

## TOWN BOARD MEETING

Town of Ulysses

January 8, 2019

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, John Hertzler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Khandi Sokoni

#### ABSENT:

Richard Goldman

#### OTHERS PRESENT:

Jessica Giles, Don Ellis

### **CALL TO ORDER:**

Ms. Thomas called the meeting to order at 7pm and moved into a Public Hearing for the 2019 Fire Contract (*see separate minutes*).

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2019-1: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Jan. 8, 2019 with the additions of an Executive Session for medical and personnel issues; and the agreement with the Village of Trumansburg for access to Salo Drive and its parking area.

Moved: Ms. Thomas

Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 1/8/19

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

(none)

### **REPORTS FROM REPRESENTATIVES:**

(none)

**TOWN REPORTS:**

(see Appendix B)

**OLD BUSINESS:**

**FIRE PROTECTION DISTRICT CONTRACT**

**RESOLUTION 2019-2: APPROVAL OF THE FIRE PROTECTION DISTRICT CONTRACT WITH THE VILLAGE OF TRUMANSBURG**

**WHEREAS**, a fire protection district known as “the Fire Protection District of the Towns of Ulysses, Hector and Covert” (hereafter referred to as “the Fire Protection District”) has been duly established in the said towns; and

**WHEREAS**, the Fire Protection District encompasses the following territory in the Town of Ulysses: All of the Town of Ulysses, excepting the area within the limits of the incorporated Village of Trumansburg; and

**WHEREAS**, the Village of Trumansburg (hereafter referred to as “the Village”) maintains a volunteer fire department, with adequate and suitable apparatus, equipment and training for the furnishing of fire protection services within the Fire Protection District; and

**WHEREAS**, Town Law §184 permits a town to contract with a village which maintains adequate and suitable apparatus and appliances for the furnishing of fire protection services in such fire protection district; and

**WHEREAS**, the Town wishes to contract with the Village of Trumansburg to provide fire protection services in the Fire Protection District; and

**WHEREAS**, a public hearing as required by §184 of the Town Law was duly advertised on December 19, 2018 and was held on January 8, 2019 at 7:00 p.m. at the Town of Ulysses Town Hall,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Town Board of the Town of Ulysses hereby approves and authorizes execution of the attached Agreement between the Village and the Town, whereby the Village will provide the Town with fire protection capable of responding to fire related and health related emergencies on an ongoing basis within the Fire Protection District, for the period from January 1, 2019 until December 31, 2019. And be it further

**RESOLVED** that pursuant to the Agreement, the Town shall pay the Village the sum of \$228,645 for such services, on or before March 1, 2019, and be it further

**RESOLVED** that the Supervisor of the Town of Ulysses is hereby authorized to execute the Agreement on behalf of the Town of Ulysses.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 1/8/19

**PERSONNEL POLICY SECTION 510**

**RESOLUTION 2019-3: AMENDING SECTION 510 OF THE PERSONNEL POLICY OF THE TOWN OF ULYSSES - Non-medical leave of absence**

WHEREAS the current Personnel Policy for the Town of Ulysses does not address if an employee may ask for and be granted a non-medical leave of absence without pay.

Therefore, be it

RESOLVED that the Ulysses Personnel Policy sections **510** is amended as presented and edited at the 1/8/2019 meeting. *(See Appendix A for policy amendment).*

Moved: Ms. Thomas                      Seconded: Mr. Boggs

DISCUSSION: The board discussed whether an employee should exhaust vacation benefits first and whether the policy is too open-ended.

