

TOWN OF ULYSSES

Organizational Meeting

January 10, 2019

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, John Hertzler (arrived at 8:58am)

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

ABSENT:

John Hertzler (arrived at 8:58am)

OTHERS PRESENT:

(none)

CALL TO ORDER:

Ms. Thomas called the meeting to order at 8:06am.

RESOLUTION 2019-11: DATES OF MEETINGS

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A second monthly meeting will be held on the 4th Tuesday of each month at 7 p.m.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-12: MEDIA

BE IT RESOLVED the designated news media is advised of the foregoing schedule and meeting notices will be posted, in accordance with the Open Meetings Law, on the Town Clerk’s bulletin board and the Town website.

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FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of Town of Ulysses.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-13: MINUTES

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval.

FURTHER RESOLVED in accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office, but not posted on the web site until approved by the Town Board.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-14: MILEAGE

BE IT RESOLVED mileage at a rate of \$0.58 cents per mile, based on the 2019 IRS standard mileage rate, shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported on the official town form (available from the Town Clerk).

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-15: PETTY CASH

BE IT RESOLVED that the Town Clerk and the Court Clerk’s petty cash funds are each \$300 for 2019.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-16: CRIME COVERAGE

BE IT RESOLVED that the following crime insurance coverage through NYMIR for Town officials, appointees and employees is hereby approved:

Money inside premises \$100,000 (\$1,000 deductible)
Money outside premises \$100,000 (\$1,000 deductible)
Forgery and alteration \$100,000 (\$1,000 deductible)
Employee Theft - Per Loss \$50,000 (\$2,500 deductible)

Excess Coverage:
Deputy Supervisor \$650,000
Supervisor \$650,000
Tax Collector/Town Clerk \$650,000
Deputy Town Clerk \$650,000
Bookkeeper \$650,000

Includes Faithful Performance

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-17: FINANCIAL REPORT

BE IT RESOLVED that an annual financial report be presented to the Town Clerk within 30 days of the end of the fiscal year as required by Town Law Section 29(10). In lieu of the financial report, the Supervisor is hereby authorized to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the annual update document (AUD) to the State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)). If the state comptroller approves a 60-day extension of the AUD, the Supervisor’s time for filing a copy of the AUD with the Town Clerk is also extended.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-18: FINANCIAL RECONCILIATIONS

BE IT RESOLVED the Town follow the 2013 recommendation of auditor Insero and Company to have the Supervisor or Bookkeeper review the reconciliation of the Town Clerk’s bank statements and the Town Clerk’s office review the reconciliation of the Supervisor’s bank statements in order to safeguard the town’s finances. This shall be done at least quarterly and the results shall be reported quarterly to the Town Board.

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas aye
Ms. Zahler aye

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-19: FINANCIAL INSTITUTIONS

BE IT RESOLVED the Tompkins Trust Company is designated as depository, in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands and,

FURTHER RESOLVED the Town investments can be made at other banks and institutions as outlined in the Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-20: FINANCIAL AUDIT

BE IT RESOLVED that the Town Board of Ulysses will perform an audit of the 2018 financials for the Town Court, Town Supervisor and Town Clerk on Friday, January 25, 2019 at 8am.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

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RESOLUTION 2019-21: PROCUREMENT POLICY

BE IT RESOLVED that the Town Procurement policy as adopted on November 17, 2010 is the ruling document for purchases.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-22: ESTABLISHMENT OF PAY PERIODS AND SALARIES

BE IT RESOLVED the Town Board hereby establishes the following payroll periods:

Bi-weekly: (27 pay periods in 2019)

Town Supervisor, Highway Superintendent, Town Clerk, Justices, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Supervisor, Highway Department Staff, Bookkeeper, Code Enforcement Officer, Zoning Officer, Planning and Zoning Staff, Court Clerk, Temporary student and other employees, part-time Clerical, Administrative, and Support staff, Water Department staff

Monthly: Councilpersons

Annually: Historian, Planning Board, Board of Zoning Appeals

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-23: PAY RATES

Resolved that the pay rates for 2019 are as follows (updated from the 12/11/18 meeting):

