

## TOWN BOARD MEETING

Town of Ulysses

February 13, 2018

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

The meeting was held at the Ulysses Town Hall at 10 Elm Street, Trumansburg.

Notice of Town Board meetings are posted on the town's website and clerk's board.

### **ATTENDANCE:**

#### TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas (arrived at 8:50pm)

Board members- Michael Boggs, Rich Goldman, Nancy Zahler, John Hertzler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys (excused at 7:55pm)

Code Enforcement- Tom Myers (excused at 7:25pm)

#### OTHERS PRESENT:

Fire Chief- Jason Fulton from (attended from 7:25-7:45pm)

### **CALL TO ORDER:**

Ms. Zahler called the meeting to order at 7 p.m.

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2018-52: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for February 13, 2018 with the removal of the sidewalk maintenance agreement; the addition of an executive session to discuss collective bargaining.

Moved: Ms. Zahler

Seconded: Mr. Boggs

Ms. Thomas                absent

Ms. Zahler                aye

Mr. Hertzler              aye

Mr. Boggs                aye

Mr. Goldman             aye

Vote: 4-0

Date Adopted: 2/13/18

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

*(none)*

**REPORTS FROM REPRESENTATIVES:**

*(none)*

**TOWN REPORTS:**

*(see Appendix A)*

*Mr. Myers was excused at this time.*

**REPORTS FROM REPRESENTATIVES:**

Mr. Fulton shared the following:

- In process of purchasing a new firetruck. Will not cost anything extra than what is budgeted.
- Buildings update: got some drawings, waiting on an estimate.
- The department needs new face pieces
- Monthly report submitted

*Mr. Fulton was excused at this time.*

**OLD BUSINESS:**

**INTRODUCING THE PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118 H (1-3) AND §212-118 I (2) RE: DEVELOPMENT DISTRICTS 8 AND 9**

**RESOLUTION 2018-53: INTRODUCING THE PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118 H (1-3) AND §212-118 I (2) RE: DEVELOPMENT DISTRICTS 8 AND 9**

RESOLUTION: INTRODUCING THE PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118 H (1-3) AND §212-118 I (2) RE: DEVELOPMENT DISTRICTS 8 AND 9

WHEREAS, the Town Board wishes to consider a proposed Local Law to amend the Zoning Code §212-118 H (1-3) AND §212-118 I (2) RE: Development Districts 8 and; and

WHEREAS, Municipal Home Rule Law 520(4) requires that a proposed local law be introduced by a Town Board member at a Town Board meeting; and

WHEREAS, the Ulysses Town Board reviewed the proposed changes recommended by the Planning Board on January 23, 2018;

NOW, THEREFORE, BE IT

RESOLVED that the proposed Local Law to amend certain provisions of the Zoning Law of the Town of Ulysses, which are set forth in the Town of Ulysses Code §212-118 H (1-3) AND §212-118 I (2) pertaining to Development Districts 8 and 9 is hereby introduced to the Town Board for its review and consideration.

Moved: Ms. Zahler

Seconded: Mr. Boggs

Ms. Thomas	absent
Ms. Zahler	aye
Mr. Hertzler	aye

Mr. Boggs                    aye  
Mr. Goldman                aye

Vote: 4-0

Date Adopted: 2/13/18

**RESOLUTION 2018-54: SCHEDULING PUBLIC HEARING ON PROPOSED LOCAL LAW TO AMEND ZONING §212-118 H (1-3) AND §212-118 I (2)8 RE: DEVELOPMENT DISTRICTS 8 AND 9**

WHEREAS, a proposed local law to amend certain provisions of the Zoning Law of the Town of Ulysses, which are set forth in the Town of Ulysses Code §212-118 H (1-3) AND §212-118 I (2)8 pertaining to Development Districts 8 and 9 was introduced at a Town Board meeting on Feb. 13, 2018, and

WHEREAS, Municipal Home Rule Law §20(5) requires that a public hearing before a local law is adopted by the Town Board, which public hearing must be held upon at least ten days' notice;

NOW THEREFORE, BE IT

RESOLVED, that the Town Board shall hold a public hearing on February 27, 2018 at 7:00pm at the Town Hall, 10 Elm Street, Trumansburg, NY 14886 on the proposed local law to amend certain provisions of the Zoning Law of the Town of Ulysses, which are set forth in the Town of Ulysses Code §212-118 H (1-3) AND §212-118 I (2)8 pertaining to Development Districts 8 and 9; and be it further

RESOLVED, that the Town Clerk shall cause notice of such public hearing to be published and posted at least ten days before the date thereof.