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

Vote: 4-0

Date Adopted: 1/8/19

**NEW BUSINESS:**

**EMERGENCY MEDICAL SERVICES (EMS) CONTRACT**

**RESOLUTION 2019-4: 2019 EMERGENCY MEDICAL SERVICES (EMS) CONTRACT WITH THE VILLAGE OF TRUMANSBURG**

**WHEREAS**, the Town Board established the Town of Ulysses Ambulance District by resolution adopted on March 12, 2013; and

**WHEREAS**, pursuant to Town Law §198(10-f) (a) (ii) and (iii), the Town Board is authorized to contract with a municipal corporation on behalf of an ambulance district for provision of ambulance services; and

**WHEREAS**, the Village of Trumansburg (hereafter referred to as "The Village"), a municipal corporation, maintains an ambulance department with a basic and advanced life support transporting ambulance service; and

**WHEREAS**, the Town wishes to provide ambulance services to its residents in the Town of Ulysses Ambulance District; and

**WHEREAS**, such emergency services are vital and necessary to the health and welfare of the inhabitants of the Town; and

**WHEREAS**, in joint cooperation as contemplated by General Municipal Law 122-b, the Town and the Village wish to cooperate to provide an ambulance service to persons situated in the Town of Ulysses Ambulance District;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Town Board of the Town of Ulysses, on behalf of the Town of Ulysses Ambulance District, hereby approves and authorizes execution of the attached Agreement between the Village and the Town,

whereby the Village will provide the Town with basic and advanced life support emergency medical ambulance services, which complies with the regulations of the New York State Department of Health, Bureau of Emergency Medical Services to serve the emergency medical needs of those persons within the boundaries of the Town of Ulysses Ambulance District. Services to be provided include Basic Life Support transport and treatment and arranging for or providing Advanced Life Support Treatment. And be it further

**RESOLVED** that pursuant to the Agreement, the Town shall pay the Village the sum of \$401,031 for such services, for the period 1/1/19 through 12/31/19, paid on or before February 15, 2019, and be it further

**RESOLVED** that the actual cost to town taxpayers is reduced by ambulance billing revenue at rates adopted periodically by the Town Board, and

**BE IT FURTHER RESOLVED THAT**, pursuant to Town Law §198(11), the Agreement shall be executed by the signatures of a majority of the members of the Town Board.

Moved: Ms. Zahler                      Seconded: Mr. Boggs

DISCUSSION- The board discussed the recent lack of monthly reports and how they might improve this.

**AMENDMENT:**

Ms. Zahler moved to change in the 2<sup>nd</sup> resolved to Feb. 15 rather than March 1. This was seconded by Ms. Thomas and passed unanimously.

**VOTE on main motion:**

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

Vote: 4-0

Date Adopted: 1/8/19

**CEMETERY ROAD BRIDGE GRANT**

The board discussed whether and how to move forward with this grant award, expressing concerns with the staff time needed to execute the grant.

**SALO HABITAT PARKING AREA**

**RESOLUTION 2019-5: Authorization to enter into an Agreement with the Village of Trumansburg for Salo Habitat parking area**

WHEREAS, the Town of Ulysses purchased the Salo Habitat parcels to allow Village and Town residents and visitors to access a natural area with boundaries that include an entry located on Salo Drive in the Village of Trumansburg and

WHEREAS, the Town desires to create a small parking area within the Village's right-of-way on Salo Drive and

WHEREAS, the Village has drafted an agreement that outlines the terms and conditions under which it would allow the Town to create and maintain a parking area within the Village's right-of-way on Salo Drive and

WHEREAS, the Attorney for the Town has reviewed the agreement and recommended several minor changes incorporated into the attached agreement tonight, now therefore be it

RESOLVED, that the Town of Ulysses Town Board authorizes Supervisor Elizabeth Thomas to enter into an agreement with the Village of Trumansburg with minor changes if needed to create a parking area within the Village right-of-way to be used to access the Salo Habitat recreational land.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
Date Adopted: 1/8/19

**MONTHLY BUSINESS:**

**APPROVAL OF MINUTES**

**RESOLUTION 2019-6: APPROVAL OF MINUTES**

RESOLVED that the Ulysses Town Board approves the minutes from 12/11/18.