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Position	Annual Salary	Hourly rate if applicable
Town Board		
Councilperson	4,681 each	-
Supervisor		
Supervisor	18,417	-
Budget Officer	17,033	-
Bookkeeper	52,997	-
Clerk		
Town Clerk	54,650	-
Deputy Town Clerk		20.00
2nd Deputy Town Clerk		16.48
Court		
Town Justice	18,143 each	-
Court Clerk	45,321	-
Planning, Zoning, Building		
Enforcement Officer for Building Code	30,679	-
Deputy Enforcement Officer		21.63
Zoning Officer	30,079	-
Planner	30,079	-
Planning and Zoning Clerk		16.48-19.57
Planning and BZA Chairs	225 each	-
Planning and BZA Members	125 each	-
Highway		
Highway Superintendent	60,010	-
Deputy Highway Superintendent	-	21.75
Highway Machine Equipment Operator	-	21.50 – 22.00
Seasonal Highway	-	15.00 – 22.54
Water		
MEO/Water/Sewer Maintenance Worker		22.25
Distribution Operator Assistant/Laborer		21.75
History		
Historian	1,576	-

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

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Mr. Boggs aye
Mr. Goldman aye

Vote: 4-0

Date Adopted: 1/10/19

EXECUTIVE SESSION:

Ms. Thomas moved to go into Executive Session at 8:30am for the purpose of promotion of a particular person. This was seconded by Ms. Zahler and passed unanimously.

Ms. Thomas made a motion to end Executive Session at 8:36am. This was seconded by Mr. Boggs.

RESOLUTION 2019-24: TIME RECORDS

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card by the end of the last day of the pay period. Salaried employees and eligible elected officials wishing to participate in the town's benefits programs according to the Personnel Policy shall report time used for vacation, sick time, holiday or other time off on a Town of Ulysses time card to maintain accurate records of benefit time used. No pay will be issued without a time card that has been signed by the employee and employee's supervisor and submitted to the Bookkeeper. If the employee is submitting the time card electronically to the Bookkeeper, the Department Head / Employee Supervisor must give electronic approval as part of the time card submission. Salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off. It is the responsibility of the employee's supervisor to assure the time card is accurate.

FURTHER RESOLVED that to maintain accountability of all employees who work for the town, and to clarify supervisory roles, the following listing specifies employee supervisors. Each employee supervisor is responsible for approving time cards (if required), vacation, personal, sick days and compensation time used by each employee. Time off for each employee must be reported to Bookkeeper who will maintain records. Elected officials must have the Town Supervisor or other Town Board member sign their time card.

Employee	Employee Supervisor	Hours/ Week
Town Supervisor	Town Board	30
Highway Superintendent	Town Supervisor or Town Board	40
Town Clerk	Town Supervisor or Town Board	40
Deputy Town Clerk	Town Clerk	30
Court Clerk	Town Justices	40
Bookkeeper	Town Supervisor	40
Enforcement Officer for Building Code	Town Supervisor	23
Deputy Enforcement Officer	Enforcement Officer	5
Zoning Officer/Planner	Town Supervisor	40
Planning and Zoning Clerk	Zoning Officer/Planner	various
Deputy Highway Superintendent	Highway Superintendent	40 (combined)

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Highway Machine Equip. Operators	Highway Superintendent	40/ various
Highway Laborer	Highway Superintendent	various
Water Dist. & Maintenance Operator	Highway Superintendent	40 (combined)
Water District Laborer	Water Dist. and Maintenance Operator	40 (combined)

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-25: TOWN BOARD MEMBER LIAISONS

BE IT RESOLVED that the Town Board makes the following liaison appointments and requests that each appointee report to the Town Board at least annually:

	2018	2019
A. Highway Department	Mr. Boggs	Mr. Boggs
B. Personnel	Ms. Thomas, Ms. Zahler (alternate)	Ms. Thomas, Ms. Zahler (alternate)
C. Planning Board and BZA	Mr. Goldman & Mr. Boggs	Mr. Goldman, Mr. Boggs (alternate)
D. Fire Department	Mr. Boggs, Mr. Hertzler (alternate)	Mr. Boggs, Mr. Hertzler (alternate)
E. Town Court	Ms. Thomas	Ms. Thomas
F. Trumansburg Ulysses Youth Commission	Ms. Zahler	Ms. Zahler
G. Village EMS & EMS Billing Oversight Committee	Mr. Boggs, Ms. Zahler	Mr. Boggs, Ms. Zahler
H. Agricultural Committee	Ms. Zahler, Mr. Boggs (alternate)	Ms. Zahler, Mr. Boggs (alternate)
I. Town Hall Maintenance	Mr. Boggs	Mr. Boggs
J. Sustainability Committee	Mr. Hertzler, Ms. Zahler (alternate)	Ms. Zahler
K. Trumansburg Village Board of Trustees	Ms. Zahler	Ms. Zahler
L. Records Advisory Board	Ms. Thomas	Ms. Thomas

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M. Safety Committee	Mr. Boggs/Ms. Zahler (alternate)	Mr. Boggs/Ms. Zahler (alternate)
N. Union negotiations	Mr. Goldman, Ms. Zahler	Mr. Goldman, Ms. Zahler

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-26: TOWN BOARD APPOINTMENTS

BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee report to the Town Board at least annually:

	2018	2019
A. TCCOG Emergency Management	Mr. Boggs, Mr. Hertzler	Mr. Boggs, Ms. Zahler (alternate)
B. Health Consortium Board	Mr. Goldman, Ms. Zahler (alternate)	Mr. Goldman, Ms. Zahler (alternate)
C. Planning Board Chairperson	David Blake	Katelin Olsen
D. Board of Zoning Appeals Chairperson	Robert Howarth	Robert Howarth
E. Clerk for Board of Zoning Appeals	Louis DiPietro	Louis DiPietro
F. Clerk for Planning Board	Maria Barry	Maria Barry
G. Tompkins County Environmental Mgmt Council	Cait Darfler, Ms. Thomas (alternate)	Cait Darfler, Ms. Thomas (alternate)
H. Tompkins County Water Resources Council (WRC)	N/A	<i>(no appt at this time)</i>

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I. Tompkins County Stormwater Coalition	Darby Kiley/John Zepko	John Zepko
J. Stormwater Officer	Darby Kiley/John Zepko	John Zepko
K. Trumansburg Ulysses Youth Commission Reps	Sharon Bilotta, (vacant)	Sharon Bilotta, Reanna Lavine
L. Rec Partnership rep.	Durand VanDoren, Ms. Zahler (alternate)	Ms. Zahler
M. Tompkins County Youth Services Board	Pete Angie	Pete Angie
N. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Darby Kiley	<i>(no appt at this time)</i>
O. Tompkins County Council of Governments	Ms. Thomas & Ms. Zahler (alternate)	Ms. Thomas & Ms. Zahler (alternate)
P. Tompkins County Area Development	N/A	<i>(no appt at this time)</i>
Q. Fair Board liaison	Mr. Hertzler	Mr. Hertzler
R. Historian	John Wertis	John Wertis
S. Tompkins County Animal Control	Ms. Thomas, Ms. Parlato (alt)	Ms. Thomas, Ms. Parlato (alt)
T. Cayuga Lake Water Shed Intermunicipal Org. (IO)	Mr. Boggs, Darby Kiley	Mr. Boggs
U. Chamber of Commerce	Ms. Zahler/ Mr. Goldman (alternate)	Ms. Zahler/ Mr. Goldman (alternate)

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

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Date Adopted: 1/10/19

RESOLUTION 2019-27: HIGHWAY- SHARED SERVICE AGREEMENTS

WHEREAS, Highway Law #142-d allows co-operative agreements for highway services and sharing of labor, equipment and supplies; and

WHEREAS, General Municipal Law Article 5-G allows and encourages municipal co-operations, by joint or contract basis, performance of powers and duties among themselves; and

WHEREAS, it is deemed beneficial to the Town of Ulysses to allow for shared highway agreements of equipment and services with other nearby municipal highway departments;

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town Supervisor pursuant to Highway Law #283 to enter into agreements for shared services and equipment with other municipalities and authorize, within existing budget constraints, the Town’s Highway Superintendent pursuant to Highway Law #284 to take such action to implement said agreements consistent with Town highway needs and availability, and maintain sufficient liability coverage to protect the town in such joint efforts.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

