

## TOWN BOARD MEETING

Town of Ulysses

September 11, 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:

Deputy Supervisor- Nancy Zahler

Board members- Michael Boggs, Richard Goldman

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Environmental Planner- John Zepko

Attorney for the Town- Mariette Geldenhuys

#### ABSENT:

Supervisor- Liz Thomas

Board member- John Hertzler

#### OTHERS PRESENT:

Irene Kehoe, Deputy Director of Tompkins County Assessment; Anne Koreman, Tompkins County Legislator (arrived at 9pm)

### **CALL TO ORDER:**

Ms. Zahler called the meeting to order at 7pm, acknowledged the anniversary of the 9/11/01 events and encouraged voting in the primary on Thursday.

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2018-159: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Sept. 11, 2018 with the change of moving up the discussion with Ms. Kehoe.

Moved: Ms. Zahler      Seconded: Mr. Goldman

Ms. Thomas              absent

Ms. Zahler                aye

Mr. Hertzler              absent

Mr. Boggs                aye

Mr. Goldman             aye

Vote: 3-0

Date Adopted: 9/11/18

**PRIVILEGE OF THE FLOOR:**

*(none)*

**DISCUSSION ON ASSESSMENT AND PROPERTY VALUE**

The board invited Tompkins County Assessment Deputy Director Irene Kehoe to the meeting to help provide more information to the board on assessment and property value as it relates to zoning. Ms. Kehoe shared information based on the questions below drafted by Ms. Zahler:

1. Please provide a brief overview of how land is valued during an assessment.
  - a. It is based on data/sales within the town; using MLS listings, discussions with realtors, appraisers and mortgage lenders. The assessment office is always a year behind in assessing because the valuation date is July 1 of previous year.
2. How does the assessment process vary for land in active agricultural use, open space, and for residential or commercial uses?
  - a. Process is the same for all. In residential land, the first acre will be defined as “prime” and may be valued at \$30K; the remainder of the land will be defined as “residual” and may be valued at \$2K/acre. The prime and residual values are based on sales and are different for each neighborhood.
  - b. NYS sets an ag ceiling value that puts a limit on how much ag land can be taxed, based on the type of soils on the land as determined by the Soil and Water Conservation office. This is how the exemption is determined. Only land used in production gets an exemption (must have at least 7 acres and produce \$10K/yr). A farmer can only get exemptions on up to 50 acres of woodland if they are farming the parcel. There is no exemption on woodland if it is leased.

Mr. Goldman did a quick estimate using figures provided by Ms. Kehoe to observe that some farmers may be eligible for a 75% property tax reduction.

3. In general, and in Ulysses if you know, what is the difference in assessed value between land used for Agriculture and land used for residential development?
  - a. Residential land is valued as of its current use on March 1 of each year. Factors such as topography and wetlands are taken into consideration. Vacant land that is lying fallow is usually valued higher because it can be valued using its highest and best use. Other farmland is valued by its current use.

Ms. Zahler asked if whether the town continues to allow 2 primary dwelling units/parcel, the property would be valued more. Ms. Kehoe answered that it depends on the location of the dwellings on the parcel and would be determined case by case.

Ms. Kehoe also noted that there is no development pressure in Ulysses and does not foresee any due to the lack of infrastructure (roads, water, sewer, etc.) and the expense to create infrastructure. The town is currently estimated to gain 10-12 houses/year and Ms. Kehoe considers this to be normal growth. Larger sub-divisions with many more units would be

considered development and those are unlikely due to lack of water and sewer and cost of infrastructure.

According to Ms. Kehoe, affordable housing developments (~\$200,000/unit) are cost-prohibitive for most contractors- they are not able to make a profit due to the high cost of infrastructure. So generally, new construction projects need to sell for at least \$300K to allow contractors to make a fair profit.

