

TOWN BOARD MEETING

Town of Ulysses

November 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.

Videoconference chat is saved in the appendix.

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 7:02pm.

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

Town Clerk- Carissa Parlato

Highway Superintendent- Scott Stewart

Planning Board Chair- Linda Liddle

Conservation & Sustainability Advisory Committee Chair- Roxanne Marino

OTHERS PRESENT:

Scott Doyle, Isabel Morse, Elijah, Cynthia Mannino

APPROVAL OF AGENDA:

RESOLUTION #199 of 2021: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Nov.9, 2021 with the addition of resolutions regarding creation of an EMS task force, budget modifications, and clean energy communities.

Moved: Ms. Bouchard

Seconded: Ms. Olson

Zahler aye

Olson aye

Boggs aye

Goldman aye

Bouchard aye

Vote: 5-0

Date Adopted: 11/9/21

PRIVILEGE OF THE FLOOR:

(none)

PRESENTATION: TOMPKINS COUNTY HAZARD MITIGATION PLAN (HMP)- Scott Doyle

Mr. Doyle shared a presentation on the county's Hazard Mitigation Plan, the goal of which is to identify and invest in disaster mitigation. When local municipalities adopt the plan, they become eligible for FEMA funds to use on mitigation measures. HMP is one aspect of a larger Integrated Resiliency and Recovery Plan.

Board members discussed and asked questions regarding how local plan could interface with state-defined agricultural areas.

Mr. Stewart shared that he is working with county and local officials to identify the town's role in mitigation.

NEW BUSINESS:

ADOPTION OF THE TOMPKINS COUNTY HAZARD MITIGATION PLAN: 2021 UPDATE

RESOLUTION 200 OF 2021: ADOPTION OF THE TOMPKINS COUNTY HAZARD MITIGATION PLAN: 2021 UPDATE

WHEREAS, all jurisdictions within Tompkins County have exposure to natural hazards that increase the risk to life, property, environment, and the economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a Planning Partnership of all Tompkins County municipalities has been formed to pool resources and create consistent mitigation strategies within Tompkins County; and

WHEREAS, the Planning Partnership has completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of hazards, developed a mitigation strategy consistent with a set of uniform goals and objectives, and created a plan for implementing, evaluating and revising this strategy; and

WHEREAS, Town of Ulysses will consider this Plan during the implementation and updating of local plans, and will incorporate the hazard assessment data, hazard vulnerabilities, and mitigation actions in these plans, where applicable, now therefore be it

RESOLVED, the Town of Ulysses, as a participating jurisdiction in the Plan's development, adopts the *Tompkins County Hazard Mitigation Plan: 2021 Update* (the "Plan") as the County's Hazard Mitigation Plan, and

RESOLVED, further, that Town of Ulysses will:

- Use the adopted Plan to guide pre- and post-disaster mitigation of the hazards identified;
- Coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority;
- Continue its support of the Planning Partnership as described within the plan;
- Help to promote and support the mitigation successes of all participants in the Plan;
- Incorporate mitigation planning as an integral component of government and partners operations; and
- Provide an update of the Plan no less than every five (5) years; and

RESOLVED further, that the Town Clerk shall send a certified copy of this resolution to the Tompkins County Department of Planning and Sustainability.

Moved: Ms. Zahler

Seconded: Mr. Boggs

Zahler aye

Olson aye

Boggs aye

Goldman aye
Bouchard aye

Vote: 5-0
Date Adopted: 11/9/21

OLD BUSINESS:

AUTHORIZATION TO SIGN LETTER OF INTENT FOR 2022 MACK GRANITE

RESOLUTION 2021-201: AUTHORIZATION TO SIGN LETTER OF INTENT FOR 2022 MACK GRANITE

WHEREAS, the Highway Superintendent has received a quote for a 2022 Mack Granite, dated 11/5/2021 with quote number 1503 for the amount of \$247,446.87, for the replacement vehicle for Truck 10, the 2007 International (VIN# 1HTWZahr57J462683), inclusive of all required accessories, which is a planned purchase per the Highway Capital Equipment Plan; and

WHEREAS, the source for these purchases and quotes is a vendor who has been awarded a Contract with Onondaga County (contract # 8996), and 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, now therefore be it

RESOLVED that the Town Board of the Town of Ulysses authorizes the Town Supervisor to sign a letter of intent to purchase the 2022 Mack Granite.

Moved: Mr. Goldman Seconded: Ms. Bouchard

Zahler aye
Olson nay
Boggs aye
Goldman aye
Bouchard aye

Vote: 4-1
Date Adopted: 11/9/21

NEW BUSINESS:

AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES DA233/DA878 HIGHWAY EQUIPMENT RESERVE FUND TO PURCHASE EXCAVATOR IN 2022

RESOLUTION #202 OF 2021: AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES DA233/DA878 HIGHWAY EQUIPMENT RESERVE FUND TO PURCHASE EXCAVATOR IN 2022

WHEREAS, the Town Board adopted the 2022 budget for the Town on October 26, 2021 which includes the appropriation of \$73,293 from the Capital Equipment Reserve Fund DA878 for the purpose of purchasing highway equipment in 2022; and

WHEREAS, this reserve appropriation is planned and accounted for in the multi-year capital plan updated during budget season; and

WHEREAS, the balance at the end of the 2022 fiscal year in the DA233/DA878 Highway Equipment Reserve Fund will be \$209,901; and

WHEREAS, pursuant to General Municipal Law §6-c, an expenditure from a capital equipment reserve fund requires authorization by the Town Board, and such authorization is subject to a permissive referendum; and

WHEREAS, the Town needs to purchase the following highway equipment: Volvo Hydraulic Crawler Excavator in the amount of \$126,651; and

WHEREAS, the purchase of the above-referenced equipment falls within the purposes for which the DA233/DA878 Highway Equipment Reserve Fund was established;

NOW, THEREFORE, BE IT

RESOLVED, that the Ulysses Town Board authorizes the following expenditures from the Town of Ulysses DA233/DA878 Highway Equipment Reserve Fund for the purchase of highway equipment: \$73,293 for the Volvo Hydraulic Crawler Excavator; and be it further

RESOLVED that, pursuant to General Municipal Law §6-c, this resolution is subject to a permissive referendum; and be it further

RESOLVED that the Town Clerk will post and publish the following notice of the permissive referendum in accordance to law and provide a copy of such notice to the Town Supervisor:

“NOTICE IS HEREBY GIVEN that at a regular meeting held on the 9th day of November, 2021, the Town Board of the Town of Ulysses, New York duly adopted Resolution #202 of 2021, an abstract of which follows below, which is subject to a permissive referendum pursuant to General Municipal Law section 6-c.”?

The resolution authorizes the Town of Ulysses (“the Town”) to use up to \$73,293 from the Town of Ulysses DA233/DA878 Highway Equipment Reserve Fund.