Vote: 4-0

Date Adopted: 1/10/19

RESOLUTION 2019-28: PLANNING BOARD AND BOARD OF ZONING APPEALS

BE IT RESOLVED that the Town Board has appointed the following Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2018 may be either replaced or reappointed. The following members being reappointed for 2019:

ZONING BOARD OF APPEALS				
<i>Name/phone/email</i>	<i>Address</i>	<i>Date Appointed</i>	<i>Date of Oath</i>	<i>Term Expiration</i>
ROBERT HOWARTH, Chair Phone: 387-3318 howarth@cornell.edu <i>(Chair appts are for one year)</i>	4124 Reynolds road Trumansburg NY 14886	1/7/2015	2/18/2015	12/31/19

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CHERYL THOMPSON Phone: 387-4123 cherylthompsonarchitect@gmail.com	3112 Perry City Road Trumansburg NY 14886	1/4/2018	1/23/2018	12/31/22
STEPHEN MORREALE Phone: 387-3816 Sim11@cornell.edu	5360 Pine Ridge Road Trumansburg NY 14886	12/9/2014	1/28/2015	12/31/20
DAVID TYLER 387-3484 Datyler123@gmail.com	49 Elm Street Trumansburg, NY 14886	2/27/18	3/16/2018	12/31/21
ANDREW HILLMAN Phone: 351-7085 andrew.hillman@davey.com	3315 Swamp College Road Trumansburg NY	1/10/19		12/31/23
(ALTERNATE) (vacant)				12/31/19
LOUIS DIPIETRO (Clerk) Phone: (716)307-2096 Dipietro.louis@gmail.com	88 W. Main St. Trumansburg NY 14886	1/10/19		12/31/19
PLANNING BOARD (5 year term)				
JOHN WERTIS Phone : 387- 4331 BWWFarmtoday@aol.com	8144 Searsburg Rd. Trumansburg, NY 14886	12/9/2014	1/8/2015	12/31/2019
KATELIN OLSON, Chair Phone: 882-0002 keo24@cornell.edu	8011 Falls Road Trumansburg NY 14886	3/13/18	3/16/18	12/31/2020
JONATHAN FERRARI Phone: (971)645-1543 jonaFerrari@gmail.com	16 Cayuga Street Trumansburg NY 14886	2/27/18	2/29/18	12/31/2022
STEVEN MANLEY Phone: (301)580-3208 Smanley02@hotmail.com	1056 Kraft Rd. Ithaca NY 14850	1/10/19		12/31/2021
REBECCA SCHNEIDER Phone: (607)387-3816 rls11@cornell.edu	5630 Pine Ridge Rd Trumansburg, NY 14886	1/10/19		12/31/23
(ALTERNATE) (vacant)				12/31/19
MARIA BARRY (Clerk) Phone: 387-3615 Mbarry219@aol.com	91 East Main St. Trumansburg NY 14886	1/10/19		12/31/19

Mr. Hertzler arrived at this time (8:58am)

Moved: Ms. Zahler

Seconded: Mr. Goldman

Ms. Thomas aye

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-29: ATTORNEY

BE IT RESOLVED that the Attorney for the Town be Khandikile Sokoni of True, Walsh & Sokoni, LLP and that that they be consulted in accordance with the Retainer Agreement with the Town of Ulysses.

Moved: Ms. Zahler Seconded: Mr. Goldman

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

Vote: 4-0
Date Adopted: 1/10/19

RESOLUTION 2019-30:TOWN HIGHWAY DEPARTMENT HOURS OF OPERATION

BE IT RESOLVED that the hours for the Town Highway Department, set by the Town Highway Superintendent, are 7am-3:30pm from Nov.1 to March 31 and 6:30am-3pm from April 1 to Oct. 31.

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: 1/10/19

RESOLUTION 2019-31: POLICIES

BE IT RESOLVED that the Town of Ulysses has adopted policies for a Code of Ethics, Personnel and

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Benefits, Procurement, Claims, Meeting Rules and Procedures, Investment, Alcohol and Controlled Substance Testing, Planning Board and Zoning Board Attendance and Training, Records Management and Emergency Preparedness. The Town Clerk shall provide to each newly elected official and to any other elected or appointed official or employee these policies, and any other planning documents or local laws upon request and these documents shall be also be maintained on the internal part of the town website. Each employee and elected or appointed official shall sign the Code of Ethics form within a month of taking office to document that they have reviewed and understand the policy.