4. Does the assessment department consider restrictions on development of ag land/open space when assessing the value for taxation?
  - a. They look at what zoning would allow. Vacant land at highest and best use, ag land based on ag land sales.
5. If the Town limits the number of sub-divisions of an existing parcel, will that affect the assessed value of the remaining ag or open land?
  - a. It could if there was development pressure but they are not seeing it.

Ms. Zahler asked what restrictions the town should have on development to preserve farmland. Ms. Kehoe noted that the lack of good water in the town affects development, so we will probably not see development pressure until there is water, sewer and gas available .

6. Please explain what Agricultural exemptions are and how they are used when determining the taxable value of Ag land? Are Ag exemptions used by the school district when they calculate their tax bills?
  - a. The ag ceiling values determine what amount will be exempted from taxes. Ag Ceiling values are determined by NY State and are for the purposes of computing exemptions and are not indicative of market value. *(see other answers for more information)*
7. How many Ag properties in Ulysses are eligible for the Ag exemption? Any idea how many claim that exemption?
  - a. The department is unable to determine how many are eligible. Some people don't apply for it. About 173 properties currently receive the exemption. If your land is rented/leased to a farmer you may be eligible for the exemption based on if the farmer meets the exemption guidelines of 7 acres/\$10K income from production.
8. Are there any other assessment-reducing incentives available to the County or the Town?
  - a. Not that Ms. Kehoe is aware of.
9. How do the assessed values of Ag land in Ulysses compare with the values of ag land in other nearby towns? If there is a difference? If so, what factors account for the variation?
  - a. The northern areas of the county have higher values due to better soils.
10. Are you aware of any other towns which have successfully preserved ag land without reducing land owners' ability to extract value from their property?
  - a. No.

Mr. Boggs asked whether putting your land in a conservation easement affects assessment. Ms. Kehoe responded that they are not seeing any effect at this time.

Ms. Kehoe mentioned the PDR (purchase of development rights) program. Most properties in Ulysses have had difficulty applying for this state funding because there is no development pressure. To have a better understanding of PDR, she suggested that the board speak with Scott Doyle from the County Planning Department.

Ms. Zahler asked whether property value is affected when a neighboring parcel spreads manure. Ms. Kehoe said probably not unless neighboring properties have been sold for less than market value specifically because of the manure spreading. Since this is a Right to Farm town, neighbors should be prepared for smells 1-2 days twice a year.

Town Board members thanked Ms. Kehoe for her time and information.

*Ms. Kehoe was excused at this time (8:05pm).*

Ms. Zahler reiterated the next steps in the town's zoning process before closing the discussion.

**REPORTS FROM REPRESENTATIVES:**

*(See below- Ms. Koreman arrived at 9pm)*

**TOWN REPORTS:**

*(see appendix)*

Discussion: When Ms. Zahler distributed the Code Officer's and Fire Inspector reports, she noted how busy they have been. Board members asked that future reports include details on building permits for homes so the Board can better track development and they requested information on total number of fire inspections required as well as the number of inspections conducted. Ms. Zahler agreed to follow up with staff.

**OLD BUSINESS:**

**DESIGNATING THE INTERSECTION OF CAYUGA STREET EXTENSION WITH LAKE STREET EXTENSION AND FRONTENAC ROAD A STOP INTERSECTION AND DIRECTING THAT A STOP SIGN BE PLACED ON CAYUGA STREET EXTENSION**

**RESOLUTION 2018-160: A RESOLUTION DESIGNATING THE INTERSECTION OF CAYUGA STREET EXTENSION WITH LAKE STREET EXTENSION AND FRONTENAC ROAD A STOP INTERSECTION AND DIRECTING THAT STOP SIGN BE PLACED ON CAYUGA STREET EXTENSION**

**WHEREAS**, the Town has the authority pursuant to Vehicle and Traffic Law §1660(1) to designate any intersection of town roads as a stop intersection or a yield intersection and order the installation of stop or yield signs at such intersections; and

