private property.

Ms. Zahler noted that lakeshore residents often complain about the noise from Jet-skis and cigarette boats.

Ms. Bouchard wonders if fireworks regulations could be combined into the noise ordinance, as it's the noise that's a concern for residents, not the visual component.

Ms. Olson pointed out that small retail fireworks are already regulated by New York state – there are certain timeframes they are allowed. That language should be incorporated into any future ordinance to avoid confusion.

Mr. Goldman asked what would happen currently if there was a noise complaint – would residents call the sheriff to investigate? Ms. Zahler shared a personal experience that she called the state police to complain about a very late, loud party and the state police did indeed respond to the call. Ms. Olson suggested checking with the sheriff's office to clarify the procedure.

Ms. Zahler stated that the existing noise ordinance in the town does not apply to the Fairgrounds. Ms. Olson clarified that the current zoning allows fairs, concerts, racing, live entertainment, circuses, etc. on the fairgrounds properties without special permitting. All special events and public celebrations are exempt from noise ordinances but there is no specific definition of "public celebrations."

NEW BUSINESS:

BOARD AUTHORIZATION FOR INSURANCE BROKERAGE SERVICES

Ms. Wright shared the process of reviewing the town’s current insurance brokerage and rating options for insurance potential brokerage for the town.

RESOLUTION 2021-148: BOARD AUTHORIZATION FOR INSURANCE BROKERAGE SERVICES

WHEREAS, resolution 2021-129 notified the Town Board of the Request for Proposal (RFP) process for insurance brokerage services;

WHEREAS insurance brokers are considered a professional service according to the Town’s procurement policy, which defines professional services as “...services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.”; and

WHEREAS, a qualitative rating matrix was used to evaluate insurance brokers who submitted proposals; and

WHEREAS, the Town is appreciative and grateful to the previous insurance brokers; and

WHEREAS, the Town would like to ensure the most competitive insurance coverage price by working with a broker that works with a relatively high number of insurance carriers, while also maintaining product quality and customer service; now therefore

BE IT RESOLVED, that the Ulysses Town Board authorizes Town staff to establish insurance brokerage services with Tompkins Insurance to solicit bids for all of the Town’s insurance needs.

Moved: Mr. Boggs Seconded: Ms. Olson

Discussion: Mr. Goldman asked if the different types of insurance are being bundled to make sure the best price will be provided to the town? Ms. Wright explained that the RFP process is not based on quotes, but quality of service. The broker the board chooses will then obtain quotes. Mr. Boggs asked what type of insurance the town needs? Ms. Wright replied: general liability (automotive, inland marine, elected official coverage, crime coverage), short term disability, paid family leave, among others.

Mr. Goldman is concerned that one broker may not get the best price for all these types of insurance. Ms. Wright feels that Tompkins Insurance works with many carriers and deals with several municipalities and will be able to get the best prices for the town.

Zahler	aye
Olson	aye
Boggs	aye
Goldman	aye
Bouchard	aye

Vote: 5-0

Date Adopted: 8/10/21

Ms. Zahler invited County Legislator Anne Koreman to give a report as she joined the meeting after reports were given. Ms. Koreman reported that the county has returned back to daily COVID case reporting as opposed to weekly. Cases are spiking along with hospitalizations. The county is strongly encouraging everyone to wear masks in public, as even vaccinated people are getting infected. The county has released data on positive cases which is available on the health department website. All county departments are requiring mask usage at county facilities. The county just passed a resolution requiring employees to either get vaccinated or to get tested weekly. Budgeting: the county is working on an application process to apply for ARPA funding. The county just purchased two buildings downtown for county operations. The county will rehabilitate these to be net-zero buildings. Ms. Zahler asked if the county will be selling any property. Ms. Koreman said that is still under discussion.

UPDATING TOWN BOARD MEETING RULES AND PROCEDURES RELATING TO REMOTE PARTICIPATION

Discussion: Mr. Boggs asked if a town board member should notify the town supervisor or the town clerk if they want to participate remotely? Ms. Zahler replied that notifying the town clerk would be the best course of action.