The resolution shall take effect 30 days after adoption, i.e., on December 9, 2021, unless by such date there is filed in the office of the town clerk a petition, signed, and acknowledged or proved, or authenticated by electors of the town qualified to vote upon a proposition to raise and expend money, in number equal to at least five percent of the total vote cast for governor in the Town at the last general election held for the election of state officers, but not be less than 100 in a town of the first class, protesting against the resolution and requesting that it be submitted to the qualified electors of the town, for their approval or disapproval.”

Moved: Mr. Goldman Seconded: Ms. Bouchard

Zahler	aye
Olson	aye
Boggs	aye
Goldman	aye
Bouchard	aye

Vote: 5-0

Date Adopted: 11/9/21

AUTHORIZATION OF FUNDING FOR 2021 WINTERFEST

Winterfest Coordinator, Ms. Mannino, shared that vendors have been giving if they can but some are unable to. The committee has been creative about cutting costs to put on this year’s event.

RESOLUTION #203 OF 2021: AUTHORIZATION OF FUNDING FOR 2021 WINTERFEST

WHEREAS, for 25 years, the Winterfest has been an annual event that brings our diverse community together, with the exception of 2020, when COVID-19 prevented group gatherings, and

WHEREAS, the 2021 Winterfest organizing committee operating under the fiscal sponsorship of the Village of Trumansburg has requested \$1,000.00 to partially fund the festivities, including a Spirit of Tompkins Community Photo, to be held on Main Street in Trumansburg on Saturday, December 4th from 2-5pm, now therefore be it

RESOLVED, that the Ulysses Town Board approves \$1,000 to help support the 2021 Winterfest payable to the Village of Trumansburg and further

RESOLVED, as a co-sponsor of the event, the Town will help to promote the Winterfest on its website and Town Newsletter.

Moved: Mr. Goldman Seconded: Mr. Boggs

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

Vote: 5-0
Date Adopted: 11/9/21

REQUESTING A NYS EMS TASK FORCE

RESOLUTION 204 OF 2021: REQUESTING A NYS EMS TASK FORCE

WHEREAS, the Town of Ulysses recognizes that ambulance services provide critical emergency health care, particularly in rural communities; and,

WHEREAS, the Town of Ulysses understands that rural ambulance departments are under unprecedented financial stress which is causing many rural services to close which forces others to take on ever-larger service areas, which negatively impacts response times and the overall service provided to residents; and,

WHEREAS, these pressures on the availability of ambulance services creates issues with the equitable distribution of emergency healthcare that disproportionately affects low income and disadvantaged communities in remote areas of NY State; and,

WHEREAS, the Village of Trumansburg EMS Department budget, the service provider for Town of Ulysses residents, has increase by more than 40% in the past five years, causing a regressive tax burden on low-income households; and,

WHEREAS, the foregoing issues are shared by rural municipalities and EMS/ambulance departments throughout New York State; NOW

THEREFORE, BE IT RESOLVED, that the Town of Ulysses requests that the Honorable Kathy Hochul, Governor of the State of New York, sign pending legislation establishing the New York State Rural Ambulance Task Force, Senate Bill S3503C; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Hochul, Senator Hinchey, Senator Helming, Senator Oberacker, Senator O'Mara and Assemblymember Kelles, and the Village of Trumansburg.

Moved: Mr. Goldman Seconded: Mr. Boggs

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 11/9/21

AUTHORIZATION TO REQUEST \$5000 IN CLEAN ENERGY COMMUNITIES FUNDING TO SUPPORT PURCHASE OF AN ELECTRIC TOWN VEHICLE

RESOLUTION # 205 OF 2021: AUTHORIZATION TO REQUEST \$5,000 IN CLEAN ENERGY COMMUNITIES PROGRAM FUNDING TO SUPPORT THE PURCHASE OF AN ALL-ELECTRIC TOWN VEHICLE

WHEREAS, the Town of Ulysses authorized the Conservation and Sustainability Advisory Committee to conduct a town-wide Clean Heating and Cooling Campaign during 2021; and

WHEREAS, their creative outreach efforts to educate our residents about clean energy alternatives encouraged many people to sign up to explore clean heating and cooling technology in their homes and/or businesses; and

WHEREAS, in recognition of our Town's successful campaign, the New York State Clean Energy Communities Program has notified the Town of Ulysses that it is eligible for \$5,000 to be used to support other energy-savings initiatives consistent with the Town's overall clean energy plans; and

WHEREAS, the Town Board plans to purchase an all-electric vehicle for the Town to use during Code and Zoning site visits in 2023; and

WHEREAS, by applying for the funding now, the Town has the flexibility to use the funds in 2023 to purchase a zero-emissions vehicle; now therefore be it

RESOLVED, that the Ulysses Town Board hereby authorizes the Conservation and Sustainability Advisory Committee and the Town Supervisor to submit an application requesting \$5,000 in 100% funding for the purpose of purchasing a zero-emissions vehicle for Town use; and further

RESOLVED, that the Town Board authorizes the Town Supervisor to sign a letter of support for the project.

Moved: Ms. Zahler Seconded: Ms. Bouchard

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 11/9/21

CONSENT AGENDA:

RESOLUTION 2021-206: ESTABLISHING THE STANDARD WORK DAY FOR ELECTED OFFICIALS

BE IT RESOLVED, that the Town of Ulysses / 30607 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	NYSLRS ID	Title	Current Term Begin & End	Standard Work Day	Record of Activities	Pay Frequency
Elected Officials:						
Michael Boggs	R13081477	Town Councilperson	1/2020-12/2024	6	4.71	Monthly
Mary Bouchard	R10882618	Town Councilperson	1/2021-12/2021	6	3.94	Monthly
Katelin Olson	R13072032	Deputy Town Supervisor	1/2020-12/2024	6	7.50	Monthly
Elected Officials, continued:						
Carissa Parlato	R11051593	Town Clerk	1/2018-12/2021	8	20.00	Bi-weekly
Thomas Schlee	R10264535	Town Justice	1/2021-12/2025	6	6.22	Bi-weekly
Scott Stewart	R12711460	Town Highway Superintendent	1/2020-12/2024	8	21.69	Bi-weekly

RESOLUTION 2021-207: ESTABLISHING THE STANDARD WORK DAY BY POSITION FOR THE NEW YORK STATE AND LOCAL RETIREMENT SYSTEM:

WHEREAS, The New York State and Local Employees' Retirement System (NYSLRS) requires local municipalities to establish, by resolution, a standard work day for each position; and

WHEREAS, the NYSLRS Standard Work Day represents what would be full time for each position;

NOW, THEREFORE,

BE IT RESOLVED that the Town Clerk will provide a certified resolution to the Town Bookkeeper to provide to the New York State and Local Retirement System, and further