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: 1/10/19

RESOLUTION 2019 32: RECORDS MANAGEMENT OFFICER

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer with the backup Records Management Officer of Sarah Koski. The Town Board shall be notified of Freedom of Information Requests.

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: 1/10/19

RESOLUTION 2019-33: GIFTS

BE IT RESOLVED that in accordance with the New York State Constitutional prohibition against gifts by municipalities as described in Article III, Section 1, the Town of Ulysses will not give donations, or other gifts of recognition for service (retirement, annual appreciation, or otherwise) to any organizations, volunteers, or other individuals in the employment of the Town or otherwise providing service to the Town or the community. The Town may, however, hold recognition events and provide refreshments.

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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: 1/10/19

RESOLUTION 2019-34: APPROVAL OF 2019 FEE & PENALTY SCHEDULE

RESOLVED that the Town Board approves the following fees & penalties for 2019:

FEE SCHEDULE:

Planning & Zoning:

ZONING:		reference
Development District	\$250 + costs	Res. 2007-36
Re-zoning	\$250 + costs	Res. 2007-36
BOARD OF ZONING APPEALS:		reference
Variance	\$150. (includes legal ad)	LL 2 of 2015
PLANNING BOARD:		
Subdivison- Simple	\$50.00	Res. 2007-36
Subdivison- Minor (3 lots)	\$150.00	Res. 2007-36
Subdivison- Major (4 or more lots)	\$300.00	Res. 2007-36
Site Plan Review- Residential	\$100 + costs	LL 2 of 2015
Site Plan Review- Commercial	\$200. + costs	LL 2 of 2015
Site Plan requiring Special Permit	\$250.00	LL 2 of 2015
OTHER PLANNING & ZONING:		reference
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36
Copies of Comprehensive Plan, Zoning Local Law, Farmland Protection Plan, etc.	\$15/copy of plan	LL 2 of 2015
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36

Building/Code:

OPERATING PERMITS	fee	reference
Operating Permit	\$75.00	LL 2 of 2015

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Fireworks display	\$150.00	Res. 8/18/10
Special Event Operating Permit- for events with 2000 or more in attendance	\$150/each day of event	Res. 2019-32
Special Event Operating Permit- for events with under 2000 in attendance	\$50/each day of event	Res. 2019-32
BUILDING PERMITS	fee	reference
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	Res. 2018-25
Unfinished basements	\$.15/sq ft.	Res. 2019-32
Multiple dwelling/Multi-residential	\$225 + \$3/K	Res. 2007-36
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	Res. 2007-36
Alterations, renovations, additions, pools	\$75 + 3/K	LL 2 of 2015
Accessory Building- separate from a main building	\$55 + \$3/K	Res. 2007-36
Accessory Building – attached to 1 & 2 family residence	\$0.30/sq. ft.	Res. 2018-25
Building Permit Renewal	Half existing building permit fee	Res. 2016-64
Any building begun without a valid building permit	Double normal fee.	Res. 2018-25
Solar, wind or alt. energy permit- RESIDENTIAL	\$75.00	LL 3 of 2015
Solar, wind or alt. energy permit- COMMERCIAL	\$75 + 3/K	LL 3 of 2015
Sign permit	\$50.00	LL 2 of 2015
Woodstove or heating unit	\$50.00	LL 2 of 2015
Demolition	\$2/K (\$65 min)	Res. 2007-36
Fire Inspection (includes one re-inspection if necessary)	\$50/inspection	Res. 2018-25
Additional Fire Inspections (if more than 2 are necessary beyond initial inspection(s))	\$50/inspection	Res. 2018-25

Clerk:

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DOG FEES:		reference
Dog license/renewal (spayed/neutered)	\$13.50	LL2 of 2015
Dog license/renewal (not spayed/neutered)	\$20.50	LL2 of 2015
New dog tag	\$3.00	LL2 of 2015
Purebred license (5-20 purebred dogs)	\$100.00	LL2 of 2015
Purebred license (21 or more purebred dogs)	\$200.00	LL2 of 2015
Dog impoundment fee	\$25 for the first offense, \$50 for the second offense, \$75 for the third offense	Res. 2019-32
Dog enumeration fee	\$5.00	Res. 12/14/10 (LL3 of 2010)
OTHER CLERK FEES:		reference
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	LL1 of 1980
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Handicap Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	The maximum allowed by NYS

Water:

PERMITS:		reference
Plumbing permit (up to 5 inspections)	\$240.00	LL 2 of 2015
New contractor registration	\$15.00	Res. 9/15/03
TAPS:		
Main tap (Standard household tap)	\$207	LL 2 of 2015
>1" tap	Current cost + 2 hrs. labor	LL 2 of 2015
METERS:		
Standard household	\$186.00	Res. 2019-32
Meter: pit type	\$186	LL 2 of 2015
Meter: pit type >3/4"	current cost + 2 hrs. labor	LL 2 of 2015
Frosted meter replacement	cost of meter + 1 hr.	LL 2 of 2015
BACKFLOW/CROSS CONNECTION:		reference
Annual backflow admin fee	\$32/first device; \$16/additional	Based on contract with Bolton Point
Backflow application review	\$80.00	Res. 9/15/03
Backflow certification inspection	\$72.00	Based on contract with Bolton Point

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Backflow Inspection	\$72.00	Res. 2007-36
WATER SALES:		reference
Water sales (Districts 3 and 4)	\$7.59/1000 gallons	Based on Town of Ithaca's 2019 water price
Bulk water sales	\$7.59/1000 gallons	Based on Town of Ithaca's 2019 water price

PENALTIES:

<i>Activity</i>	<i>Penalty</i>	<i>Resolution/Law</i>	<i>Notes</i>
OPERATING PERMITS			
Penalty for failure to apply for Special Permit- 1st offense	\$1,000.00	LL#1 of 2010	
Penalty for failure to apply for Special Permit- 2nd offense	\$2,000.00	LL#1 of 2011	
CODE (Building and Zoning)			
Code violation	No less than \$100/day and no greater than \$250/day for each day of violation, in addition to penalties prescribed by state law	LL1 of 2016	
PLANNING BOARD			
Non-Compliance	\$100/day and/or Stop Work Order	Res. 2007-36	
STORM WATER			
Storm sewers- 1st offense	up to \$500 and/or imprisonment up to 15 days	LL1 of 2012	each day constitutes a new violation. GC 149-14D
Storm sewers- 2nd offense	up to \$1000 and/or imprisonment up to 15 days	LL1 of 2012	
Stormwater Mgmt and Erosion Sediment Control- 1st offense	up to \$350 and/or imprisonment up to 6 days	LL1 of 2012	each week constitutes a new violation. GC 156-13D
Stormwater Mgmt and Erosion Sediment Control- 2nd offense	\$350-700 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
Stormwater Mgmt and Erosion Sediment Control- 3rd offense	\$700-1000 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
STREETS AND SIDEWALKS			

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To keep the Town highway rights-of-way free from obstruction for the convenience of the public in general and Town vehicles and school buses in particular, this article is enacted to regulate parking and other obstructions on the Town highways.	up to \$250 and/or imprisonment up to 15 days	Ordinance 8-14-84	each day constitutes a new violation. GC 164-4
DOG LAW			
Violation of dog law- 1st offense	>=\$25.00	LL2 of 2010	
Violation of dog law- 2nd offense	>= \$50.00	LL2 of 2010	
Violation of dog law- 3rd and any subsequent offenses	>= \$75.00 or imprisonment <= 5 days for each	LL2 of 2010	
Any person who intentionally refuses, withholds, or denies a person, because he or she is accompanied by an on-duty police work dog, working search, war, or detection dog, any accommodations, facilities, or privileges.	\$200 for the first violation and up to \$400 for each subsequent violation.	LL2 of 2010	section 66-17 in GC
WATER			
Water bill late fee (penalty)	10%	Res. 2014-67	can also shut off water.
Late fee for new water hookup fees	5%	2017-118	
any user who is found to have violated any provision of this article, or permit or administrative order	up to \$1000	LL1 of 2003	GC 200-14A(4)
CIVIL PENALTIES: Any person who violates any of the provisions of or who fails to perform any duty imposed by this article, or any administrative order or determination of the Superintendent promulgated under this article, or the terms of any permit	up to \$1000	LL1 of 2003	each day constitutes a new violation. GC 200-14B(1)
CRIMINAL PENALTIES: Any person who willfully violates any provision of this article or any final determination or administrative order of the Water District Operator made in accordance with this article shall be guilty of a Class A Misdemeanor and, upon conviction thereof	not less than \$500 nor more than \$1,000, or imprisonment not to exceed one year, or both. Each offense shall be a separate and distinct offense, and, in the case of a continuing offense, each day's continuance thereof shall be deemed a separate and distinct offense	LL1 of 2003	GC 200-14B(3)