RESOLUTION 2021-149: UPDATING TOWN BOARD MEETING RULES AND PROCEDURES RELATING TO REMOTE PARTICIPATION

WHEREAS, the Town of Ulysses Rules and Procedures for Town Board Meetings as updated in 2018 added a section to permit remote participation by Town Board members and
WHEREAS, during the coronavirus all Town Board members and appointed officials serving on the Planning Board, the Board of Zoning Appeals and other advisory groups subject to the NYS Open Meetings Law, met remotely via Zoom videoconferencing which allows members of the public to be seen, heard and participate in public meetings and
WHEREAS, the Town has upgraded its videoconferencing technology to allow for sight and sound participation, now therefore be it
RESOLVED that the following changes highlighted below be made to the Section 4.5 of the Rules and Procedures be adopted as presented/ amended and further
RESOLVED, that the updated Rules and Procedures be distributed by the Town Clerk to all members of the Town Board, Planning Board and Board of Zonings Appeals.

4.5 Remote Participation in Meetings

The Ulysses Town Board authorizes both participation and voting by video conferencing of a Ulysses Town Board member who is not physically present at an official Ulysses Town Board meeting if the following requirements are met:

- a) At least three members of the Ulysses Town Board are present at the physical location of the Town Board meeting; and
- b) The location of the Town Board member who is not physically present at the Town Board meeting ~~member~~ is accessible to the general public; and

- c) The meeting notice informs the public that a Town Board member will be attending remotely, and **includes** details of the physical location **from which** ~~where~~ such Town Board member will be participating in the meeting remotely; and
- d) The Town Board member is visible to the general public on a screen at the location of the Town Board meeting (i.e. by video conferencing as opposed to telephone conferencing which is not permitted); and
- e) **Members of the public wishing to participate may do so by phone or videoconference.**
- f) The Ulysses Town Board member wanting to exercise this option notifies the Town **Clerk** at least 5 days in advance of the meeting where they cannot physically be present; and
- g) A Ulysses Town Board member following the above requirements may vote as though they were physically present at the Town Board meeting; and
- h) **A maximum of two** ~~Only one~~ Town Board members may exercise the option to participate remotely at a time. ~~Permission will be granted by the Town Supervisor on a first come, first served basis.~~
- i) **The Clerk shall post the locations of those participating remotely.**
- j) **This clause shall also pertain to participation in the public meetings of the Planning Board and Board of Zoning Appeals and other advisory boards subject to the NYS Open Meetings Law.**

Moved: Mr. Boggs Seconded: Ms. Olson

Zahler aye
 Olson aye
 Boggs aye
 Goldman aye
 Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

COVID PROTOCOLS FOR PUBLIC MEETINGS IN ULYSSES

Discussion: Ms. Zahler noted that the town attorney advised that entities can create mask mandates but it’s unclear if the town can mandate vaccination for public meeting participation. Ms. Olson clarified that the request for this protocol arises from members of town boards that are not comfortable participating in person without knowing the vaccination status of those in attendance. An alternative to requiring vaccinations would be to accommodate those board members to attend and vote remotely. Ms. Olson suggested tabling this resolution until the board can discuss alternative meeting accommodations.

Mr. Goldman asked Ms. Koreman if the county was requiring vaccinations to attend county meetings, and she replied that the county was not requiring that at this time.

RESOLUTION 2021----: COVID PROTOCOLS FOR PUBLIC MEETINGS IN ULYSSES -TABLED

WHEREAS, the COVID-19 pandemic is continuing and the presence of highly transmissible variants is increasing in our community, and
WHEREAS, the New York State State of Emergency has been lifted requiring all public meetings to be held in person and delegating COVID safety protocols to each business and organization, and
WHEREAS, to facilitate remote access to the meetings of the Town Board, the Planning Board and the Board of Zoning Appeals for elected and appointed officials, staff, and members of the public, the Town has installed videoconferencing equipment to connect those meeting in person at the Town Hall and those who wish participate remotely to be seen and be heard and included in the meeting as meeting rules permit, and
WHEREAS, for the safety of volunteers, staff and elected officials and members of the public, the Ulysses Town Board wishes to limit in-person participation to those who are vaccinated, now therefore be it
RESOLVED, that the Ulysses Town Board adopts a temporary policy to require members of the Board, staff, public, and/or petitioners to the Town Board wishing to attend public meetings in person to show proof of vaccination for the coronavirus when they sign in to the meeting and further
RESOLVED, that staff and members of the public will continue to have full virtual access to the public meetings via ZOOM and further
RESOLVED, that this policy is extended to the Planning Board and Board of Zoning Appeals, and any other Town advisory groups subject to the NYS Open Meetings Laws and further
RESOLVED, that this temporary policy shall expire December 31, 2021 unless rescinded or extended by resolution of the Town Board.