RESOLVED that the Town of Ulysses, Location code 30607, hereby establishes the following standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Tompkins County Job Title	Town of Ulysses Job Title	Standard
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		Work Day (Hrs/Day)
Town Supervisor	Town Supervisor	6
Deputy Town Supervisor	Deputy Town Supervisor	6
Project Assistant	Budget Officer/Special Projects	6.5
Town Councilpersons	Town Councilperson	6
Town Justice	Town Justice	6
Court Clerk	Court Clerk	8
Town Clerk	Town Clerk	8
Deputy Town Clerk	Deputy Town Clerk	6
Town Highway Superintendent	Highway Superintendent	8
Motor Equipment Operator	Highway Staff	8
Deputy Town Highway Superintendent	Deputy Highway Superintendent	8
MEO/Water/Sewer Maintenance Worker	Highway Staff/ Water District Operator	8
Laborer	Seasonal Highway Laborer	8
Distribution Operator Assistant	Water District Laborer	8
Bookkeeper to the Supervisor	Bookkeeper	6
Code/Fire Enforcement Officer	Code/Fire Enforcement Officer	7
Environmental Planner	Environmental Planner/ Zoning Officer	8
Typist – Part Time	Planning Board/BZA/2 nd Deputy Town Clerk	8
Director of Recreation (Part Time or Seasonal)	Director of Recreation	6
Camp Director (Seasonal)	Camp Director	8
Assistant Camp Director (Seasonal)	Assistant Camp Director	8
Recreation Assistant (Seasonal)	Recreation Assistant/Camp Counselor	8
Project Assistant	Youth Employment Program Workers	8

RESOLUTION 2021-208: AUTHORIZATION TO CREATE PART-TIME PLANNER SALARY- UPDATED

WHEREAS, the Town of Ulysses has a vacancy in the position of Environmental Planner and

WHEREAS, until the Town Board re-assesses its planning needs and advertises for a replacement, the Town has an obligation to respond to those in the community who need professional advice on land use matters, zoning, and planning, and

WHEREAS, on June 8th the Ulysses Town Board authorized the Supervisor to hire a part-time temporary Planner to provide basic professional services to applicants and to the Planning Board and Board of Zoning appeals for approximately 10-15 hours/week for the period beginning November 2, 2021 if needed from the existing personal services line, and

WHEREAS, the duties and responsibilities performed on behalf of the Town are most appropriately provided by an employee rather than by an individual paid on a contractual basis, and

WHEREAS, the current salary is insufficient to maintain John Zepko as the part-time temporary Planner, and

WHEREAS, the Town wishes to retain the expertise of current the part-time temporary Planner to handle inquiries and applications to the Planning Board and BZA and to provide coaching and consultation services to the new full-time Planner, now therefore be it

RESOLVED, that the Town of Ulysses authorizes the Supervisor to negotiate an acceptable salary that stays within the total available in the Planner/Zoning Officer Personal Services line for these part-time duties and to update the MS428 form with Tompkins County Human Resources.

RESOLUTION 2021-209: SCHEDULING OF TOWN BOARD MEETINGS

RESOLVED, that the Ulysses Town Board cancels its December 28th meeting, and further

RESOLVED, that the Ulysses Town Board schedules in 2022 Organizational Meeting for Wed. January 5, 2022 @ 8:00AM

Moved: Mr. Goldman Seconded: Ms. Bouchard

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 11/9/21

BRIEF REPORTS & ANNOUNCEMENTS

Ms. Koreman shared the following:

- The TC budget forum was held tonight and final vote will be 11/16 with 0% tax increase
- An RFP has been announced to hire someone to manage Community Recovery Funds (\$6.5 million)
- Health Dept held a town hall on vaccinations for 5-11 year olds
- Trying to vaccinate kids by Thanksgiving
- Will do a study on municipal code officials and potential for shared services

Ms. Liddle shared that the Planning Board approved the Spruce Row expansion.

Ms. Bouchard reported the following:

- Noise ordinance- has a draft
- MLK celebration group to plan a local event on Sunday, January 16 at the conservatory
- She attended village meetings where the following topics were discussed:
 - ARPA funds
 - INHS purchase of Auble's Trailer Park
 - Getting an estimate for new fire hall on that rented INHS property
 - Comp plan public hearing

Ms. Olson reported that an MOU has been agreed upon to help preserve Camp Barton for public use.

Ms. Zahler shared:

- Draft union contract is available and near ready for approval
- Historian has planned a historic marker unveiling event for the Cayuga Nature Center (former Cayuga Preventorium) on Sat. Nov. 19
- Re: parking on Falls Rd: courtesy ticket was created. Staff encouraged to share them on cars

APPROVAL OF MINUTES

RESOLUTION # 210 of 2021: APPROVAL OF MINUTES

RESOLVED, that the Ulysses Town Board approve the meeting minutes from both the 10/26 Public Hearing and regular meeting.

Moved: Ms. Bouchard Seconded: Mr. Goldman

Zahler aye
Olson aye
Boggs aye
Goldman aye
Bouchard aye

Vote: 5-0

Date Adopted: 11/9/21

BUDGET MODIFICATIONS:

RESOLUTION # 211 of 2021: BUDGET MODIFICATIONS

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

A FUND BUDGET MODIFICATIONS

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
A1620.41	Town Hall CE-EV Charging Station	\$ -	Increase	\$ 658.00	\$ 658.00
<i>Newly created line with previously unbudgeted expense.</i>					

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
A7550.4	Celebrations CE	\$ 1,000	Increase	\$ 250.00	\$ 1,250.00
<i>Winterfest is a go, it was previously thought that this community event would not occur--overage due to unbudgeted Town contribution to class of 2021 commemorative Main Street banners.</i>					

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
A1990.4	Contingency Account	\$ 8,240.00	Decrease	\$ 908.00	\$ 7,332.00
<i>See above.</i>					

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
A7020.42	Recreation CE	\$ 13,381.00	Increase	\$ 164.27	\$ 13,545.27
<i>Second year of programming, still on learning curve for annual expenses.</i>					

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
A7020.121	Rec PS - Summer Camp Staff	\$ 46,419.00	Decrease	\$ 164.27	\$ 46,254.73
<i>This line will be underspent, year to date balance as of October financial report = \$31,372</i>					

SW3 FUND BUDGET MODIFICATIONS

Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.47	Bolton Point Service CE	\$1,715.50	Increase	\$748.50	\$2,464.00
<i>Labor charges associated with Route 96 water main relocation.</i>					
Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.49	Trans&Dist -Engineering	\$1,780.50	Increase	\$1,485.00	\$3,265.50
<i>Engineering expenses associated with out of district users (\$165 not reimbursable), Smart Start extension, custody meter project budget estimates.</i>					
Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.48	Watermain breaks CE	\$2,221.87	Decrease	\$2,221.87	\$0.00
<i>No breaks as of yet this year. Please note that the 2022 SW3 budget will include a contingency account.</i>					
Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Modification Budget
SW3-8340.11	Trans&Dist Laborer PS	\$218.50	Decrease	\$11.63	\$206.87
<i>No breaks as of yet this year. Please note that the 2022 SW3 budget will include a contingency account.</i>					

Moved: Mr. Goldman Seconded: Ms. Bouchard

DISCUSSION:

Mr. Boggs stated that he believes the charges associated with the NYS DOT Route 96 culvert project should come out of the highway fund rather than water. Other Board members discussed and concurred that the expenses were incurred to protect the water line during the state-initiated project, rather than a Town Highway project and are budgeted appropriately.

