

TOWN BOARD MEETING

Town of Ulysses

May 8, 2018

Audio of the minutes are available on the website at 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

Board members- Michael Boggs, John Hertzler, Nancy Zahler (via conference call-not eligible to vote)

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys

OTHERS:

Kim & Bryon Moore, Anne Koreman, Linda Liddle

CALL TO ORDER:

Ms.Thomas called the meeting to order at 7pm.

APPROVAL OF MEETING AGENDA

RESOLUTION 2018-101: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for May 8, 2018 with the addition of an executive session to discuss union negotiations.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas aye

Mr. Hertzler aye

Mr. Boggs aye

Vote: 3-0

Date Adopted: 5/8/18

PRIVILEGE OF THE FLOOR:

(none)

REPORTS FROM REPRESENTATIVES:

Anne Koreman:

- Then county has begun budget discussions
 - They are considering alternatives to incarceration and incarceration facilities

- Lime Bikes has a rental bike program in Tompkins County
- Naloxone will be available in different county facilities for opiate overdoses. The county is hoping to get a 40 bed detox center.
- NYS has awarded a \$14 million grant to Tompkins County for airport upgrades but the county will need to come up with an additional \$8 million in order to utilize the grant.

OLD BUSINESS:

INTRODUCING THE PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118H (1-3) RE: DEVELOPMENT DISTRICT 8, MOORE’S MARINE

RESOLUTION 2018-102: INTRODUCING THE PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118H (1-3) RE: DEVELOPMENT DISTRICT 8, MOORE’S MARINE

WHEREAS, the Town Board wishes to consider a proposed Local Law to amend the Zoning Code §212-118 H (1-3) RE: Development District 8; 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 May 1, 2018, and made two changes to the proposed language pertaining to new buildings on May 8, 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) pertaining to Development District 8 is hereby introduced to the Town Board for its review and consideration.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas	aye
Mr. Hertzler	aye
Mr. Boggs	aye

Vote: 3-0

Date Adopted: 5/8/18

SCHEDULING A PUBLIC HEARING ON PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118H (1-3) RE: DEVELOPMENT DISTRICT 8, MOORE’S MARINE

RESOLUTION 2018-103: SCHEDULING A PUBLIC HEARING ON PROPOSED LOCAL LAW TO AMEND ZONING CODE §212-118H (1-3) RE: DEVELOPMENT DISTRICT 8, MOORE’S MARINE

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) pertaining to Development District 8 was introduced at a Town Board meeting on May 8, 2018, and

WHEREAS, Municipal Home Rule Law §20(5) requires that a public hearing be held 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 May 22, 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) pertaining to Development District 8; 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. Thomas Seconded: Mr. Boggs

Ms. Thomas	aye
Mr. Hertzler	aye
Mr. Boggs	aye

Vote: 3-0

Date Adopted: 5/8/18

NEW BUSINESS:

APPRECIATION FOR THE TOWN'S ENVIRONMENTAL PLANNER

RESOLUTION 2018-104: APPRECIATION FOR THE TOWN'S ENVIRONMENTAL PLANNER

WHEREAS, the Environmental Planner for the Town of Ulysses, Darby Kiley, has been a faithful employee since 2011; and

WHEREAS Darby has helped the town win ~\$187,000 of grant funding over recent years, funding that has been used to purchase a natural area protecting Trumansburg Creek, funding to bring the zoning in line with the Comprehensive Plan, and additional funds to allow the Town Hall to soon become fossil-free; and

WHEREAS Darby is a true leader in environmental stewardship having been a member (and current chair) of the Tompkins County Water Resources Council, member (and former chair) of the Cayuga Lakes Watershed Network Intermunicipal Organization, member of the Tompkins County Stormwater Coalition, the Tompkins County Transportation Council, the Tompkins County Council of Governments Energy Task Force, the Tompkins County Parks and Trails Network as well as other groups and boards throughout the county, and

WHEREAS Darby does her job professionally, wading through the technical and legal aspects of all the roles she fills as Environmental Planner, Zoning Officer and Stormwater Officer; and

WHEREAS Darby has a remarkable ability to respectfully interact with all the boards she works with and the public with the best smile, even when a smile is hard to come by.