URGING NEW YORK STATE LEGISLATURE TO AMEND PUBLIC OFFICERS LAW §103(C) 3

RESOLUTION 2021-150: URGING NEW YORK STATE LEGISLATURE TO AMEND PUBLIC OFFICERS LAW §103(C) 3

WHEREAS, New York State Public Officers Law §103(c) states that, “A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen, and observe at any site at which a member participates”, and
WHEREAS, in response to the Covid-19 pandemic Governor Andrew Cuomo issued Executive Order 202.1 which suspended the requirement for in-person access by members of the public to any site from which a member participates remotely in a meeting of a public body, so long as said meeting is recorded and the public has the ability to view the meeting, and
WHEREAS, members of the Ulysses Town Board and its boards and committees have found the ability to hold meetings remotely to be highly efficient, convenient, and a cause for increased participation by members of the public who would not or could not otherwise attend in-person meetings, and
WHEREAS, the Ulysses Town Board has found that remote meetings have resulted in elected and appointed officials being able to attend meetings they might otherwise be unable to due to health conditions, travel, work, or personal responsibilities, to the overall benefit to the public, and
WHEREAS, modern videoconferencing technology has made the ability to conduct meetings remotely while safeguarding the necessity for public access a simple, streamlined process, and
WHEREAS, it is neither desirable nor practical to allow members of the public to attend or observe a member in-person in the member’s home or other private location, and
WHEREAS, this body recognizes the importance of the time-honored and time-tested practice of holding in-person, open meetings, now therefore be it

RESOLVED, That the Ulysses Town Board hereby petitions the New York State Legislature to amend Public Officers Law §103(c) to strike the requirement of public in-person access to every site where a member of a public body may participate in a remote meeting, so long as the public has the opportunity to attend the meeting either remotely or at a predetermined, public location where members are present in-person; and
 RESOLVED, further, That the Ulysses Town Board advocates for the codification of Governor Cuomo’s Executive Order 35 202.1 with respect to remote meetings, requiring that such meetings be both recorded and broadcast live; and
 RESOLVED, further, That the Ulysses Town Board requests a certified copy of this resolution be forwarded to Governor Andrew Cuomo, Assembly Speaker Carl Heastie, Assemblymember Anna Kelles, Senate Majority Leader Andrea Stewart-Cousins, and Senator Thomas O’Mara and to the Tompkins County Legislature.

Moved: Ms. Olson Seconded: Mr. Goldman

Zahler aye
 Olson aye
 Boggs aye
 Goldman aye
 Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

BUDGET MODIFICATIONS

RESOLUTION 2021-151: APPROVAL OF BUDGET MODIFICATIONS

SW3 FUND BUDGET MODIFICATIONS

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.44	Supplies CE	\$4,204.00	Increase	\$671.53	\$4,875.53
<i>To cover purchase of radio meters, per unit price higher than when budgeted. 20 radio meters purchased in total this year.</i>					

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.47	BOLTON POINT SERVICES	\$856.69	Decrease	\$671.53	\$185.16
<i>Same note as last month's budget modification that included this line: This is a new line for 2021 that hasn't been used yet due to the fact that the billing that comes from Bolton Point doesn't easily breakout cost of testing services from hourly rates for personnel and truck use. At this point, all expenses of that nature have been billed to the SW3-8340.42 Testing account line. The 8340.4_ CE lines were created in the 2021 budget, and in concept would be matched with our billing entry. Assessment of how this has been working will be done as part of budget season for 2022.</i>					

WHEREAS, the Town’s Budget Officer has presented and explained the attached Budget Modifications to the Ulysses Town Board and

WHEREAS, the Town Board has reviewed the budget modifications, now therefore be it
RESOLVED, that the attached budget modifications are approved as presented.