**WHEREAS**, Cayuga Street Extension, Lake Street Extension and Frontenac Road are all town roads in the Town of Ulysses; and

**WHEREAS**, the Town Supervisor has received complaints from residents of the Town, including a school bus driver, that the intersection is dangerous under certain conditions; and

**WHEREAS**, the Town Board determined that the intersection could be dangerous under certain conditions and that the Town Board needs to regulate the intersection to protect the health, safety and welfare of residents of the Town and users of the town roads in question;

**NOW, THEREFORE,**

**BE IT RESOLVED** upon recommendation of the Highway Superintendent that the Town Board designates the intersection of Cayuga Street Extension with Lake Street Extension and Frontenac Road as a stop intersection pursuant to Vehicle and Traffic Law §1660(1); and

**BE IT FURTHER RESOLVED** that the Town Board directs the Highway Superintendent to install a stop sign and add a white stop line on Cayuga Street Extension at its intersection with Lake Street Extension and Frontenac Road; add a white stop sign at the existing stop sign on Lake Street; and change the “curve ahead” sign on Cayuga Street Extension to a “Stop Ahead” sign.

Moved: Mr. Boggs      Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 9/11/18

**NEW BUSINESS:**

**CREATION OF ADVISORY COMMITTEE FOR SALO DRIVE PROPERTY AKA THE HABITAT**

**RESOLUTION 2018-161: CREATION OF AN ADVISORY COMMITTEE FOR THE HABITAT LAND ON SALO DRIVE**

**Whereas**, The Town of Ulysses purchased The Habitat on Salo Drive in Trumansburg and Ulysses to preserve environmentally sensitive parcels of land and to provide a recreational area for Ulysses residents and visitors; and

**Whereas**, to assure that the guidelines for access and maintenance encourage use that is respectful to both the environment and neighbors, now therefore be it

**Resolved**, that the Town of Ulysses hereby creates an Advisory Committee for The Habitat to recommend guidelines for the use, promotion, and maintenance of The Habitat including but not limited to:

- Rules, amenities and safety recommendations to protect The Habitat, visitors, and adjacent neighborhoods
- Appropriate access points to The Habitat that do not intrude on neighboring properties
- Signage to guide The Habitat visitors to and through the area, including where to park
- Affordable plans for maintaining The Habitat
- Recruiting and coordinating volunteer workers

- Strategies to inform the public about The Habitat and its appropriate use and guidelines
- A plan for soliciting periodic feedback from users & neighbors to evaluate The Habitat, And further

**Resolved**, that the Town of Ulysses will appoint members as follows to serve on the Advisory Committee for an initial term beginning October 1, 2018 through December 2019 and for two-year renewable terms thereafter:

No. of Members	Representing	Name of Representative
2	Town Board or Town Government	
2	Conservation and Sustainability Advisory Committee	
1	Village representative – Trustee or DPW	
2	Residents from neighboring properties	
2	Ulysses/Tburg Residents familiar with the Habitat	
1	At-Large	
<b>Optional Other Representatives</b>		
1	Law enforcement representative	

Moved: Ms. Zahler    Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 9/11/18

**SUPPORT FOR FUNDING APPLICATION FOR JACKSONVILLE COMMUNITY PLAN**

**RESOLUTION 2018---: SUPPORT FOR FUNDING APPLICATION FOR JACKSONVILLE SPECIAL AREA PLAN**

**Whereas**, the Town of Ulysses 2009 Comprehensive Plan calls for the development of a Special Area Plan for Jacksonville in order to define how the hamlet may be developed as new uses are proposed; and

**Whereas**, the 2009 Route 96 Corridor Plan endorsed by the Town of Ulysses calls for the development of Jacksonville as a node for more residential and mixed use development that can be enhanced through better cross-walks, bicycle lanes and walking paths that connect residents to transit stops, residences, businesses, and the Jacksonville Community Park, allowing residents to get around the hamlet more easily; and