Zahler aye
 Olson aye
 Boggs nay
 Goldman aye
 Bouchard aye

Vote: 4-1

Date Adopted: 11/9/21

Mr. Boggs left the meeting at this time (9:02pm)

PAYMENT OF CLAIMS:

RESOLUTION # 212 of 2021: PAYMENT OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed and approves payment of claims for: the HB fund (Cemetery Bridge Replacement Project) vouchers 29 and 30 in the amount of \$174,480.02 and for All other funds vouchers numbered 443 through 493 in the amount of \$494,507.42.

Moved: Ms. Zahler

Seconded: Mr. Goldman

DISCUSSION: Ms. Bouchard questioned the disability payment for elected officials since they get paid anyway even if out sick. Supervisor Zahler will follow up to correct this and hopefully save the Town funding.

Zahler	aye
Olson	aye
Boggs	absent
Goldman	aye
Bouchard	aye

Vote: 4-0

Date Adopted: 11/9/21

PRIVILEGE OF THE FLOOR:

Isabel & Elijah, students visiting the Town Board meeting, were welcomed and gave thanks for being welcomed to the meeting.

EXECUTIVE SESSION:

Mr. Goldman moved to go into Executive Session at 9:08pm for the purpose of discussing the appointment of a particular person. This was seconded by Ms. Bouchard and passed unanimously.

The board came out of Executive Session at 9:43pm

ADJOURN

Mr. Goldman made a move to adjourn at 9:43pm. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Carissa Parlato, Town Clerk
11/17/2021*

APPENDIX:

(Chat function transcript from Zoom)

01:32:28 Elijah: A few students are here for a class!
01:35:18 Katelin Olson: Welcome, students! We're delighted to have you.
01:42:44 Michael Boggs: Students: Do you get extra credit if you speak in the public meeting?
01:44:48 Isabel Morse: No, it is a requirement for class to learn about our local government. Thank for
you for allowing us to listen.

Town of Ulysses Recreation Department Brief

November 7, 2021

Created by: Will Glennon, Recreation Director

Fall Programs: Concluded as of November 7th

- **Cross Country Program**
 - Program concluded on Wednesday, October 13th.
 - Hosted XC meet for a total of 29 runners.
 - Three distances of .5 mile, 2k, and 3k.

- **Recreation Soccer Program**
 - Program concluded on November 7th.
 - Extremely wet weather impacted some practices and games.
 - Next fall the program will incorporate both a 4th/5th grade team and a K-1 program.

Winter Programs

- Registration for the **youth basketball program** for students in grades 3-6 opened on November 1st.
 - Team based program with two practices per week and games scheduled to be played on Saturdays in Trumansburg and surrounding area schools. Gym space at Trumansburg HS/MS/ES has been approved.
 - Participants will be provided with reversible game tank tops.
 - Coaches have been recruited for all boys levels and for the 6th grade girls level.
 - Practice schedule for coaches currently being scheduled.
 - Remaining coaches are currently being recruited for remaining open levels.
 - Games will be scheduled to begin in January.
 - Program will host a boys tournament the weekend of February 18-20. We will host the girls tournament on February 25-27. Tournament games will take place at both the middle and high school gyms.
 - Currently we have 29 participants registered. Total registration fees collected: \$2250.00.

- **Youth basketball clinic** for students in grades 1-3 and 4-6
 - Clinic will be held on Saturdays beginning on December 4th.
 - The program will be held at the high school gym. Grades 1-3 will practice from 9-10:15 am and grades 4-6 will practice from 10:30-11:45 am.
 - All participants will receive a t-shirt.
 - Program will be instructed by the Trumansburg high school JV boys basketball coach Erick Whelpley.

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

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	MANY
Disabled parking permits	9
Dog licenses and renewals	50
Marriage licenses	4
Plumbing permits	2
Address assignments	0
Notarizations	6
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$5318.00	TOTAL Clerk fees & licenses collected
\$4227.26	stays in the town
\$1090.74	goes to the state
\$3397.00	Building & Zoning fees collected (included in total amount above)

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, coordinated building use/equipment sign out
- Fielded Planning & Zoning inquiries & assisted Planner with meeting and neighbor notices
- Deputy Clerk resignation- exit tasks & position posting
- Coordinate/track annual staff training

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collected and posted water payments
- Reconcile accounts with bookkeeper
- Relevy delinquent bills
- Attend WIIA/EFC water grants webinar

HABITAT NATURE PRESERVE COMMITTEE:

- Guided bird/plant walk on 10/2

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- attend 10/7 mtg

Town of Ulysses
 October 2021 Financial Statements
 Financial Highlights
 Prepared by Blixxy Taetzsch, 11/2/2021

Balance Sheet

As detailed in the Supervisor’s Report, total cash balances as of 10/31/2021 were \$3,284,389.45, an increase of \$49,433.88 from last month. A couple of notable changes this month:

- Mortgage Tax payment in the amount of \$67,312.88 was received, making the total for the year \$138,095.67, exceeding the budget by \$48,095.67.
- Sales tax payments – August and September payments were received in October.
- Large payment to Seneca Stone (\$109,115.86) in DB fund for highway improvements (CHIPS funded).

There were no other significant changes in assets or liabilities to report this month other than typical operational activity.

Income Statement

As noted in my previous financial reports, the income statement continues to look excellent, with anticipated excess revenues, and overall spending mostly on track or under budget. I have included the same analytical review that I prepared last month, highlighting areas of difference from budget. In the revenue analysis below, note that sales tax and mortgage tax revenues now exceed the budgeted amount for the year.