Moved: Ms. Bouchard Seconded: Ms. Olson

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

AUTHORIZATION TO PAY CLAIMS

RESOLUTION 2021-152: AUTHORIZATION TO PAY CLAIMS

RESOLVED that the Ulysses Town Board has reviewed and approves payment of claims for: HA fund (Water District 3 Capital Project) vouchers 38 and 39 in the amount of \$1,686.00; and for the HB fund (Cemetery Bridge Replacement Project) vouchers 24 and 25 in the amount of \$121,425.35 and for All other funds vouchers numbered 318 through 356 in the amount of \$56,922.90

Moved: Ms. Zahler Seconded: Mr. Boggs

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 8/10/21

PRIVILEGE OF THE FLOOR:

Ms. Marino would like the ARPA power point sent to committee members. She also noted that the sound quality of the zoom meeting tonight was quite poor. She would also like the noise ordinance discussion made public. She has concerns about regulating some of the details the board discussed such as smoke.

EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS: - TABLED

2022 STAFFING NEEDS DISCUSSION -TABLED

ADJOURN:

Mr. Goldman moved to adjourn the meeting at 9:21pm. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Sarah Koski, Deputy Town Clerk
8/12/2021*

APPENDIX

Supervisor's Report July 13- August 6, 2021

Nancy Zahler

Was out of town on vacation working reduced hours July 14-21.

Town Board

- Followed up on action items approved 7/27/21.
- Prepared materials for 8/10 mtg including an outline for noise ordinance; proposed changes in remote participation rules for TB meeting for consideration by TB; requested guidance from AOT on requiring proof of vaccination to attend in person meetings; overview of 2022 staffing recommendations for TB review before building 2022 budget.
- Consulted with Town Attorney on: outline needed for TB and community advocates to develop exotic animal ordinance; TB authority on change orders and selection of insurance broker; preparation for noise ordinance input mtg on 7/27; water district out of district user obligations.

Budget

- Worked with Budget Officer on budget planning process and developing estimates & updated timelines.
- Collaborated with Budget Officer to prepared ARPA presentation for TB on July 27
- Worked with Clerk on final version of Community Grants and publicity to solicit requests.
- Provided budgeting process background for Youth Commission.
- Followed up with Clerk and Budget officer re: handling Jacksonville Community Association payments authorized in July. A check will be issued so JCA can make payments directly and a financial report will be requested to reconcile.
- Met with Deputy Supervisor and Budget Officer to outline roles and functions within the Supervisor's office and to review upcoming staffing needs to prepare outline for TB discussion on 8/10.
- Requested and received EMS billing rates used in the region to recommend fees for 2022.
- Requested and received from Clerk's office research into area building & zoning fees for 2022 projections.
- Reviewed Insurance Broker proposals for 8/10/21 meeting.

Audit

Met with NYS Auditor and Budget Officer re: Information Technology audit recommendations. A number of helpful changes were recommended to improve our policies and security features. The formal audit report will not be prepared for several more months, but based on the verbal recommendations, it seems advisable to find an external computer systems consultant to review our hardware and software systems and current practices in light of current best practices to recommend ways to integrate and improve functionality for the future.

Staffing

- Routine meetings with Clerk and Budget Officer to coordinate follow up and planning for TB meetings, newsletter postings, contracts etc.
- Regular meetings with Budget Officer re: contracts, budget and TB actions needed.
- Check ins with Bldg & Zoning Code Officer; Recreation Director; Highway Superintendent.
- Met with Planner for updates on projects, guidance on meeting protocols and plans for covering the office while Planner was away. Fielded time-sensitive requests from applicants.
- Fielded request for handling time off for potential COVID testing & quarantine. Budget Officer has requested Bookkeeper prepare an update for TB for 8/24 on current policies, post NYS State of Emergency.
- Consulted with Highway Superintendent and Bookkeeper on Highway resignation.

Water

- Followed up with out of district users & Clerk re: next steps & status of plans.
- Secured Town of Ithaca approval to add users.
- Contacted Health Department and Bill Davis at MRB re: water quality issues related to possible extension from the end of Cold Springs Road.
- Requested Bolton Point conduct water testing from hydrant closest to Durling Road. Scheduled for 8/6/21.
- Reviewed Water Law re: Extensions with Town Attorney and prepared an internal memo re: next steps to clarify out of district users requests and terms and conditions.
- Following joint meeting with Town of Ithaca to reconcile water loss and reimbursement; Town of Ithaca sent revised bills to correct a discovered error on their part. Clerk sent revised accounting with request for reimbursement. Will be following up with Town of Ithaca Supervisor on status of payment.
- Prepared first draft of Quarterly Report to Water District #3 Users. Will be updated with DOT updates and most recent water testing results to be sent with water bills.
- Coordinated feedback from our water team regarding relocation of water line for DOT culvert project. Created news releases re: road closures for the public, in addition to emergency services and TCAT who were not contacted by DOT.