**Whereas**, the Town of Ulysses purchased several properties from Exxon Mobil in 2017 as partial implementation of the Comprehensive Plan’s goals of historic preservation and hamlet revitalization and

**Whereas**, the Zoning Update Project underway since 2015 has increased interest in the future of the hamlet and

**Whereas**, the Jacksonville Community Association has developed a new, active board of directors and has entered into a Memorandum of Understanding with the Town of Ulysses for shared services for the Jacksonville Park, and

**Whereas**, the Jacksonville Community Association and the Town of Ulysses have shared interests in the development of a Special Area Plan, and

**Whereas**, there may be planning resources available to assist in the development of a full or partial Special Area Plan, now therefore be it

**Resolved**, that the Ulysses Town Board supports joint exploration by the Town and JCA to identify and apply for planning resources and funding to help develop the Special Area Plan for Jacksonville called for in the Comprehensive Plan.

Moved: Mr. Goldman                      Seconded: Ms. Zahler

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

Vote: 2-0

***Motion Failed.***

***Discussion:***

It was unclear from the title of the resolution whether this is an application for funding and there was concern expressed about how much of the Planner’s time would be required. Ms. Zahler said this is a “plan to plan” and not a funding request at this time. she and JCA President Pete Angie would jointly look for resources to support a plan with minimal time required of the Planner. Mr. Boggs said he would prefer to have this considered at a future meeting when Ms. Thomas and Mr. Hertzler could be present. Ms. Zahler agreed to re-submit a revised resolution at the next meeting.

*Mr. Zepko was excused at this time (9:05pm).*

#### **REPORTS FROM REPRESENTATIVES:**

Ms. Koreman provided the following updates on Tompkins County:

- Money was approved to join Southern Tier Aid- a regional planning group to tap other funding sources.
- Land near the airport was approved for sale to the state to house the Dept of Transportation facility that is currently located on the inlet in Ithaca.
- The current (tentative) budget is at a 1.34% increase
- Sales tax is up 10% from July 2017. This is an 8.71% increase for Ulysses

**PRIVILEGE OF THE FLOOR:**

*(none)*

**MONTHLY BUSINESS:**

**APPROVAL OF MINUTES**

**RESOLUTION 2018-162: APPROVAL OF MINUTES- 8/28**

RESOLVED that the Ulysses Town Board approves the minutes from the 8/28 Town Board meeting.

Moved: Ms. Zahler      Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 9/11/18

**RESOLUTION 2018-163: APPROVAL OF MINUTES- 8/28**

RESOLVED that the Ulysses Town Board approves the minutes from the 8/28 Public Hearing.

Moved: Ms. Zahler      Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 9/11/18

**APPROVAL OF CLAIMS**

**RESOLUTION 2018-164: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #387-436 in the amount of \$87,938.44.

Moved: Ms. Zahler                      Seconded: Mr. Goldman

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

Vote: 3-0

Date Adopted: 9/11/18

**ADJOURN:**

Mr. Goldman moved to adjourn the meeting at 9:40pm; seconded by Mr. Boggs.

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**APPENDIX:**

**TOWN REPORTS:**

**PLANNER: Submitted by Mr. Zepko**

**Planning Board**

- Staff to Planning Board meetings:
  - 17 July 2018
  - 31 July 2018
  - 7 August 2018
  - 21 August 2018
    - Reviewed site plan application located at 1371 Taughannock Blvd
- The Planning Board has made a concerted effort to review and comment on proposed zoning changes

**Board of Zoning Appeals**

- Staff to BZA meeting: 15 August 2018
  - Two (2) area variance requests, both requests still pending

**Zoning Enforcement**

- Reviewed 16 building permits for zoning compliance
- Investigated two (2) zoning complaints
- Conducted two (2) stormwater inspections
- Approved one (1) Simple Subdivision located at 3292 Waterburg Road.
  - created 5.06 acre lot from 122 acre parent parcel