Moved: Ms. Zahler                    Seconded: Mr. Goldman

Ms. Thomas                    absent  
Ms. Zahler                    aye  
Mr. Hertzler                    aye  
Mr. Boggs                    aye  
Mr. Goldman                    aye

Vote: 4-0

Date Adopted: 2/13/18

*Ms. Geldenhuys was excused at this time. The board resumed town reports.*

**CLARIFICATION OF SECTION 603 OF THE PERSONNEL POLICY**

**RESOLUTION 2018-55: CLARIFICATION OF SECTION 603 OF THE PERSONNEL POLICY**

BE IT RESOLVED that the Ulysses Town Board approves adding the attached clarifying language (see Appendix B) to the Personnel Policy in section 603 as presented (and edited) at the February 13 meeting.

Moved: Mr. Goldman                    Seconded: Mr. Boggs

Ms. Thomas                    absent  
Ms. Zahler                    aye

Mr. Hertzler            aye  
Mr. Boggs                aye  
Mr. Goldman             aye

Vote: 4-0

Date adopted: 2/13/18

*Ms. Thomas arrived at this time.*

**EMERGENCY MEDICAL SERVICES BILLING FEES**

The Town Board discussed changing the billing fees but did not take any action.

**NEW BUSINESS:**

**ACKNOWLEDGING THE AUDIT OF THE JUSTICE COURTS WERE COMPLETED**

**RESOLUTION 2018-56: ACKNOWLEDGING THE AUDIT OF THE JUSTICE COURTS WERE COMPLETED**

WHEREAS NYS requires an annual audit of the finances of the Ulysses Town Justice Courts, either as an internal audit by Town Board members or by an auditing firm,  
THEREFORE BE IT

RESOLVED that the Town of Ulysses Board acknowledges an internal audit of the Ulysses Justice Courts was completed by Town Board members on January 24, 2018, and further  
RESOLVED that the Town Clerk will submit a certified copy of this resolution along with the results of the audit to the NYS Office of Court Administration.

Moved: Ms. Zahler                      Seconded: Mr. Goldman

Ms. Thomas                    aye  
Ms. Zahler                      aye  
Mr. Hertzler                    aye  
Mr. Boggs                      aye  
Mr. Goldman                    aye

Vote: 5-0

Date Adopted: 2/13/18

**AGREEMENT WITH VILLAGE OF TRUMANSBURG TO PROVIDE COURT SECURITY**

**RESOLUTION 2018-57: AGREEMENT WITH VILLAGE OF TRUMANSBURG TO PROVIDE COURT SECURITY**

BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor to sign the 2018 Agreement with the Village of Trumansburg to provide police security for the Justice Courts.

Moved: Mr. Goldman                      Seconded: Ms. Thomas

Ms. Thomas                    aye  
Ms. Zahler                      aye  
Mr. Hertzler                    aye

Mr. Boggs            aye  
Mr. Goldman        aye

Vote: 5-0  
Date Adopted: 2/13/18

**PRIVILEGE OF THE FLOOR:**

*(none)*

**MONTHLY BUSINESS**

**APPROVAL OF MINUTES**

**RESOLUTION 2018-58: APPROVAL OF MINUTES- 1/23/18**

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 1/23/18.

Moved: Mr. Goldman            Seconded: Ms. Zahler

Ms. Thomas            aye  
Ms. Zahler              aye  
Mr. Hertzler            aye  
Mr. Boggs               aye  
Mr. Goldman            aye

Vote: 5-0  
Date Adopted: 2/13/18

**BUDGET MODIFICATIONS**

**RESOLUTION 2018-59: BUDGET MODIFICATIONS**

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

**B FUND BUDGET MODIFICATIONS**

B9040.8	Worker's Compensation	INCREASE	\$800.00
1.	<i>To cover additional worker comp premium costs</i>		

B1990.4	Contingency Account	DECREASE	\$800.00
2.	<i>Remaining balance in contingency account will be \$9,200.00</i>		

Moved: Mr. Hertzler            Seconded: Mr. Goldman

Ms. Thomas            aye  
Ms. Zahler              aye  
Mr. Hertzler            aye  
Mr. Boggs               aye  
Mr. Goldman            aye

Vote: 5-0

Date Adopted: 2/13/18

**APPROVAL OF CLAIMS**

**RESOLUTION 2018-60: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers # 22-84 in the amount of \$774,354.10.

Moved: Ms. Thomas

Seconded: Mr. Goldman

Ms. Thomas            aye

Ms. Zahler            aye

Mr. Hertzler           aye

Mr. Boggs            aye

Mr. Goldman           aye

Vote: 5-0

Date Adopted: 2/13/18

**EXECUTIVE SESSION:**

Ms. Thomas made a motion to move into Executive Session at 9:24pm for the purpose of discussing collective bargaining and the disposition of real property. This was seconded by Ms. Zahler and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:48pm. This was seconded by Mr. Hertzler and passed unanimously.

**ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 9:49pm; seconded by Ms. Zahler.

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**APPENDIX A:**

**TOWN REPORTS:**

**Planning Board**

At the 1/16 meeting, the Planning Board discussed the draft zoning and issues of concern. At the 2/6 meeting, the PB reviewed a five-lot subdivision on Dubois and Glenwood Heights Rd, and scheduled a public hearing for 3/6. The PB reviewed and approved a self-storage facility in the former antiques mall building at 1607 Trumansburg Rd. The PB also discussed but did not approve a resolution regarding data sets on housing and population trends, and appointed Rebecca Schneider as the representative and John Wertis as the alternate to the Zoning Update Steering Committee.

**Board of Zoning Appeals**

1/17 – the BZA discussed the draft zoning and issues of concern.

**Simple subdivisions**

*\*\*New addition to my report. Simple subdivisions (two-lot and boundary line changes) are approved in-house.*

Since the beginning of 2018, two two-lot and one boundary line change have been approved.

### **Grants**

**Zoning Updates Grant** – 1/18 meeting with reps from town committees/boards, and on 2/8 had a lengthy meeting that focused on the draft zoning map.

**Clean Energy Communities** – Waiting on response from NYSERDA on grant application.

### **Other Meetings/Issues**

**Cayuga Lake Watershed Intermunicipal Organization (IO)** – 1/24: The IO is working with Cornell staff to submit an Engaged Cornell grant to support a watershed summit for municipalities and agencies. The Floating Classroom has a new boat.

**Code Enforcement/Valuation Staff annual meeting** – 1/23: Tiny Timbers presentation addressing zoning and code concerns. Assessment staff and municipalities provided updates. Town of Ithaca is working on a rental registry and making changes to their regulations on accessory dwelling units.

**ITCTC** – 1/30: Council recommended budget amendments for two State DOT projects in Newfield; recommended approval of the Unified Planning Work Program; a bikeshare program for Ithaca will start in the spring; NYS DOT has funding available for bridge and culvert work – applications are due in April; Dryden received State Parks funding to work on the rail-trail from the Village of Dryden to Freeville.

**Planning Advisory Board (PAB)** – 1/24: Martha Robertson, chair of the County Legislature, discussed the transitions and committee appointments for the legislature. County Planning discussed how to study or gather information on rental housing.

**Stormwater Coalition (SWC)** – 1/10: The SWC renewed the contract with TC Soil and Water Conservation District for administrative work and Coalition coordination. Angel H mentioned that the State is asking for project ideas to reduce sources that cause harmful algal blooms. The SWC sponsored a training on erosion and sediment control on 1/7.

**Water Resources Council (WRC)** – 1/22: The WRC worked on committee structure for the new year.

### **TOWN CLERK: Submitted by Ms. Parlato**

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	3
Disabled parking permits	7
Dog licenses and renewals	67
Marriage licenses	2
Plumbing permits	1
Address assignments	0
Notarizations	6
FOIL requests-completed	1

<b>FINANCIAL REPORT:</b>	
\$1410.50	TOTAL Collected for fees & licenses
\$1238.54	stays in the town
\$171.96	goes to the state

**CLERK'S OFFICE TASKS:**

- Routine tasks:
  - Notarizations
  - Ordered supplies
  - Retrieved, sorted, vouchered mail
  - Answered inquiries on various topics
  - Took and wrote up meeting minutes
  - Kept website current
  - Sent listserv messages to residents (~2/month)
  - Mailed and posted dog licenses; issued tickets as needed
  - Assist other departments when possible
  - Update health/dental insurance info for staff as needed

**TAX COLLECTION TASKS:**

- Collect ~\$4,000,000 in taxes

**RECORDS MANAGEMENT TASKS:**

- Continue with mass scanning of building plans into Laserfiche for easier access and storage. Scanning is being done through the County Clerk's office.

**COMMITTEES/ASSOCIATIONS:**

- Health Consortium- was sick for January meeting

**CODE ENFORCEMENT: Submitted by Tom Myers**

Building Permits issued	1
Plan Reviews	5
Certificate of Occupancy issued	1
Certificate of Compliance issued	3
Complaints Received	0
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	32
New Site Inspections	2
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	5
Fire Safety Inspections	1
Code Training Seminars	4
County Assessment Report	1

Open property in violation cases	6
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Value of Permits issued: \$120,000  
 Building Permit fees collected for month: \$900

**MS. ZAHLER shared the following:**

- Grassroots has requested police protection at their new site on Falls Rd
- A water quality workshop how to test water/wells may be held on Wed. 3/21. by Community Science Institute

**MR. GOLDMAN** shared that he would like the board to respond to Mr. Wertis’ request that the town look at zoning data.

*At this time, the board discussed EMS.*

**SUPERVISOR REPORT – Submitted by Ms. Thomas**

**Energy**

- LED light conversion – answer questions from other municipalities.
- EV station data – review usage for the month. Assist with county-wide EV expansion grant.