Union Negotiations

- Met with Bookkeeper re: comments on current labor agreement to prepare for update.
- Union steward reached out to Deputy Supervisor to have members meet her and discuss plans for the future.
- Talked with Superintendent about status of negotiations.
- More updates planned for full Town Board during Executive Session on 8/10/21.

PROJECTS & COMMUNITY OUTREACH

- Attended progress meeting on Cemetery Road Bridge.
- Tracking progress on DOT Culvert Project.
- Preliminary discussion with Planner and Deputy re: possible approaches for updating of comprehensive plan. No action taken.
- Represented Town Board at New Park Ribbon Cutting on 7/29.
- Correspondence with Tree Advisory Council re: improved access to Habitat Preserve for Mobile home park residents and possible tree plantings with balance of tree grant.
- COVID masking and meeting protocols- updated Town Hall requirements for all staff to mask indoors except in private offices; require all members of the public to mask; research into BZA request re: legality and feasibility of requiring vaccine documentation for in-person attendees at public meetings. To be discussed on 8/10.
- Provided feedback on value of donated Zoom subscription and received notice of continuation from Rene Carver.
- Responded to requests for information from CARS on outstanding requirements for their expansion project to add a facility on-site for female residents. Working with Bldg Inspector and CARS on possible contract for external inspector for large scale project.
- Contacted by Inn at Taughannock re: how they could improve outreach to neighbors.
- Received additional complaints re: late night, loud music during 3 day Grassroots Festival and fireworks display hosted by Inn at Taughannock.
- Received a request to use videoconferencing facilities at Town Hall for public meeting. Request withdrawn but we'll need to develop guidelines for when and how it may be used.

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period July 1 – July 31, 2021

Plan Reviews

- 5 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Pre-site visits x2 New Home builds

CEO Activity

- 8 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 8 Framing inspections/ 1 reinspection's
- 4 Plumbing inspections/ 0 reinspection's Issue resolved
- 1 Final inspection
- Total inspection time of 130 hrs. for June.
- 1 C of O's issued, 2 C of C's issued
- Continuing to work through back log
- Code research for 10 different issues approximately 12 hours
- Field work Meeting with homeowners and engineer regarding Zoning issues
- Falls Rd. monitoring for Special Event Permit's
- Research and meetings regarding Special Event Permit Application Shady Grove campground Behind falls tavern

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
	Burned out house Safety Violation	[NY] 108.1.1 Unsafe structure	Letter of violation sent	Awaiting response

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period July 1 – July 31, 2021

Received a Special Event Permit application For Shady Grove campground located behind the Falls Tavern. Requested 30 campsites and parking for 100. Health department Issued a campground permit and all certifications needed for the permit application.

Insurance requirements and permit fee received and a Special Event Permit was issued.

No violations to report for this Special Event permit.

Grassroots:

I was out every evening and late-night monitoring compliance attached to their Permit.

While monitoring, any questions or concerns I had, were addressed at that time and fixed immediately.

No major issues were note.

I will now be working on a post event review and provide a report when completed.

Town of Ulysses Clerk's Office
MONTHLY REPORT for JULY 2021

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	8
Disabled parking permits	9
Dog licenses and renewals	69
Marriage licenses	2
Plumbing permits	0
Address assignments	0
Notarizations	8
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$1264.50	TOTAL Clerk fees & licenses collected
\$920.07	stays in the town
337.43	goes to the state
\$2532.00	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, provided notary services, issued marriage & dog licenses and disabled parking permits, collected building & zoning fees, assigned new addresses as requested, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletter messages to residents including COVID resources, contract management
- Provided IT equipment inventory data to NYS auditors as requested
- Hosted Community Leaders meeting (monthly on 3rd Monday)
- Finalized Community Contract/Funding application, sent to prior organizations, created and posted fliers around town
- Updated asset database
- Trained Rec Director on procurement procedures
- Fielded Planning & Zoning inquiries

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collected and posted water payments
- Provided monthly reporting to the bookkeeper to reconcile accounting
- Provided our amount due to Town of Ithaca for annual water loss reconciliation for past 6 years

HABITAT NATURE PRESERVE COMMITTEE:

- Met to discuss signage, neighbors check-ins, possible future events and new trailer park owners

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- Joint Committee on Plan Structure & Design (meets every other month)- no July meeting

Town of Ulysses
MONTHLY WATER REPORT
July 2021

WATER DISTRICT 3:

- 250 users connected & using
- 52 in district and tapped into water main but continue to use private well (not using town water)

Testing

The following tests are mandated by the Tompkins County Health Dept.