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CRIMINAL PENALTIES: Any user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan or other document filed or required to be maintained pursuant to this article, or permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this article shall be guilty of a Class A Misdemeanor and, upon conviction, shall be punished by a fine of	not more than \$1,000 per violation per day or imprisonment for not more than one year, or both.	LL1 of 2003	
OTHER			
Flood damage prevention: No structure shall hereafter be constructed, located, extended, converted, or altered and no land shall be excavated or filled without full compliance with the terms of this chapter and any other applicable regulations.	up to \$250; or imprisoned up to 15 days	LL2 of 1987	GC 89-8
Radio communications protection: to prevent interference with the countywide public safety radio communications system which is used by emergency service providers in this municipality and throughout Tompkins County.	up to \$250	LL2 of 2007	GC 129
Watercraft	73-c of the New York State Navigation Law	4/13/2004	GC 205-7
Zoning	No less than \$100/day and no greater than \$250/day for each day of violation, in addition to penalties prescribed by state law	2017-59	GC 212-4 E

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: 1/10/19

RESOLUTION 2019-35: MANDATORY JUSTICE SCHOOLING

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for approved expenses provided the funding is available.

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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: 1/10/19

RESOLUTION 2019-36: VEHICLE BENEFIT:

RESOLVED, that because the Highway Superintendent and Water District Operator are on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of town vehicles for travel to and from work, provided they are not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually.

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: 1/10/19

RESOLUTION 2019-37: DISTRIBUTION OF MINUTES

RESOLVED that once all resolutions of the Organizational Meeting are completed, the Town Board will make a motion to accept the minutes as a whole. These minutes shall be the final minutes of the meeting and a certified version of the complete Organizational Meeting minutes will be distributed by the Town Clerk to all employees and elected officials within 14 days of completion and will be posted to the website.

Moved: Ms. Zahler

Seconded: Mr. Goldman

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

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Vote: 5-0

Date Adopted: 1/10/19

RESOLUTION 2019-38: COMMITTEES APPOINTED BY THE TOWN BOARD

The following working groups or committees are appointed by the Town Board for specific purposes and may or may not have terms of office:

COMMITTEE	MEMBERS	E-MAIL	TERM
Sustainability & Conservation Advisory Board	Roxanne Marino - Chair Sue Poelvoorde Bara Hotchkiss Brice Smith Robert Oswald Don Ellis Andy Hillman	Rmm3@cornell.edu spoel@zoom-dsl.com baraHotchkiss@gmail.com brice.smith@cortland.edu reo1@cornell.edu don@lakepassage.com andrew.hillman@davey.com	Through 2019
Youth Commission	Sharon Bilotta – Chair Reanna Lavine – Town John Gregory - Village Ben Carver – Village Trustee Nancy Zahler – Town Board Janice Johnson – County Paul Pennock – School	seb@fltg.net reabug@gmail.com jgregory@ithaca.edu Carver@trumansburg-ny.gov Zahler@ulysses.ny.us jjohnson@tompkins-co.org ppennock@tburg.k12.ny.us	Through 2019
Agriculture Committee	Chaw Chang - Chair Greg Reynolds Krys Cail John Gates Mark Ochs	stickandstonefarm@gmail.com greynolds@glenwoodfarms.com Krys.cail@gmail.com Gates3580@gmail.com ochsconsultingllc@gmail.com	4/12/16-12/31/18 4/12/16-12/31/18 4/12/16-12/31/18 4/12/16-12/31/19 2/7/17-12/31/19
TTHM Working Group	Stan Seltzer Ann DiPetta Diane Hillmann Elizabeth Thomas Michael Boggs	seltzer@ithaca.edu adipetta@twcny.rr.com Metadata.maven@gmail.com supervisor@ulysses.ny.us boggs@ulysses.ny.us	No Term Set
Safety	Dave Reynolds		No termination