Moved: Ms. Thomas                      Seconded: Mr. Hertzler

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

Vote: 4-0  
Date Adopted: 1/8/19

**BUDGET MODIFICATIONS**

**RESOLUTION 2019-7: APPROVAL OF BUDGET MODIFICATIONS**

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

**A FUND BUDGET MODIFICATIONS**

A5410.4	Sidewalk CE	INCREASE	\$450.00
<i>To increase budget for excess needed to cover year end bills</i>			
A1320.4	Auditor CE	DECREASE	\$450.00
<i>Budget available</i>			

A5132.4	HIGHWAY BARN CE	INCREASE	\$1,800.00
<i>To increase budget for excess needed to cover year end bills</i>			
A1320.4	Auditor CE	DECREASE	\$1,800.00
<i>Budget available</i>			

**B FUND BUDGET MODIFICATIONS**

B3310.4	Traffic Control CE	INCREASE	\$475.00
<i>To fund new budget line for cost of house number signs</i>			
B1990.4	Contingency	DECREASE	\$475.00
<i>Budget available - \$4,202.00 would remain in the B fund Contingency Account</i>			

SW3 FUND BUDGET MODIFICATIONS

SW3-8340.4	WATER TRANSPORT & DISTR CE	INCREASE	\$750.00
<i>To cover projected overage through end of year</i>			
SW3-8330.4	WATER PURIFICATION CE	DECREASE	\$750.00
<i>Budget available</i>			

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
 Date Adopted: 1/8/19

**PRIVILEGE OF THE FLOOR:**

*(none)*

**APPROVAL OF CLAIMS**

**RESOLUTION 2019-8: APPROVAL OF CLAIMS**

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers for 2018, #611-654 in the amount of \$33,223.49; for 2019, #1-16 in the amount of \$102,536.01; for a grand total of \$135,759.50.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
 Date Adopted: 1/8/19

**EXECUTIVE SESSION:**

Ms. Thomas moved to go into at 8:50pm for the purpose of discussing the medical history of a particular person and the promotion of a particular person. This was seconded by Mr. Boggs and passed unanimously.

Ms. Zahler made a motion to end Executive Session at 9:24. This was seconded by Mr. Hertzler and passed unanimously.

**APPOINTMENT OF PLANNING BOARD CHAIR**

**RESOLUTION 2019-9: APPOINTMENT OF PLANNING BOARD CHAIR**

BE IT RESOLVED that the Ulysses Town Board appoint Katelin Olsen as the Planning Board Chair for 2019.

Moved: Ms. Thomas                      Seconded: Mr. Boggs

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

Vote: 4-0  
Date Adopted: 1/8/19

**AUTHORIZING EXTENSION OF MEDICAL LEAVE OF ABSENCE**

**RESOLUTION 2019-10: AUTHORIZING EXTENSION OF MEDICAL LEAVE OF ABSENCE**

BE IT RESOLVED that the Ulysses Town Board authorize the extension of a medical leave of absence for Bill Conroy through March 17, 2019.

Moved: Ms. Thomas                      Seconded: Mr. Hertzler

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

Vote: 4-0  
Date Adopted: 1/8/19

**ADJOURN:**

Mr. Boggs moved to adjourn the meeting at 9:26pm; seconded by Mr. Hertzler.

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**APPENDIX A:**

510    Leave of Absence for Personal Reasons

An employee may request a leave of absence (LOA) from work without pay for personal reasons. The leave is subject to approval by the Town Board (or by the Town Supervisor if the Town Board makes that designation) in consultation with the employee’s direct supervisor. The Town may deny a request for unpaid leave for personal reasons if the operations of the Town would be adversely affected by the leave.

The town will ~~only~~ maintain payment of its share of the health insurance benefits for class A or B employees if the employee’s average number of hours for the year, including the Leave of Absence will not drop below the required number of hours worked per week to qualify for health insurance (30 hrs/week in 2018). The employee will ~~still~~ be responsible for paying the employee’s share of health and

dental insurance during the leave of absence. If the employee's average hours/week drop below that required to maintain health and dental insurance, the Town will no longer pay for those benefits.