Town of Ulysses - Analytical Review	Revenue	Earned as of	Budget	17% % of Budget	Percent of Year Remaining
	Budget	10/31/2021	Balance	Unearned	Comments
A - General Fund - Townwide	\$ 955,929.00	\$ 955,022.95	\$ 906.05	0.1%	
<u>Material Differences</u>					
Sales Tax	\$ 233,716.00	\$ 260,726.36	\$ (27,010.36)	-11.6%	Payments through September are reflected
Mortgage Tax	\$ 90,000.00	\$ 138,095.67	\$ (48,095.67)	-53.4%	Full amount for 2021 received (2 payments)
Park and Recreation Charges	\$ 99,100.00	\$ 54,095.50	\$ 45,004.50	45.4%	Fall/Winter activities remaining
Fines and Forfeited Bail	\$ 15,000.00	\$ 24,614.42	\$ (9,614.42)	-64.1%	Revenue through September is reflected
B - General Fund - Part Town	\$ 169,198.00	\$ 188,943.28	\$ (19,745.28)	-11.7%	
<u>Material Differences</u>					
Sales Tax	\$ 142,898.00	\$ 159,412.57	\$ (16,514.57)	-11.6%	Payments through September are reflected
DA - Highway Fund - Townwide	\$ 417,312.00	\$ 401,725.45	\$ 15,586.55	3.7%	
<u>Material Differences</u>					
Sales Tax	\$ 68,905.00	\$ 76,868.27	\$ (7,963.27)	-11.6%	Payments through September are reflected
DB - Highway Fund - Part Town	\$ 280,014.18	\$ 50,766.81	\$ 229,247.37	81.9%	
<u>Material Differences</u>					
Sales Tax	\$ 61,241.00	\$ 68,318.57	\$ (7,077.57)	-11.6%	Payments through July are reflected
NYS CHIPS	\$ 217,165.18	\$ -	\$ 217,165.18	100.0%	Funds claimed after work complete
SM - Ambulance District	\$ 413,918.00	\$ 381,521.58	\$ 32,396.42	7.8%	
<u>Material Differences</u>					
Ambulance Charges	\$ 76,802.00	\$ 53,133.56	\$ 23,668.44	30.8%	Payments through September are reflected
Excess Revenue Expected					
Revenue Shortfall Expected					
Revenue Expected as Planned					

Town of Ulysses
 October 2021 Financial Statements
 Financial Highlights
 Prepared by Blixy Taetzsch, 11/2/2021

The table below reflects spending by fund in total, and by object of expense (personnel, equipment, contractual, and benefit spending). As you can see, spending continues to be below budget pretty much across the board, with no areas noted where spending may exceed the overall budget plan. As with the revenue analysis, I did not include funds that were essentially operating as expected, nor did I include capital projects.

Town of Ulysses - Analytical Review				17%	Percent of Year Remaining
	Expenditure	Expended	Budget	% of Budget	
Expenditures	Budget	10/31/2021	Balance	Unspent	Comments
A -General Fund - Townwide	\$ 1,024,547.00	\$ 710,205.85	\$ 314,341.15	30.7%	
<u>By Object of Expense</u>					
Personnel	\$ 470,193.64	\$ 364,723.85	\$ 105,469.79	22.4%	
Equipment	\$ 40,932.00	\$ 15,123.44	\$ 25,808.56	63.1%	Tank refurbished in 2022, rather than 2021
Contractual	\$ 344,947.36	\$ 249,395.62	\$ 95,551.74	27.7%	
Employee Benefits	\$ 171,474.00	\$ 80,962.94	\$ 90,511.06	52.8%	NYS Retirement to be paid 12/21
B -General Fund - Part Town	\$ 263,498.00	\$ 102,290.03	\$ 161,207.97	61.2%	
<u>By Object of Expense</u>					
Personnel	\$ 108,211.00	\$ 72,053.02	\$ 36,157.98	33.4%	Position vacancy - Planner
Contractual	\$ 93,965.00	\$ 11,616.48	\$ 82,348.52	87.6%	Attorney, Engineer, Software, Contingency
Employee Benefits	\$ 61,322.00	\$ 18,620.53	\$ 42,701.47	69.6%	Position vacancy, NYS Retirement, HI
DA -Highway Fund - Townwide	\$ 539,582.00	\$ 253,160.45	\$ 286,421.55	53.1%	
<u>By Object of Expense</u>					
Personnel	\$ 126,590.00	\$ 64,693.57	\$ 61,896.43	48.9%	Position vacancy - MEO, OT for snow removal
Equipment	\$ 72,500.00	\$ 6,925.00	\$ 65,575.00	90.4%	F550 Truck purchase deferred to next year
Contractual	\$ 254,000.00	\$ 132,049.37	\$ 121,950.63	48.0%	
Employee Benefits	\$ 86,492.00	\$ 49,492.51	\$ 36,999.49	42.8%	Position vacancy - MEO, NYS Retirement
DB - Highway Fund - Part Town	\$ 413,215.18	\$ 302,865.95	\$ 110,349.23	26.7%	
<u>By Object of Expense</u>					
Personnel	\$ 88,000.00	\$ 65,560.16	\$ 22,439.84	25.5%	
Capital Improvements	\$ 217,165.18	\$ 168,129.26	\$ 49,035.92	22.6%	CHIPS Spending*
Contractual	\$ 50,000.00	\$ 32,279.37	\$ 17,720.63	35.4%	
Employee Benefits	\$ 58,050.00	\$ 36,897.16	\$ 21,152.84	36.4%	NYS Retirement to be paid 12/21
* Assume spending will occur prior to 12/31					
Expenditure on track/as expected					
Anticipated Savings					

Town of Ulysses
 October 2021 Financial Statements
 Financial Highlights
 Prepared by Blixxy Taetzsch, 11/2/2021

One can also look at expenditures by function as summarized below for the A, B, DA, and DB funds. These totals are also displayed in the financial statements.

Town of Ulysses - Analytical Review				17%	Percent of Year Remaining
	Expenditure	Expended	Budget	% of Budget	
Expenditures	Budget	10/31/2021	Balance	Unspent	Comments
A - General Fund - Townwide	\$ 1,024,547.00	\$ 710,205.85	\$ 314,341.15	30.7%	
<u>By Function of Expense</u>					
General Government Support	\$ 504,321.00	\$ 366,386.28	\$ 137,934.72	27.4%	Savings in contractual spending
Public Safety	\$ 18,134.00	\$ 15,125.53	\$ 3,008.47	16.6%	
Transportation	\$ 113,657.00	\$ 74,693.09	\$ 38,963.91	34.3%	Equipment spending deferred
Economic Assistance and Opportunity	\$ 6,575.00	\$ 6,575.00	\$ -	0.0%	
Culture and Recreation	\$ 204,574.00	\$ 158,813.23	\$ 45,760.77	22.4%	
Home and Community Services	\$ 8,812.00	\$ 7,649.78	\$ 1,162.22	13.2%	
Employee Benefits	\$ 171,474.00	\$ 80,962.94	\$ 90,511.06	52.8%	NYS Retirement to be paid 12/21
B - General Fund - Part Town	\$ 263,498.00	\$ 102,290.03	\$ 161,207.97	61.2%	
<u>By Function of Expense</u>					
General Government Support	\$ 57,500.00	\$ 7,812.50	\$ 49,687.50	86.4%	Attorney, Engineer, Contingency
Public Safety	\$ 55,846.00	\$ 36,592.51	\$ 19,253.49	34.5%	Savings in contractual spending
Home and Community Services	\$ 88,830.00	\$ 39,264.49	\$ 49,565.51	55.8%	Position vacancy; Deferred software purchase
Employee Benefits	\$ 61,322.00	\$ 18,620.53	\$ 42,701.47	69.6%	Position vacancy, NYS Retirement, HI
DA - Highway Fund - Townwide	\$ 539,582.00	\$ 253,160.45	\$ 286,421.55	53.1%	
<u>By Function of Expense</u>					
Transportation	\$ 450,700.00	\$ 203,483.63	\$ 247,216.37	54.9%	Position vacancy, Deferred equipment spending
Home and Community Services	\$ 2,390.00	\$ 184.31	\$ 2,205.69	92.3%	
Employee Benefits	\$ 86,492.00	\$ 49,492.51	\$ 36,999.49	42.8%	Position vacancy - MEO, NYS Retirement
DB - Highway Fund - Part Town	\$ 413,215.18	\$ 302,865.95	\$ 110,349.23	26.7%	
<u>By Function of Expense</u>					
Transportation	\$ 355,165.18	\$ 265,968.79	\$ 89,196.39	25.1%	CHIPS Spending*
Employee Benefits	\$ 58,050.00	\$ 36,897.16	\$ 21,152.84	36.4%	NYS Retirement to be paid 12/21
* Assume spending will occur prior to 12/31					
Expenditure on track/as expected					
Anticipated Savings					

