

## TOWN BOARD MEETING

Town of Ulysses

November 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

Board members- Nancy Zahler, Michael Boggs, Richard Goldman

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

#### ABSENT:

John Hertzler

#### OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator)

### **CALL TO ORDER:**

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

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2018-191: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Nov. 13, 2018 with the addition of an executive session.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas            aye

Ms. Zahler             aye

Mr. Hertzler          absent

Mr. Boggs             aye

Mr. Goldman          aye

Vote: 4-0

Date Adopted: 11/13/18

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

*(none)*

### **REPORTS FROM REPRESENTATIVES:**

Ms. Koreman shared the following:

- \$187.5 million county budget has been passed. A tax bill for a \$185,000 property will increase by about \$14.

- Sales tax revenues for the county are up 7.5% this quarter and 6.96% for the year.
- 1 full-time position has been approved to handle veterans issues
- Greater funding for HABS
- Received matching state grant for the airport but are still short ~\$11million
- A county legislator liaison will start attending city meetings
- The Environmental Quality Committee asked the state to consider not re-powering the power plant
- The county legislature is working to support legalization of recreational marijuana
- They are considering a plastic bag ban

**TOWN REPORTS:**

*(see appendix)*

**NEW BUSINESS:**

**ADJUSTING PAYROLLS ACCRUALS AND PAY PERIODS TO MATCH THE CALENDAR YEAR**

Ms. Thomas gave a brief overview of the issue and a recommended solution. Ms. Thompson added further details and the board discussed.

Ms. Thomas made a motion to request that the bookkeeper calculate a 27 week pay period in 2019 and also a pro-rated amount of accrual based on the number of years that the employee has worked. This was seconded by Mr. Goldman.

After further board discussion, Ms. Thomas rescinded the motion and the board took no further action on this topic.

**EXECUTIVE SESSION:**

Ms. Thomas moved to go into Executive Session at 8:56pm for the purpose of discussing the medical and employment history of particular people. This was seconded by Mr. Goldman and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:47pm. This was seconded by Ms. Zahler and passed unanimously.

**BUDGET MODIFICATIONS**

**RESOLUTION 2018-192: APPROVAL OF BUDGET MODIFICATIONS**

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

SW3-8310.4	SW3 Water Admin CE	INCREASE	\$500.00
<i>To cover expected water unit legal and engineering cost for remainder of the year</i>			
SW3-8330.4	SW3 Water Purification CE	DECREASE	\$500.00
<i>Budget available</i>			

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: 10/9/18

**APPOINTING AN ATTORNEY FOR THE TOWN**

**RESOLUTION 2018-193: APPOINTING ATTORNEY FOR THE TOWN**

WHEREAS the current serving Attorney for the Town, Mariette Geldenhuys, has been excellent at serving the town for over a decade, but is moving away from providing legal services for municipalities; and

WHEREAS the current Attorney for the Town has notified the town that she will no longer be available for regular legal consultation after December 31, 2018; and

WHEREAS the Town Board has reviewed the municipal attorney options in the area,

Therefore, be it

RESOLVED that the Town Board of Ulysses appoints Khandikile Mvunga Sokoni as the Attorney for the Town of Ulysses as needed in 2018 to ensure a smooth transition, and

RESOLVED that the Town Board instructs the Town Supervisor to engage in a contract for legal services with Khandikile Mvunga Sokoni beginning in 2019; and further

RESOLVED that the Town Board of Ulysses thanks Mariette Geldenhuys for her years of service and wishes her well as she moves into the future.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 4-0

Date Adopted: 11/13/18

**CANCELLING THE DECEMBER 25 MEETING**

**RESOLUTION 2018-194: CANCELLING THE TOWN BOARD MEETING ON 12/25/2018**

RESOLVED that the Town of Ulysses Board cancels the regularly scheduled second meeting on the month in December as it falls on December 25 which is a national holiday.

Moved: Ms. Thomas                      Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 11/13/18

**APPROVAL OF MINUTES**

**RESOLUTION 2018-195: APPROVAL OF MINUTES- 10/23 REGULAR MEETING**

RESOLVED that the Ulysses Town Board approves the minutes from the 10/23 meeting as amended.

Moved: Ms. Thomas                      Seconded: Mr. Goldman

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

Vote: 5-0  
Date Adopted: 10/9/18

**RESOLUTION 2018-196: APPROVAL OF MINUTES- 10/23 PUBLIC EARINGS (2)**

RESOLVED that the Ulysses Town Board approves the minutes from the 10/23 public hearings as amended.

Moved: Ms. Zahler                      Seconded: Mr. Goldman

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

Vote: 5-0  
Date Adopted: 10/9/18

**APPROVAL OF CLAIMS**

**RESOLUTION 2018-197: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #484-544 in the amount of \$136,907.26.

Moved: Ms. Thomas                      Seconded: Ms. Zahler

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

Vote: 5-0  
Date Adopted: 10/9/18

**ADJOURN:**

Ms. Zahler moved to adjourn the meeting at 9:54pm; seconded by Mr. Boggs.