Vacation and sick time credit will not accumulate during the unpaid leave of absence. An employee on unpaid leave of absence may not claim any bereavement pay or holiday pay.

## **APPENDIX B:**

### **TOWN REPORTS:**

#### **PLANNER: Submitted by Mr. Zepko**

##### **Planning Board**

- Staff to Planning Board meetings:
  - ☐ 18 Dec 2018
    - The Planning Board heard to conceptual proposals for subdivision
      - Minor Subdivision of 3 lots (2 flag lots)
      - Major Subdivision of 6 lots (no roads or infrastructure)
- 2018 Planning Board Totals
  - The Planning Board reviewed the following applications in 2018:
    - Two (2) Major Subdivisions resulting in the creation of seven (7) lots
    - Three (3) Site Plans
    - One (1) Special Use Permit
  - 12 Simple Subdivision applications were approved in-house, resulting in the creation of approximately 10 new lots and two (boundary line adjustments)

##### **Board of Zoning Appeals**

- Staff to BZA
  - No appeals were before the BZA in December of 2018
- 2018 BZA Totals
  - The BZA reviewed the following applications in 2018:
    - 14 Area Variances

##### **Zoning Enforcement**

- Reviewed three (3) building permits for zoning compliance
- Investigated one zoning complaint

##### **Zoning Update**

- Served as point of contact for residents regarding proposed zoning
- (see Planner Activity)

##### **Planner Activity**

- Responded to approximately 16 requests for information
  - Comments and questions regarding proposed zoning changes
  - Development questions or applications
- 11 Dec 2018, attended Town Board meeting where zoning amendments were discussed

**HIGHWAY SUPERINTENDENT-** *no report*

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
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Sporting licenses	4
Disabled parking permits	11
Dog licenses and renewals	58
Marriage licenses	1
Plumbing permits	1
Address assignments	1
Notarizations	3
FOIL requests-received	0
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
\$1336.00	TOTAL Collected for fees & licenses
\$1067.96	stays in the town
\$268.04	goes to the state

**CLERK'S OFFICE TASKS:**

- Notarizations
- Ordered supplies
- Retrieved, sorted, vouchered mail
- Answered inquiries on various topics
- Attended Town Board meetings and took 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
- Prepare for organizational meeting
- Plan annual staff holiday meeting

**TAX COLLECTION:**

- Coordinate getting bills from Tompkins County.
- Mail bills
- Collect taxes

**SALO HABITAT COMMITTEE:**

- No action

**WATER DISTRICT TASKS:**

- Collect and post bills.

**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.

**SAFETY COMMITTEE:**

- Update staff training records
- Work on updating town Sexual Harassment policy to be in compliance with new regs

**COMMITTEES/ASSOCIATIONS:**

- Health Consortium- December meeting cancelled
- Send out health insurance updates to staff

**CODE ENFORCEMENT: submitted by Mr. Myers**

Building Permits issued	3
Plan Reviews	2

Certificate of Occupancy issued	2
Certificate of Compliance issued	1
Complaints Received	1
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	41
New Site Inspections	1
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	2
Fire Safety Inspections	1
Code Training Seminars	0
County Assessment/Board Reports	2
Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$151,275

Building Permit fees collected for month: \$771

## **SUPERVISOR'S REPORT- Submitted by Ms. Thomas**

### **Energy**

- Help coordinate effort to replace street lighting with LEDs to reduce overall energy usage in County.
- Assist with efforts to increase use of Electric Vehicles across county.
- Help resolve issue with EV Charging Station.

### **Highway**

- Bridge NY grant – navigate the beginning requirements of grant. Talk to county, Ulysses Highway, NYS DOT.