Highway Report November 2021

ROAD WORK:

Installed NO Parking signs along Falls Rd

Help County with Shoulders

Had 4 Inches of Rain, had minor flooding on Agard, Falls and Curry Roads

Diked portion of Falls Road to allow better flow

Paved Wilkins and Boyd Hill Roads

County will help with shoulders on Wilkins and Boyd Hill roads week of the 8th November

TRUCK REPAIR:

T10, T21, T5 inspected

Wiring on T10

Greased Trucks and Started to turn trucks over for winter

MISC:

CHIPS turned in for reimbursement

Training (Confined Space) for water credits

Emergency Related

- Tasks and communications pertaining to my work specifically have drawn down to near close regarding emergency related work activities.

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Arch units set
 - Internal activities:
 - 10/12 & 11/3/2021 Progress Meeting minutes included at the end of this document
 - Neighbor communications re: arch setting day
 - On-going reimbursement communications
 - Routine banking work activity
 - Cash flow related work: fund balance borrow, resolution, etc.

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	Complete
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)**
 - Internal activities
 - None during this work period
 - Engineer update:
 - Guardrail installation:
 - Due to extended lead times created by the COVID emergency, timing on guardrail material availability and subsequent installation will be forthcoming.

Other Work

Miscellaneous

- 11/2 not in office: poll worker
- Updated digital logo work finalized
 - Voucher for work in this month's payment cycle
- Standing weekly meetings: Clerk's office, Supervisor
- Coverage in Clerks office 11/3-11/5
- 10/29 exit interview with Deputy Clerk, along with several other internal meetings regarding the transition

Bookkeeper Supervision

- Weekly meeting on Wednesday
- NYSLRS standard work day

Insurance Related

- On-going communications and work activities pertaining to insurance renewal, applications, and brokerage changes
- Insurance applications for 2022 coverage

Financially Related

- Continued general assistance with voucher / procurement process
- CHIPs reimbursement documentation support to Highway Superintendent
- Communications with WLB regarding budget projection module development
- Highway equipment procurement work
- 2020 Recreation Department reconciliation document creation and financial data work
- 2015-YTD financial data backup provided to Clerks

Budget Related

- 2021 budget modifications
- 2021 EOY projections monitoring document creation
- 2022 Budget Development
 - STB meetings 10/14 & 10/15
 - Budget detail finalization, data management and documentation
 - Adopted budget final document creation
 - Pie chart development for tax bill insert
 - Capital plan work in collaboration with Bookkeeper and Highway Superintendent
 - Budget narrative review
 - County Assessment Office communications

Water District 3

- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - First draft completed: planning to schedule a meeting time to review first draft with any informed Ulysses folks who have the time.

Upcoming

- Construction process and finalization for Cemetery Road Bridge
- Post budget season project work:
 - Reserve activity and resolution writing
 - Med Ex billing investigation
 - Asset related work:
 - Life cycle procedure document development
 - Asset/inventory policy development
 - IT related work
 - Multi-year financial planning: town wide capital plans
 - Historic actual investigation and fund balance accumulation or use data management
 - Updates to personnel policy
 - Planning 2022 staff training
 - Procurement
 - Budget
 - GASB 75 accounting report RFP

PROGRESS MEETING MINUTES

Page 1 of 2

**Project Description: Cemetery Road over Trumansburg Creek
Town of Ulysses, County of Tompkins in New York State.**

PROGRESS MEETING NO. 06 - Minutes

Date: 10/12/2021

Engineer-in-Charge: Ryan S. O'Malley – Barton and Loguidice

Time: 8:30 am

Contractor: Economy Paving Company, Inc.

**First Day of Work on Site: July 19, 2021
Scheduled Completion Date: October 25, 2021**

Award Date: June 18, 2021

% Contract Time used: 65%

Contract Amount:\$833,331

% Work Completed: 50% +/-

Average No. of Personnel on job: Contractor: 3 Inspection: 1

Attendees:	Ryan O'Malley (B&L), Ben Werner (B&L), Sandra Lusher (NYSDOT), Michelle E. Wright (Town of Ulysses), Forrest Banks (Economy Paving)
B&L Project Manager:	Ben Werner – B&L
Additional Distribution:	

Following is a general outline of the meeting held for this project. Discussions were as follows:

05.01 MEETING CONVENED

- October 12, 2021 @ 8:30am.

05.02 CORRECTIONS TO LAST MEETING'S MINUTES

- None received.

05.03 WORK PERFORMED IN THE LAST PERIOD

- Heavy stone and dry rip-rap. Removal of cofferdams.
- Poured first precast unit 10/11/2021

05.04 WORK SCHEDULED FOR NEXT PERIOD (Review contractor's week schedule)

- Forrest Banks
 - Precast concrete arch unit production, setting of arch units (Forrest to confirm with Lakelands what their anticipated delivery date is).

05.05 WORK SCHEDULE COMPLIANCE

- Contractor will be delayed beyond October 25, 2021 completion due to precast arch unit delays.
 - There will be a period of time where Economy has progressed the project to the furthest point that it can and will need to wait on delivery of the precast units (**delayed to October 25**). Economy may not be on site during this waiting period. Economy indicated that it would do all that it can to progress work as far as practical before setting arch units.

05.06 WORK ZONE TRAFFIC CONTROL

- Detour in place
 - Vandalism occurred to signs and barricades on 8/4/2021. No other noted issues since.

05.07 JOB SITE SAFETY

- Tail gate Safety meetings ongoing. Agenda's on file with Economy and should be forwarded to Ryan O'Malley at romalley@bartonandloguidice.com.

05.08 ENVIRONMENTAL

- Cofferdam and turbidity curtain system removed once stone below ordinary high water was established.