**Zoning Update**

- Attended public information open house sessions for proposed zoning: 20, 22, & 23 September 2018
- Serve as point of contact for residents regarding proposed zoning

**Planner Activity**

- 16 July 2018, meeting with Interim Planner, John Czmanske – Planning and Zoning transition
- 18 July 2018, attended Tompkins County Stormwater Coalition meeting
- 2 August 2018, meeting with former Ulysses Environmental Planner Darby Kiley to

discuss open projects, and planning/zoning administration

- 16 August 2018, meeting with Agricultural Protection Committee
- 28 August 2018, meeting with Conservation & Sustainability Advisory Committee
- 29 August 2018, meeting with Jay Franklin, Tompkins County Assessor & John Wertis, Planning Board member, to discuss agricultural assessments and investigate short term conservation easement program.
- Purchased one license of ArcMap 10.6.1, a Geographic Information System
- Acquired GIS base data from various State and local agencies
- Drafting (in progress) new application forms for BZA, Site Plan, Special Permit & Site Plan
- Completed 2019 Budget Request

#### **HIGHWAY SUPERINTENDENT- submitted by Mr. Reynolds**

- Helped the Town of Hector for a couple of days with flooding issues
- Helped Town of Ithaca with oil & stone projects
- Mowed road sides with new tractor
- Trimming brush and weeds from signs and guiderails
- Got two sites along Maplewood road ready for guiderail installation, hopefully for week of 9/24
- Budget time
- Long process of getting fuel storage tanks painted and lettered correctly
- Submitted reimbursement applications for CHIPS, PaveNY and Extreme Winter Recovery programs in late July- hope to receive payments totaling \$125,433.26.

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	74
Disabled parking permits	11
Dog licenses and renewals	52
Marriage licenses	8
Plumbing permits	0
Address assignments	1
Notarizations	3
FOIL requests-received	1
FOIL requests-completed	1

<b>FINANCIAL REPORT:</b>	
\$4545.50	TOTAL Collected for fees & licenses
\$990.01	stays in the town
\$3555.49	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
- Scheduling of various meetings
- Assist other departments when possible
- Updated health/dental insurance info for staff as needed
- Attended Town Board meetings and took minutes

Other tasks:

- 2019 Budget prep
- Many replacements of lifetime hunting/fishing license tags due to a NYs DEC mailing snafu.

WATER DISTRICT TASKS:

- Work with Water District Operator on meter reads for August billing cycle, new water hook ups, final reads and other issues.
- Prepare 2019 budget for water districts

RECORDS MANAGEMENT TASKS:

- Continue with scanning of building plans into Laserfiche for easier access and storage. Scanning is being done through the County Clerk's office. We are more than half way done!
- Staff education- send e-mail regarding e-mail records
- Hold advisory board meeting

COMMITTEES/ASSOCIATIONS:

- Health Consortium- August meeting cancelled

**CODE ENFORCEMENT: Submitted my Mr. Myers**

Building Permits issued	16
Plan Reviews	9
Certificate of Occupancy issued	2
Certificate of Compliance issued	9
Complaints Received	3
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	69
New Site Inspections	11
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	10
Fire Safety Inspections	<i>In separate report</i>
Code Training Seminars	0
County Assessment/Board Reports	2
Open property in violation cases	5
Property violations resolved	1

Value of Permits issued: \$1,452,178

Building Permit fees collected for month: \$5706

## **BOOKKEEPER REPORT: submitted by Nina Thompson**

### Personnel

- Payroll
  - Processed and reconciled payrolls 17 & 18
  - Processed employee changes and made corrections as needed
- NYSLRS
  - Monthly Reporting

### 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 – July

- 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 & Staff

### 2019 Budget

#### Departmental Budgets

- Distributed departmental budget worksheets and reports
- Department budget meetings
- Incorporated decisions made at meetings into department budget worksheets and redistributed them
- Additional analysis and calculations related to Water Districts (especially SW3)