**Sidewalks**

- Sidewalk maintenance agreement with village

**Water Districts**

- WD3 – new resolution from Health Department.
- Falls Road – prep for meeting with residents

**Zoning update**

- Chair Zoning Update Steering Committee
- Meet with county assessor about zoning effects on land values
- Read through comments-to-date
- Organize and compile comments by general category.
- Development District changes for Moores and FloTech.
- Expand ZUSC to include members of other committees/organizations.
- Review Tompkins County population estimates for future decades.

**Other**

- Work on file system organization with Clerks and Bookkeeper
- Correct glitches in electronic time card.
- On holiday!
- Try to find new members for Planning Board and BZA.
- Cayuga Lake Watershed Intermunicipal Organization – letter of support for grant application.
- Personnel Policy – interpret for overtime/holidays/call-in pay/etc.
- Adjust agreement with village for court security payments
- Assist with Eagle Scout project regarding cemeteries.
- Safety committee details to Worker’s Comp.

**Meetings and Training**

- 1/9 – Town Board meeting
- 1/10 – Worker’s Comp representatives
- 1/10 – Meet with rep about energy consumption in town buildings.

1/18 – Zoning Update Steering Committee meeting with reps from other committees. 1/23 – Town Board meeting  
1/24 – Town Board financial audit of courts, clerk and supervisor finances. 1/24 – interview with reporter from Tompkins Weekly  
1/25 – sign papers for Salo Drive and title clearing documents for church and UNA land. 1/25 – TCCOG  
2/8 – Zoning Update Steering Committee.

#### **Questions/Concerns from Residents**

- Zoning update (many)
- Speed limit posting on Rabbit Run.
- Hamilton Square

#### **Repeating daily/weekly/monthly tasks:**

- Work with each department on current topics.
- Respond to constant flow of questions from residents, volunteers and staff.
- Weekly review of topics with attorney for the town.
- Monthly review of county actions.
- Daily check-in with Town Hall staff.
- Communications – assist with listserv news
- Periodic discussions with Zoning Officer over a variety of topics.
- Prepare agendas, resolutions, and background documents. Review topics with TB members, conduct meetings, and review minutes.
- Provide oversight and follow-through on decisions and requests made at Town Board meetings.
- Review claims and budget, make suggested budget modifications to be approved by TB, review payroll, sign checks,
- Review financial reports.
- Periodic check in with Town Clerk and Deputy Supervisor re work load and coordination.
- Respond to surveys when requested.

### **APPENDIX B:**

#### **PERSONNEL POLICY CLARIFICATIONS**

##### **Section 603 Call-In Time – for Highway Department**

Call-in time is defined as when an employee is not at work and they are asked to come into work outside normal work day hours. Normal work day hours are set by the department head (Highway Superintendent) and can vary seasonally. Normal work day hours are set annually by the Highway Superintendent at the Organizational Meeting. Call-in time starts when an employee is contacted by their Supervisor. The employee then has 30 minutes to report to work. Staying late to work overtime is not considered call-in time.

Hours worked as call-in hours (including travel time) are considered hours worked for the purposes of calculating overtime.

Call-in time will be paid at 1.5 times the employee's regular rate of pay, except if they are worked on a holiday (see Holiday Pay section).

Employees called in to work outside their regular work day for hours that do not abut their normal work day will be guaranteed a minimum of 3.5 hours of pay at 1.5 times their normal rate of pay unless the call-in occurs on a holiday (see Holiday Pay section).

Examples:

Example 1: Defining Call-In time:

The normal work day is from 7:00 a.m. to 3:30 p.m.

An employee is called in (contacted by the Highway Superintendent) to work at 4:30 a.m., reports to work at 5:00 am and works until 3:30 p.m.

The 2.5 hours from 4:30 to 7:00 am is call-in time.

Or if the employee works a normal work day, leaves work at 3:30 pm and then is contacted by their supervisor at 7:00pm, reports to work at 7:30 pm and works to 9:00 p.m., the time from 7:00 to 9:00 is call-in time. The guaranteed minimum of 3.5 hours would apply in this situation and the employee would be paid for 3.5 hours of call-in time at 1.5 times the employee's regular rate of pay.

For examples of how call-in pay is calculated, refer to Appendix \_\_\_\_\_

*Respectfully submitted by Carissa Parlato on 2/20/18.*