05.09 SUBMITTALS

- Submittal 1 – Cofferdams – approved as noted and returned
- Submittal 2 – demo plan – approved as noted and returned
- Submittal 3 – Site Specific Lead Exposure Control Plan – approved and returned
- Submittal 4 – Footing/wingwall rebar – approved and returned
- Submittal 5 – Precast concrete units – approved and returned

- Submittal 6 – Bridge Rail – approved and returned
- Submittal 7 – Arch revision for post tensioning for shipping approved and returned
- Submittal 8 – Spray Applied Waterproofing approved as noted and returned

**** Still need to see rebar submittal for headwalls and an erection procedure. Forrest indicated that B&L would have erection procedure for review by early next week at the latest. Forrest stated that he would send a draft version to B&L so that it can begin a preliminary review. ****

05.10 VERIFICATION, RELOCATION, OTHER PERMITS

- Environmental permit in place
- NYSDOT highway work permit in place

05.11 GENERAL ISSUES FOR DISCUSSION

- Precast delivery delayed until potentially mid-October (October 20th per Economy's schedule). *1st unit poured 10/11/2021*
 - Lakelands production 10/11-10/22
- Pay estimate closeouts – *end of every month. Pay estimates to be submitted to the Town on the first Tuesday of each month. Pay Estimate #3 is with the Town.*
- *Progress meeting reminder email to be sent out the Monday before each progress meeting.*
- *NYSDOT MURK Review with Ryan at Field Office on Thursday 10/14/21*
- *Masks to be worn at meetings moving forward.*

05.12 SPECIAL ISSUES/OUTSTANDING ITEMS

- None

05.13 STATUS OF FCO/OOC, ADDITIONAL WORK

- None to date

05.14 DISPUTED WORK

- None

05.15 INSURANCE STATUS

- All the current insurance certs are on file

05.16 SUBCONTRACTOR/VENDOR

- Sub approval in EBO completed.

05.17 AFFIRMATIVE ACTION

Goals: EEO: Minority 1.2%; Female 6.9% DBE: 6%

Achieved and logged in EBO as of 8/31/2021: M 0.41% F 5.27 % DBE 1.27 %

- *Economy indicated that the plan is in place to meet the goals throughout the project. If goals will not be met, Economy will need to document all of the efforts made to meet the goals.*

05.18 NEXT MEETING

- Tuesday October 26, 2021 @ 8:30AM, field office (and zoom videoconference)

Prepared by:	<i>The foregoing represents the writer's understanding of the major items of discussion. If this is not the understanding of all parties, please respond in writing within three (3) days of receipt of these minutes.</i>	
	_____ Ryan O'Malley NAME	_____ Resident Engineer TITLE

PROGRESS MEETING MINUTES

Page 1 of 2

**Project Description: Cemetery Road over Trumansburg Creek
Town of Ulysses, County of Tompkins in New York State.**

PROGRESS MEETING NO. 07 - Minutes

Date: 11/3/2021

Engineer-in-Charge: Ryan S. O'Malley – Barton and Loguidice

Time: 8:30 am

Contractor: Economy Paving Company, Inc.

**First Day of Work on Site: July 19, 2021
Scheduled Completion Date: October 25, 2021**

Award Date: June 18, 2021

% Contract Time used: 75%

Contract Amount:\$833,331

% Work Completed: 60% +/-

Average No. of Personnel on job: Contractor: 3 Inspection: 1

Attendees:	Ryan O'Malley (B&L), Ben Werner (B&L), Sandra Lusher (NYSDOT), Michelle E. Wright (Town of Ulysses), Forrest Banks (Economy Paving); John Webert (Tompkins County)
B&L Project Manager:	Ben Werner – B&L
Additional Distribution:	

Following is a general outline of the meeting held for this project. Discussions were as follows:

05.01 MEETING CONVENED

- Nov 3, 2021 @ 8:30am.

05.02 CORRECTIONS TO LAST MEETING'S MINUTES

- None received.

05.03 WORK PERFORMED IN THE LAST PERIOD

- Set and grouted precast arch units

05.04 WORK SCHEDULED FOR NEXT PERIOD (Review contractor's week schedule)

- Forrest Banks
 - Form/pour headwall/closure pour (Monday 11/8/21). Stripping forms at end of week.
 - Spray Applied waterproofing. Locked in for 11/15/21
 - Backfill
 - Paving before Thanksgiving

05.05 WORK SCHEDULE COMPLIANCE

- Economy submitted an updated schedule on 11/2/2021 showing completion on 12/1/2021

05.06 WORK ZONE TRAFFIC CONTROL

- Detour in place
 - Vandalism occurred to signs and barricades on 8/4/2021. No other noted issues since.

05.07 JOB SITE SAFETY

- Tail gate Safety meetings ongoing. Agenda's on file with Economy and should be forwarded to Ryan O'Malley at romalley@bartonandloguidice.com.

05.08 ENVIRONMENTAL

- Cofferdam and turbidity curtain system removed once stone below ordinary high water was established.

05.09 SUBMITTALS

- Submittal 1 – Cofferdams – approved as noted and returned
- Submittal 2 – demo plan – approved as noted and returned
- Submittal 3 – Site Specific Lead Exposure Control Plan – approved and returned
- Submittal 4 – Footing/wingwall rebar – approved and returned
- Submittal 5 – Precast concrete units – approved and returned
- Submittal 6 – Bridge Rail – approved and returned
- Submittal 7 – Arch revision for post tensioning for shipping approved and returned
- Submittal 8 – Spray Applied Waterproofing approved as noted and returned
- Submittal 9 – Erection procedure approved as noted
- Submittal 10 – Waterline sleeve – reviewed and ok
- Submittal 11 – Headwall rebar approved as noted and returned

05.10 VERIFICATION, RELOCATION, OTHER PERMITS

- Environmental permit in place
- NYSDOT highway work permit in place

05.11 GENERAL ISSUES FOR DISCUSSION

- Arch setting went well
- Pay estimate closeouts – *end of every month. Pay estimates to be submitted to the Town on the first Tuesday of each month. Pay Estimate #4 will be draft submitted to Forrest today and reviewed/finalized for Town ASAP.*
- *CONR 250 form is going to be needed, since it is anticipated that work will extend past contract completion date.*
- *Mark Lannier covering for Ryan next week (11/8/21-11/12/21). Cell 315-720-8716. Larger project issues/discussion next week should be directed to Ben Werner.*
- *Temporary Driveway ruts*
- *Progress meeting reminder email to be sent out the Monday before each progress meeting.*
- *Masks to be worn at meetings moving forward.*
- *Michelle to reach out to Village regarding milling/paving stretch of Lake Street beyond project limits. Ryan to give pricing info to Michelle to pass along to Village. Village to give yes/no by Friday 11/5/21*
 - *Economy would bill the Village directly for this work, should they request it be done.*
- *Sandra to inquire internally when good faith efforts to meet EBO goals needs to be documented.*

05.12 SPECIAL ISSUES/OUTSTANDING ITEMS

- None

05.13 STATUS OF FCO/OOC, ADDITIONAL WORK

- None to date

05.14 DISPUTED WORK

- None

05.15 INSURANCE STATUS

- All the current insurance certs are on file

05.16 SUBCONTRACTOR/VENDOR

- Sub approval in EBO completed.