THEREFORE BE IT

RESOLVED that the Town Board of the Town of Ulysses wishes Darby Kiley well in her new endeavor with Tompkins County and thanks her for her years of excellent service to the town.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Mr. Hertzler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 5/8/18

RESOLUTION 2018-105: APPOINTMENT OF TEMPORARY PLANNER/ZONING OFFICERS

WHEREAS, on March 23, 2018, the Town Planner and Zoning Officer, Darby Kiley submitted her resignation, and

WHEREAS this position requires a person or persons to temporarily fulfill the duties of the Planner/Zoning Officer until the position can be filled permanently, and

WHEREAS the Town of Ulysses needs to have someone with experience as a planner and with zoning,

BE IT THEREFORE

RESOLVED, the Town of Ulysses appoints CJ Randall to the position of temporary Town Environmental Planner and Zoning Officer at the rate under the current contract until the full advertising, interviewing and hiring process can be completed for this position, also

RESOLVED, the Town of Ulysses appoints John Czamanske to the position of temporary Deputy Town Environmental Planner and Zoning Officer at the hourly rate of \$40/hr for a maximum of 10 hours per week until the full advertising, interviewing and hiring process can be completed for this position.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Mr. Hertzler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 5/8/18

TOWN REPORTS:

(see Appendix)

PRIVILEGE OF THE FLOOR:

(none)

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2018-106: APPROVAL OF MINUTES- 4/26/18

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 4/26/18.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Mr. Hertzler aye
Mr. Boggs aye

Vote: 3-0
Date Adopted: 5/8/18

APPROVAL OF CLAIMS

RESOLUTION 2018-107: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #187-226 in the amount of \$216,115.56.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Mr. Hertzler aye
Mr. Boggs aye

Vote: 3-0
Date Adopted: 5/8/18

EXECUTIVE SESSION:

Ms. Thomas made a motion to move into Executive Session at 8:25pm for the purpose of discussing union negotiations. This was seconded by Mr. Boggs and passed unanimously.

Mr. Boggs made a motion to end Executive Session at 9:45pm. This was seconded by Mr. Hertzler and passed unanimously.

ADJOURN:

Mr. Boggs moved to adjourn the meeting at 9:45pm; seconded by Mr. Hertzler.

APPENDIX:

TOWN REPORTS:

TOWN PLANNER- Submitted by Darby Kiley
Planning Board

At the 4/17 meeting, the Planning Board reviewed and approved a single family residence on a flag lot on Halseyville Rd. At the 4/17 and 5/1 meetings, the PB reviewed Moore’s development district language. A public hearing was held on 5/1, and the PB adopted a resolution recommending language for the Town Board’s consideration.

At both meetings, the Planning Board discussed the draft zoning.

Board of Zoning Appeals

At the 4/18 meeting, the BZA made the following determinations:

- Granted a variance for insufficient width at the front lot line for a two lot subdivision in the A1 District;
- Granted a variance for insufficient side yard setback for an addition to an existing house in the Lakeshore District; and
- Denied variances for the size of a sign and size of a roadside stand.

Simple subdivisions *Simple subdivisions (two-lot and boundary line changes) are approved in-house.*

Approved one simple subdivision on Pennsylvania Ave.

Grants

Zoning Updates Grant – prepped materials for meeting on 5/3; work on reimbursement paperwork.

Clean Energy Communities – Working with Roxanne Marino on grant contract.

Salo Dr – Met with State contact to review paperwork needed to close project. Working on getting appraisal reports for all three of the parcels.

Other Meetings/Issues

Cayuga Lake Watershed Intermunicipal Organization (IO) – 4/25: The IO discussed the watershed summit that was held in Seneca Falls on April 19. The event was well attended – over 80 people there – with representatives from across the watershed and various County and State agencies. The IO has a new website (<http://www.cayugawatershed.org/>)

Water Resources Council (WRC) – 4/21: The WRC heard a presentation on the effects of the recent drought on agriculture in NYS.

HIGHWAY: Submitted by Mr. Reynolds

- one snow/ice event
- fixed shoulders from winter damage
- cleaned ditches on various roads
- cleaned up trucks/equipment from winter use
- got quotes for paving and road sealing projects
- attended meeting with Tompkins Soil and Water
- screened a pole of asphalt millings for use as shoulder material
- inspected large culverts

TOWN CLERK: Submitted by Ms. Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	19
Disabled parking permits	7
Dog licenses and renewals	63

Marriage licenses	5
Plumbing permits	0
Address assignments	3
Notarizations	4
FOIL requests-received	2
FOIL requests-completed	1

FINANCIAL REPORT:	
\$1427.00	TOTAL Collected for fees & licenses
\$935.44	stays in the town
\$491.56	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

Other tasks:

- Respond to resident inquiry re: tree trimming along Route 89.
- Coordinate ethics training with staff & attorney
- Coordinate advertising, applicants, and interviews for PB clerk, Fire Inspector and Planner
- Create new procurement form to manage the many expiring contracts we have this year.
- Get new quotes for expiring contracts- research options, make calls, meet with sales agents...