### **Planning and Zoning update**

- Work with TB, Planner and Consultant on remaining issues in order to create a draft for public to review.
- Reach out to try to fill vacancies on PB and BZA.

### **Water Districts**

#### **WD3**

- Submit Progress report to TC Health Department.

### **Other**

- Finalize Police contract with Village
- Assist with close out of sidewalk grant.
- Assist with Habitat parking MOU with Village.
- NYSERDA Planning Grant paperwork
- Heat pump grant – resolution to proceed with design for Town Hall.
- Personnel Policy – add notes and make final copy after 12/11 meeting.
- Organizational meeting – work with Carissa, Sarah and Nina to gather all information needed for resolutions.
- EMS – Respond to questions about 35% increase in EMS levy and tax rate.
- Right-of-way issue with Rt 89 at Garrett Road.

### **Meetings and Training**

12/11 – TB meeting

12/13 – TCCOG

## Questions/Concerns from Residents

- Dead animal pickup requests
- Zoning enforcement request
- Welcome new residents
- Question about ag exemption on taxes.
- Question about hunting in the Habitat.
- Water concerns from lakeshore property owner re: HABs.
- Who dictates which side of the road a mailbox needs to be on.

## 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: Submitted by Nina Thompson

### Regular Duties:

- Personnel
  - Payroll
    - Processed and reconciled payrolls 25 & 26
    - Processed 2019 payroll 1 on 12/31/2018 for a pay date of 1/2/2019
    - 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 – November
  - 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
- 2018 Year–End
  - Ordered supplies for preparing 1099 forms
  - Sent letter to vendors requesting all 2018 invoices
  - Processed end of year checks for payment of 2018 invoices

Trainings:

- Webinar – NYSLRS *Retirement Online* Job Codes – December 17

Meetings:

- 12/04/2018 – Youth Program reconciliation meeting with Village
- 12/11/2018 – Town Board Meeting
- 12/13/2018 – Town Staff Meeting

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
  - Reconciled project finances with Village Treasurer
  - Drafted project close out Town Board resolution
  - Completed project close-out entries in accounting system
- Personnel
  - Retiree benefits
    - Further work related to retiree benefits
    - Communication with retirees regarding benefits
    - Communication with insurance company staff to try to get clarity around transition to Medicare for retirees
  - Responded to HR related inquires
  - New hire paperwork for temp seasonal Highway employee
  - Youth Employees
    - Communicated with Youth Program Manager regarding time sheets and close-out of the 2018 program
  - Employee Leave
    - Paperwork regarding employee leave
  - End of Year Payroll Accruals and the 27<sup>th</sup> pay period
    - Implementation of the Board’s decision regarding how to handle this situation
  - Personnel Policy
    - Extensive work on clarification/updates to Town Personnel Policy as adopted by the Board
  - 2018 to 2019
    - Many hours spent trying to get assistance from Paychex to implement 2019 changes and 27 pay periods
    - Entered 2019 payroll changes in the Paychex system
- Procedures
  - Continued to update and refine written accounting procedures
- Budget Modification
  - Researched and drafted budget modification for 12/11/2018 meeting
  - Entered approved budget modification into accounting system
- Other Accounting

- Continued to investigate, research and work on resolutions to outstanding accounting issues
- Some preliminary research into financial implication of the Town being awarded Bridge NY grant funds for the County's bridge on Cemetery Rd.

Upcoming:

- Fiscal Year End
  - Begin fiscal year end close out process
- 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:**

- sent fire dept report
- no io last month
- working on town heat proj

**MS. ZHALER shared the following:**

- Attended health consortium mtg on 12/13. They are seeking an exec director who will be hired via the town of ithaca.
- Discussions with village for creation of parking area on salo
- Design Connect application has been accepted
- County has other grants that may be helpful for Jville
- Youth Commission is discussing the idea of creating a part-time, year- round rec coordinator for all ages

*Respectfully submitted by Carissa Parlato on 1/11/19.*