05.17 AFFIRMATIVE ACTION

Goals: EEO: Minority 1.2%; Female 6.9% DBE: 6%

Achieved and logged in EBO as of 11/3/2021: M 0.81% F 4.22 % DBE 1.27 %

- *Economy cannot guarantee that they will meet the goals. Will provide documentation of good faith efforts.*

05.18 NEXT MEETING

- Wednesday Nov 17, 2021 @ 8:30AM, field office (and zoom videoconference)

Prepared by:	<i>The foregoing represents the writer's understanding of the major items of discussion. If this is not the understanding of all parties, please respond in writing within three (3) days of receipt of these minutes.</i>	
	_____ Ryan O'Malley NAME	_____ Resident Engineer TITLE

- The high school varsity basketball players will assist the program as volunteers for community service.
- Program currently has 34 registered participants. Total registration fees collected; \$1700.00.

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period October 1 – October 31, 2021

Plan Reviews

- 5 discussions about upcoming projects

Site Visits

- Meeting with contractor about new house build

CEO Activity

- 5 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 8 Framing inspections/ 2 reinspection's
- 4 Plumbing inspections/ 1 reinspection's Issue resolved
- 2 Final inspection/2 Reinspection
- Total inspection time of 100 hrs
- 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
- 15 Fire inspections rental units

Building/Zoning Complaints and Enforcement Activity

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Tenant Complaint investigation (mold, unlivable) Multiple meetings with land owner and County agencies (not condemnable)
- 2 Call outs for Carbon monoxide/ Met TFD at scene to investigate
- 1 Condemnation of rental unit. Working with tenant to bring rental unit up to health standards (Daily contact with tenant)
- Lifted condemnation on Apartment. All issues fixed and cleaned
- Request for condemnation by family member regarding parents living condition (investigated and condemned)
- Meeting with tenant of condemned apartment. Guide lines to have condemnation lifted given
- Meeting with Hospital case worker to relay conditions in apartment.
- Multiple inspections and site visits on 2nd condemnation. All requirements met to lift condemnation.
- 1 Stop work order issues
- Complaint investigation Tenant Landlord dispute. Research and follow up. Ongoing

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period October 1 – October 31, 2021

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



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 *October 2021*
SUBMITTED AT NOVEMBER 2021 TOWN BOARD MEETING

Building Permits issued		12
Plan Reviews		9
Certificate of Occupancy issued		1
Permits Renewed		0
Complaints Received		3
Complaints Resolved		1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		25 Plus 4 Reinspection's
New Site Inspections		9
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		3
Fire Safety Inspections		Ongoing
Code Training Seminars		6 Hours
County Assessment, Town, DOS Reports		3
Open property in violation cases		7
Property violations resolved		0

Value of Permits issued: \$650,043.00

Building Permit fees collected for month: \$2,745.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Budget

- Budget Reviews & updates with Town Board and Budget Officer
- Prepared Preliminary Budget Narrative for public hearing
- Recreation Program Budget Review in preparation for Reconciliation with Village
- Reviewed EMS billing rates, compared with Village and will not be recommending increases for 2022.
- Will be working with Code Enforcement Officer re: building fees for 2022.
- Reviewed invoices, signed checks, authorized bank transfers and received monthly Clerk Report.

Town Board

- Preparation of meeting materials & follow up on Town Board actions.
- Represented the Town Board in exploratory meetings with Baden-Powell Boy Scout Council re: saving Camp Barton.

Staffing

- Weekly meetings with Budget Officer and Joint meetings with Town Clerk re: follow up and coordination.
- Consultation with Clerk on new deputy.
- Planner
 - Met with Temporary Planner to review status of projects and salary request to extend.
 - Prepared resolution seeking authorization from Town Board to negotiate salary for temporary planner to continue until new planner can start and for coaching.
 - Prepared interview questions and rating criteria for Planner Interviews.
 - 11/2 Interviewed 2 applicants.
 - 11/4 Arranged follow up interview between applicant and Code Enforcement Officer.
 - 11/8 Arranged Stakeholder interview with applicant
- Code Enforcement
 - Regular meetings for updates on building activities and enforcement.
 - Sent request to enforcement attorney for assistance with unresponsive landlords needing fire inspections.
- Recreation
 - Met with Will Glennon for updates.
 - Assisted with MOU re: Camp Barton
- Highway
 - Met with Superintendent to discuss union issues and staffing.

Water

- Smart Start Extension- Followed up with more detailed information about the process which is more extensive for an extension of this length than a simple, one-home hookup. Provided cost estimates and process using guidance from MRB Group and Attorney.
 - Reaching out to others who may be interested in joining a new extension.
- Water Resources Council project to monitor water supply and quality countywide. Expressed interest in participating when study gets developed and actively seeks participants.

- Sent note to Association of Towns seeking guidance on whether ARPA funds may be loaned to a water district and repaid for more townwide uses.

Union Negotiations

- Met with Teamster negotiating team and Town Board re: new, 3 year agreement.
- Updated the agreement with proposed changes verbally agreed to with union members. Had it reviewed by Town Board and sent to Teamsters for review on 11/9.

Legal representation

- Requested recommendations from True Walsh and collaborating with Dryden on referrals.
- Spoke with one prospective attorney. Will call second attorney and report back to Town Board.

Historian

- Assisted Historian John Wertis in arranging placement of historical marker at Cayuga Nature Center with Highway and with invitation for event on Saturday Nov. 20th.

Smith Woods Parking

- After Town Board approved resolution to authorize No Parking signs on Falls Road near the entrance to Smith Woods (with approval of PRI), coordinated with Highway on installation. In response to neighbor complaints about continued parking, worked with Cayuga Nature Center to create a Courtesy Ticket for Town and CNC Staff to use when vehicles are parked- as warning before actual ticketing. Also contacted Lt. Koskinin at TC Sheriff's office and Chief Nelson at Tburg Police to alert them to new No Parking and to request help with enforcement.

Noise Ordinance

- Sought guidance documents from attorney for work group. Met with Code Enforcement and Clerk to provide background for initial meeting with TB members.
- Follow up conversation with attorney and Code Enforcement.

EV Charging Station

- Followed up on maintenance issue when charging station was not working
- Clarified costs for extended warranty coverage.
- Reviewed pricing guidelines to assure they were correct.
- Drafting new language to describe energy use, EV station support fee, and Overstay charges to eliminate "parking" fees.

Capital Projects

- Regular meetings with Budget Officer to review progress and billing issues.