#### Master budget workbook

- Continued to update and refine 2019 budget workbook
- Incorporated 2018 YTD actuals into 2019 budget worksheets after July was closed
- Turned over master budget workbook to Liz

#### Salary & Benefits

- Developed initial draft of worksheet to calculate PS and benefits budget lines
- Reconciled and reviewed worksheet calculations
- Updated and made changes to worksheet following departmental meetings
- Estimated worker comp insurance distribution for 2019 budget

## Fire & EMS Budget

- Reviewed initial worksheets received from Village
- Analyzed data, added and corrected calculations

## Other

- Requested initial TAV from County Assessment
- Prepared report to analyze historical TAV trends
- Updated budget development calendar
- Communicated with insurance broker regarding 2019 insurance

## Trainings:

- Webinar – Community Choice Aggregation– August 7

## Meetings:

- 08/01/2018 – Budget Planning Meeting
- 08/14/2018 – Town Board Meeting
- 08/21/2018 – Highway Department Preliminary Budget Meeting
- 08/28/2018 – Water Department Budget Meeting
- 08/28/2018 – Planning/Zoning Department Budget Meeting
- 08/28/2018 – Code Enforcement Budget Meeting
- 08/28/2018 – Clerk Department Budget Meeting
- 08/28/2018 – Town Board Meeting
- 08/29/2018 – Highway Department Budget Meeting
- 08/30/2018 – Zoning Public Information Meeting

## Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
  - The paperwork and financial end to the project remains outstanding
- Personnel
  - Personnel Policy & Union Contract/Collective Bargaining Agreement
    - Continued to revise and update the Comparative Analysis document
    - Follow up on draft PFL policy language
  - Retiree benefits research
  - Responded to HR related employee and Town Board member inquiries
  - New Hires & Departures
    - Continued follow-up regarding outstanding paperwork
    - Again there was a need for lots of follow-up regarding NYSLRS registrations due to their backlog and our fax issues
    - Communicated with Youth Program Manager regarding time sheets and other YEP paperwork
- Procedures
  - Continued to update and refine written accounting procedures
- Budget Modification
  - Analyzed B fund for potential budget modifications needed
  - Prepared draft 2018 budget modifications for 08/28/2018 Town Board Meeting
  - Entered budget modifications once approved
- Other Accounting

- Continued to investigate, research and work on resolutions to outstanding accounting issues
  - Outstanding historical interfund transactions
- Continued to work on OPEB Liabilities
  - Continued communication with and information gathering for Actuary
- Continued to research implications of NYS plan regarding Charitable Reserves and SALT deductions

Up Coming:

- More BUDGET!
- Other Accounting
  - Continue to work on how to handle outstanding accounting issues
    - TA Fund/Bank Account
    - Full GAAP Compliance
- Personnel
  - Continue to review/clarify/update Personnel Policy

**MR. BOGGS shared the following:**

He met with the Highway Dept. to discuss roads & budgets.

**MR. GOLDMAN shared the following:**

He attended the Planning Board meeting where the zoning update was discussed. They will send ideas to the Town Board.

**MS. ZAHLER shared the following:**

Highlights from Village Board meeting that Ms. Zahler attended on 9/10:

- \$50,000 was approved for the fire chief to buy a new vehicle
- Discussion of 2-hour parking limits on Main Street
- She shared the youth commission's budget recommendations with Liz
- Attended Ag Committee meeting with Mr. Zepko, who was very helpful
- She has been working on creation of the Salo/Habitat advisory board
- She will be sharing Jacksonville special use area information with the board soon
- She and Mr. Zepko will follow up with NYSERDA regarding the zoning update grant reporting requirement and getting an extension

Mr. Boggs asked Ms. Zahler for an update on the village's comprehensive plan/zoning update. She responded that they are seeking a consultant to help them update the comp plan since they do not have a planner and only a part-time zoning officer.

*Respectfully submitted by Carissa Parlato on 9/20/18.*