<u>Test</u>	<u>Frequency</u>	<u>This month's result</u>
bacteria	Monthly	negative
DBP/THMs	Monthly	41ppm on Hyd. #60 (max of 80 allowed)
chlorine	Daily	Within normal range
Lead & copper	Every 3 yrs	<i>(next due in 2022)</i>

Financials

- Quarterly billings (Feb. May, Aug. & Nov.)

Maintenance

- Meters switched to radiohead (remote) meter readers:
 - 83 switched
 - 148 outstanding
 - # does not include trailer park sub-meters but does include master meter
 - estimated cost= \$195 each
- # Water main breaks discovered – 0
- Hydrant flushing:
 - Perry City Rd, Jacksonville Rd., Swamp College completed
 - In progress: Rte. 96, Cold Springs & Van Dorn's Rd.
- Tank/aerator updates:
 - TTHM rates reduced
 - Unsure of status of gate on top of tank

Water hook up requests (none completed)

- 1 in district, 2 out of district

Trainings

- Water District Operator is scheduled for training in August.

Water notifications to customers

- Preparing to send update along with water bills ~8/16 re:
 - Aerator & TTHM levels
 - Culvert replacement on Route 96 will shut down water temporarily

Water notifications to town from DOH

- *None this month*

Meetings

- Informal talks with Supervisor, Attorney, engineers, Bolton Point, and town staff on out-of-district user requests

OTHER TOWN OF ULYSSES WATER DISTRICTS:

WATER DISTRICT 1- CARS + 2 other users

WATER DISTRICT 2- ShurSave

WATER DISTRICT 4- 3 properties on Dubois Rd.

Submitted by Carissa Parlato, Water District Clerk, 8/6/21



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 *July 2021*
SUBMITTED AT AUGUST 2021 TOWN BOARD MEETING

Building Permits issued		8
Plan Reviews		4
Certificate of Occupancy issued		1
Permits Renewed		0
Complaints Received		1
Complaints Resolved		1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		30 Plus 3 Reinspection's
New Site Inspections		3
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		2
Fire Safety Inspections		Ongoing
Code Training Seminars		
County Assessment, Town, DOS Reports		3
Open property in violation cases		7
Property violations resolved		0

Value of Permits issued: \$136,111.00

Building Permit fees collected for month: \$932.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Board of Zoning Appeals

- A Variance application for relief from side and front yard setbacks for a detached garage at 1149 Taughannock Blvd. is scheduled to be reviewed on August 25.

Planning Board

- A Minor Subdivision application for the property at 7331 Willow Creek Rd has been submitted for staff review. The hearing date is tentatively set for August 17.
- A Site Plan for Spruce Row Campground (2271 Kraft Rd) has been submitted for staff review. No hearing date set as of yet.

General

- 15-20 land use and zoning-related inquiries have been addressed in the last month

Recreation Department Report

August 6th, 2021

Created by: Will Glennon, Recreation Director

Summer Programs:

- **Town of Ulysses Summer Rec Camp**
 - Program ends on August 13th
 - 98 individual registered campers for six weeks of camp
 - Program incorporated swimming programs at both Taughannock Falls State Park and the Watkins Glen State Park Pool.
 - Program attended Seabreeze Amusement Park on July 23rd for field trip to avoid facility conflict with Grassroots.