TAX COLLECTION TASKS:

Completed tax collection and settled up with Tompkins County. Collected \$4.7 million.

WATER DISTRICT TASKS:

- Collect and post water payments
- Gather assessment data for Attorney/Engineers for Proposed WD5.
- Pull together information for water unit/EDU assessment overhaul.

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- did not attend March meeting
- Safety Committee- initiated contact with committee members to select meeting date
- Tompkins County Town Clerks Assoc- had quarterly meeting on 4/12. 10 clerks attended.

TRAININGS:

Attended NYS Town Clerks Association (NYSTCA) annual conference in Albany April 22-25.

Classes attended by Clerk and/or Deputy Clerk:

- DISC Behavioral Styles for career success
- NYSTCA annual business meeting
- Legislative issues and trends with Assoc. of Town (AOT) counsel
- Town Clerk and Planning/Zoning
- Understanding Solar
- Tour of the NYS museum
- Presentation skills- preparation & delivery
- Freedom of Information Law
- Exotic pets- state licensing
- Safeguard NY- suspicious activity & reporting
- NY Rural Water Assoc. resources
- The SERVE method of customer service (Surprise, Evaluate, Respond, Validate, Exceed)

CODE ENFORCEMENT: Submitted by Tom Myers

Building Permits issued	15
Plan Reviews	7
Certificate of Occupancy issued	1
Certificate of Compliance issued	6
Complaints Received	3
Complaints Resolved	2
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	48
New Site Inspections	8
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	19
Fire Safety Inspections	4
Code Training Seminars	0
County Assessment/Board Reports	3
Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$774,533

Building Permit fees collected for month: \$3,849

SUPERVISOR REPORT 4/10/18 to 5/8/18 – Submitted by Ms. Thomas

Energy

- Tompkins Electric Vehicles initiative – member of steering committee
- LED Streetlights – continue to organize this shared service
- CEC Grant – meet with Roxanne to move this grant for heat pumps in Town Hall forward.

Water Districts

- Falls Road – finish preparing petition. Review with resident representatives, answer questions.
- Rt 89 – discuss path forward with engineers
- WD3 – TTHM readings – analyze. Looking good!

Planning and Zoning update

- Chair Zoning Update Steering Committee – organize topics, assist with agendas, conduct meetings, interface with consultants, review new drafts.
 - o Prepare timeline of zoning update to send out to committees and the public.
 - o Present zoning update information to Rotary
 - o Update Design Standards with Planners for 5/3 meeting
 - o Update map based on resident's input
- Begin search for new Planner/Zoning Officer
- Development District 8 - follow process required for addressing changes to DDs.
- Personnel – new Planning Board Clerk, interview for Planning Board alternate

Other

- Personnel Policy /union contract – review and give feedback
- Special Events Permitting – work to correct local law.
- Town Hall landscaping – work with Clerks to complete
- Interview residents for Planning Board
- The Habitat – work with Planner to understand final grant requirements
- Official map, sometimes called the official road map – working to update from 1980.

Meetings and Training

4/9 – EV Tompkins meeting

4/10 - Town Board meeting

4/13 – Town Board meeting (special for Fire Inspector appointment)

4/14 – Harmful Algal Bloom presentations by CSI

4/18 – Attend FEMA flood mapping information meeting

4/19 – Cayuga Lake Watershed Intermunicipal Organization meeting in Seneca Falls.

4/24 – my Mom turns 95!!

4/25 – sidewalk meeting (for finalizing sidewalk work)

4/25 – CEC grant coordination meeting for heat pumps, etc.

4/26 – TCCOG

4/26 – Town Board meeting

4/30 – Ethics Training

5/3 – attend Governor's announcement of local funding

Questions/Concerns from Residents

- Complaint about NYS DOT tree hedging on Rt 89
- Development District 8 – Moore’s
- Falls Road water district
- Camping near Smith Woods.
- Krum’s Corner Road complaint
- Loitering complaint

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.