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Committee (as required by PERMA)	(Highway) Carissa Parlato – Safety Coord. Nina Thompson – HR Michael Boggs – TB Scott Stewart – Union (Nancy Zahler – TB Alternate)		date
Records Advisory Board	Jeff Burns Carissa Parlato Liz Thomas John Wertis		Through 2019

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: 1/10/19

RESOLUTION 2019-39: CONTRACTS

Resolved that the Town Board approves the Supervisor to enter into contracts with the following entities:

Entity	Estimated Contract Amount for 2019	Contract not to Exceed Amount for 2019
American Legion (Assistance for Veterans)	\$475	\$475
BAS software annual agreement for water billing	\$700	\$1,000
BAS software annual agreement for clerk program	\$650	\$1,000
Cemetery and Jacksonville Park Mowing	\$2750 & \$2411	\$7,000
Cleaning- Wednesdays	\$30/hr	\$30/hr
Cleaning- Weekends	\$20/hr; \$600/month + annual floor wax @ about \$900	\$20/hr; \$600/month + annual floor wax @ about \$900
Community Science Institute	\$6,188	\$6,500
Cooperative Extension (Youth Programming)	\$49,007	\$50,000

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Engineering - MRB	See 2019 rate schedule	Not to exceed rate schedule.
Foodnet	\$2,250	\$2,250
Gadabout	\$2,000	\$2,000
General Code (for annual fee only, zoning update will be bid separately)	\$1,195	\$2,500
IT Services	\$45/hr to \$80/hr	\$85/hr
Landscaping	\$65/hr	\$65/hr
Lifelong	\$1000	\$1,000
Stormwater Coalition	\$1500	\$2,000
Trumansburg Senior Citizens	\$850	\$850
Tompkins County Recreation Partnership	\$8,436	\$9,000
Tompkins County Animal Control	\$18,134	\$18,300
Trumansburg Conservatory of Fine Arts	\$3,500	\$3,500
Trumansburg Community Recreation (can also put in recreation reserve for future use)	\$2,500	\$2,500
Town Hall – Mainstay - Plumbing, electric and heating		(As needed)
Tompkins County Soil & Water	\$1500	\$1500
Ulysses Historical Society	\$700	\$700
Ulysses Philomathic Library	\$12,500	\$12,500
Williamson Law – Accounting Software	\$1,038	\$1,500
Williamson Law Book- Tax Glance software program	\$124	\$200
Village of Trumansburg Police Contract	\$0	\$0
Village of Trumansburg Sidewalk Maintenance	\$29.17/hr	Up to \$30/hr
Winterfest	\$1000	\$1,000

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: 1/10/19

OTHER ANNUAL APPOINTMENTS

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Supervisor Appointments:

Bookkeeper	Nina Thompson
Deputy Supervisor 1	Nancy Zahler
Deputy Supervisor 2	Michael Boggs

Elected Officials Appointments:

Court Clerk	Angela Champion
Deputy Town Clerk	Sarah Koski
Second Deputy Town Clerk	Michele Mitrani
Deputy Highway Superintendent	Scott Stewart

EXECUTIVE SESSION:

Ms. Zahler moved to go into Executive Session at 9:52am for the purpose of discussing a matter of personnel. This was seconded by Mr. Goldman and passed unanimously.

Mr. Goldman moved to end Executive Session at 10:08am. This was seconded by Mr. Boggs.

ADJOURN:

Mr. Goldman moved to adjourn at 10:08am. This was seconded by Mr. Boggs.

Respectfully submitted by Carissa Parlato on 1/11/19