- **Movie Series Partnership with TCFA**
 - Second year of free movies for families offered at the Farmers Market.
 - Movies will be offered during September
 - Format similar to 2020
 - Three movies
 - Movies have not been determined yet.
 - Movies will start a dusk

Fall Proposed Programs:

- **Cross Country Program**
 - Trumansburg coaches have bought in to supporting a youth fall XC program for runners ages 8-12.
 - Program will utilize running trails located in different areas of Ulysses/Trumansburg.
 - Varsity XC runners may volunteer as assistants to the program
 - Coach search for the program is ongoing
 - Coach search is being assisted by TBurg school coaching staff

- **Recreation Soccer Program**
 - Recreation soccer program in complement to the Taughannock Soccer program.
 - Program goal is to offer another format to increase the amount of students being introduced to playing soccer.
 - Program will operate one weekday per week with Sunday games
 - Tues/Sun or Thurs/Sun
 - Program is proposed to work with the IYB Rotary Soccer Program to have games played at Cass Park on Sundays.

- Program will be open to players in grades K-4
 - COED for grades K-3
 - Boys and Girls teams for grade 4.
- Goal is to have 50-60 participants across all grades from K-4

Additional Recreation Initiatives:

- Grant application to Rotary to fund the purchase of a storage shed for recreation equipment.
 - Currently, recreation equipment has been stored at the Trumansburg Middle School.
 - Without consistent access to the middle school throughout the year, an alternative location for storage of recreation sports and camp equipment is needed.

HIGHWAY 8/21

Road Work

Mow Roadsides

Tree clean up (Curry Road) Damage from storm

Trim Bushes, Tree limbs around Signs and Sight visibility at Intersections

Driveway Pipes (Curry Road and Glenwood Heights Road)

New Intersection Sign on Cayuga View Road

New Road Name sign at Houghton Road and Garrett Intersection

Shoulder Work on Gorge Road

Maintenance

Adjusted T21 Brakes

New Battery T5

Inspection of Water truck

Other

Working on Capitol Plan

Emergency Related

- Tasks and communications pertaining to my work specifically have drawn down to near close regarding emergency related work activities. As the situation with the Delta variant advances, I am expecting to be contributing extra hours to this topic in regards to support of staff safety.

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - 7/27 construction progress meeting: ahead of schedule and anticipating a break in work at some point while waiting for pre-cast arch delivery.
 - Communications and work activities related to project budget, financing, construction inspection contract, communications with County and NYSDOT; subsequent resolution drafting
 - PR and community communications regarding construction schedule
 - Learning and submitting in new system for reimbursement submission

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	Complete
5/14/2021	Bid opening	Complete
Spring 2021	Letting	Complete
7/7/2021	Pre-Construction Meeting	Complete
7/19/2021	Begin Construction	In progress
Fall 2021	Construction complete	TBA

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Engineer update:
 - Guardrail installation:
 - Due to extended leave times created by the COVID emergency, the guardrail installation will not happen until later this year.
 - MRB will pass along the drawings once they get them back from the manufacturer, we will pass along to the Board.
 - Work associated with contract extensions required for related contract due to delay. Work regarding internal cash flow financing, modeling and resolution drafting, documentation required for EFC reimbursement.

Other Work

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor

Bookkeeper Supervision

- Weekly meetings
- Ongoing training and delegation of tasks
- HR/Payroll: continued training and support

Insurance Related

- Communications regarding RFP, rating process, resolution drafting

Financially Related

- ARPA funding related work: planning process and banking activity
- Continued communications and meetings pertaining to NYSOSC audit, 8/5 pre-exit meeting with James
- Communications and procedures development for full implementation of asset database in collaboration with the Deputy Clerk
- Collaboration on IT Asset Inventory with the Clerk's Office
- Continued general assistance with voucher / procurement process

Budget Related

- TAV and tax cap related work
- 2021 budget modifications
- Future modeling meeting with Rich on 8/5
- 2022 budget template work
- Support to Bookkeeper on development of budget request worksheets to Department Heads, sent out 8/6
- Attendance at community funding meetings

Water District 3

- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - Timing of this unknown, leaving this on as a place holder

Upcoming

- Large amounts of time will be dedicated to the 2022 budget development process:
 - Modeling for 10-year plan
 - Reserve funding adequacy logic development
 - Salary and benefits modeling
 - Insurance coverage applications and quotes
- Construction process for Cemetery Road Bridge
- Working remotely 8/30 – 9/9

Meetings & Trainings

- 7/20/21 ITCTC
 - BRIDGE NY funding announcements schedule for late
 - Steel delivery issues in industry overall
 - City of Ithaca considering applying for TAP grant for connecting BDT with system that connects foot and bike path to the three state parks close to city.