BOOKKEEPER REPORT: March 2018 Nina Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 8 & 9
 - Updated employee changes and made corrections as needed
 - NYSLRS
 - Monthly Reporting
 - Retirees
 - Quarterly invoicing for retiree benefits
 - Quarterly reporting to PERMA
- Banking
 - Completed regular bank deposits – in person for cash with remote deposit system for checks
 - Completed regular bank account transfers to cover payments
- Payments
 - Produced vouchers for monthly pre-pays, insurance invoices and other miscellaneous payments
 - Reviewed monthly vouchers & abstracts

- Printed checks for pre-pays and scheduled voucher payments once approved
- Month End Close Out – March
 - Entered all Payroll entries (cash receipts, cash disbursements & general journal entries)
 - Entered all cash receipts (general receipts, WD accounting, etc.)
 - Entered all cash disbursements
 - Entered all general journal entries (bank transfers, interest, WD billings, budget modifications & other general journal entries)
 - Close out steps (Load abstracts, close CR & CD journals & print reports)
 - Reconciled WD3 & 4 receivable accounts
 - Reviewed month end financial reports and distributed them to Town Board

Trainings:

- NYSLRS *Retirement Online* Training Webinar –Security & Contact Admin- Apr 18
- NYSLRS Employer Education Seminar – Cortland – Apr 19
- TOU Annual Ethics Training – Apr 30

Meetings:

- 04/04/2018 – Supervisor & Clerk Office Meeting
- 04/10/2018 – Town Board Meeting
- 04/13/2018 – Special Town Board Meeting
- 04/25/2018 – Sidewalk Construction Meeting
- 04/26/2018 – Town Board Meeting

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
 - Communicated with contractor and engineering firm with regards to plan for completion of TOU portion of project
- Personnel
 - Personnel Policy & Union Contract
 - Reviewed multiple drafts of Union Contract
 - Significant amount of time was spent on a comparative analysis of the current TOU Personnel Policy and the draft Union Contract
 - Responded to HR related employee and Town Board member inquiries
 - Medicare Insurance
 - Worked with Perry & Carroll (broker) and Excellus (company) to resolve confusion around the Medicare insurance plan offered by TOU
 - Sent Medicare info to soon-to-be eligible
 - NYSLRS
 - Participated in trainings with regard to new online system
 - Attended Employer Education Seminar
 - Communicated with NYSLRS with regard to dual membership and multiple/subsequent employers scenarios
 - NYS Paid Family Leave Insurance
 - Worked with The Partners (broker) and ShelterPoint (company) to resolve confusion with regards to TOU offering PFL coverage
- New Hire

- Completed paperwork and orientations with new hires
 - Entered new hires into payroll system
 - Communicated with Tompkins County HR Dept with regards to new hires
- Procedures
 - Continued to update and refine written accounting procedures
 - Worked with Town Planner to draft procedures for Public Hearing Notices for the BZA and Planning Boards
- Other Accounting
 - Continued to investigate, research and work on resolutions to outstanding accounting issues
 - Researched and worked on developing a resolution to cleaning up the TA fund and the outstanding historical interfund transactions
 - Researched and developed solution to five historical un-cleared checks from 2014 & 2015

Up Coming:

- Trainings & Meetings
 - AOT Annual Town Finance School – May 10-11
 - PERMA Annual Conference – May 23-25
- Other Accounting
 - Develop plan (with Accountant) for how to handle outstanding accounting issues
- Personnel
 - Continue to review/clarify/update Personnel Policy

MS. ZHALER submitted the following:

Union Negotiations

- Met with union representatives, Rich Goldman, and Nina Thompson to work on language and terms for draft agreement.
- Updated drafts and prepared a summary for 4/26/18 Town Board meeting.
- Followed Up with union and further edited the draft to include clarifying language recommended by Nina Thompson for 5/8/18 TB review.

Jacksonville

- Provided background information on zoning to JCA representatives to prepare for community meeting.
- Provided information and connections to Pete Angie as new President of JCA re: Town purchase of garbage can, mowing, and assistance from Highway agreed to Fall 2017.
- Reviewed mowing contract and provided the Clerk with updated information for 2018.
- Connected the County's Probation Department's Community Service Work Crew with JCA to help with park clean up on a more regular basis.

Jacksonville Church

- Provided information to news media re: acceptance of purchase offer.
- Corresponded with Cameron Neuhoff & Mariette re: background on building.
- Notified by Historic Ithaca re: their plans to honor the Town for our efforts to preserve the church at a ceremony on May 15.
- Did minor exterior clean up and documented snow drops for new owner's information.

Village

- EMS- collecting data on service to CARS to prepare for meeting with Town, EMS and CARS.
- Village Board will be May 14th- Do we want to send a representative? I'll be away.

Planner

- Reviewed planner applications
- Did a comparative rating of first round applicants
- Requested info from Darby re: how to review state economic development grant opportunities
- Planning to attend May 14th workshop on consolidated grants

Ag Committee

- Missing in action. Michael Boggs attended in my place.

Respectfully submitted by Carissa Parlato on 5/15/18.