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**APPENDIX:**

**TOWN REPORTS:**

**PLANNER: Submitted by Mr. Zepko**

**Planning Board**

- Staff to Planning Board meetings:

- 2 Oct 2018
- 16 Oct 2018
- Reviewed a special use permit and site plan application for Smart Start, a proposed 6,400 square foot pre-school, located at 1966 Trumansburg Rd. A public hearing was held 16 Oct 2018.

**Board of Zoning Appeals**

- The 24 October 2018 BZA meeting was cancelled due to lack of applications

**Zoning Enforcement**

- Reviewed 13 building permits for zoning compliance
- Investigated and resolved one zoning complaint
- Conducted two (2) stormwater inspections

**Zoning Update**

- Continue to review and revise draft zoning
- Continue to meet with T. Board and committees to discuss zoning changes
- Continue analyze possible impacts of revision
  - Began GIS based build-out analysis

**Planner Activity**

- 11 & 12 Oct 2018 – Attended Flood Risk & Conference at Cornell’s Community Development Institute
- 31 Oct 2018 – Completed mandatory Sexual Harassment Training
- Responded to approximately 21 requests for information
  - Comments and questions regarding proposed zoning changes
  - Zoning questions
  - Development inquiries
  - Board applications
  - Minor complaints
- Conducted 7 meetings with individuals to discuss proposed or ongoing projects

**HIGHWAY SUPERINTENDENT- Reported by Mr. Boggs, Town Board liaison to Highway dept.**

Mr. Boggs reported that the department is currently down by 1.5 employees. He also gave an update on the corrective actions done in response to PESH safety violations.

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	26
Disabled parking permits	13
Dog licenses and renewals	40
Marriage licenses	3
Plumbing permits	0
Address assignments	0
Notarizations	9
FOIL requests-received	0
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
1722.00	TOTAL Collected for fees & licenses
665.90	stays in the town
1056.10	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

**WATER DISTRICT TASKS:**

- Many hours on EDU update and annual EDU assessment for town budget and Tompkins County

**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. Almost done!

**SAFETY COMMITTEE:**

- Sent info for staff to complete annual Sexual Harassment Training
- Logged staff training records
- Scheduled committee meeting for 11/7

**COMMITTEES/ASSOCIATIONS:**

- Health Consortium-did not attend October meeting

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

Building Permits issued	13
Plan Reviews	3
Certificate of Occupancy issued	2
Certificate of Compliance issued	6
Complaints Received	2
Complaints Resolved	2
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	64
New Site Inspections	3
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	6
Fire Safety Inspections	Not submitted yet
Code Training Seminars	0
County Assessment/Board Reports	2

Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$278,511

Building Permit fees collected for month: \$1,780

**SUPERVISOR’S REPORT- Shared by Ms. Thomas**

- TCCOG has applied for a housing maintenance grant
- TC has small grants available for municipalities to develop low/middle income housing, parks & trails
- The NYS Power Authority is offering a streetlights changeover opportunity at no cost
- Time spent in October on budget, water district 3, zoning and personnel

**BOOKKEEPER REPORT: Submitted by Nina Thompson**

Regular Duties:

- Personnel
  - Payroll
    - Processed and reconciled payrolls 21 &22
    - Processed employee changes and made corrections as needed
  - NYSLRS
    - Monthly Reporting
  - Retirees
    - Quarterly reconciliation of benefits payments
- 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 – September
  - 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
  - Master budget workbook
    - Prepared template for Final version of budget

- Reviewed multiple drafts of the budget
- Updated numbers, formulas and fixed formatting on multiple drafts of the budget
- Salary & Benefits
  - Further research, analysis of financial implications of 27<sup>th</sup> pay period
  - Developed solutions for payroll accrual and 27<sup>th</sup> pay period issue
  - More versions of Salary & Benefits worksheet
  - Additional 2018 EOY projections for certain salaries and benefits
- Fund Balance Calculations
  - Prepared updated versions of Fund Balance Calculation worksheets as EOY projection numbers changed
- Other
  - Communicated with County Assessment Department regarding updated TAV numbers
  - Reviewed and edited multiple versions of Budget Narrative document

Trainings:

- Webinar – NYSLRS *Retirement Online* Legacy Reporting – October 17
  - Completed and submitted NYMIR renewal application

**MR. BOGGS shared the following:**

- Attended the fire meeting, they waiting on new truck. Ulysses had 1/3 of the total fire calls
- He has not received any EMS reports

**MS. ZAHLER**

- Attended the last Planning Board meeting. Grassroots is checking into whether they could sell off a few of their Agard Road parcels.
- Mr. Boggs and Ms. Zahler met with CARS regarding their EMS calls and new second building. Ms. Zahler sent out meeting notes to the board.
- The Salo Habitat Committee met and has been busy
- The Cornell Design Connect proposal for Jacksonville has been submitted.

*Respectfully submitted by Carissa Parlato on 11/20/18.*