

## TOWN BOARD MEETING

Town of Ulysses

February 12, 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, Richard Goldman, John Hertzler

Deputy Town Clerk- Sarah Koski

Bookkeeper- Nina Thompson

#### OTHERS PRESENT:

Roxanne Marino, Conservation and Sustainability Advisory Council

### **CALL TO ORDER:**

Ms. Thomas called the meeting to order at 7:00pm

### **APPROVAL OF MEETING AGENDA**

#### **RESOLUTION 2019-48: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for February 12, 2019. Ms. Zahler requested that an Executive Session be added to agenda for the purpose of dealing with a personnel matter related to a specific individual.

**Discussion:** Mr. Goldman would like to discuss the possibility of enacting a noise ordinance. Ms. Thomas replied that the Board was not ready to add that as an agenda item until the Town Attorney is able to review a draft ordinance.

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: 02/12/19

**REPORTS FROM REPRESENTATIVES:**

Roxanne Marino, Conservation and Sustainability Advisory Committee (CSAC)

The committee has been considering the zoning update in regards to regulations for CAFO’s and special permits. Members on the committee have experience in public health, public administration, water quality, and pathogens and their effects on humans and animals, so they are all very interested in these CAFO regulations. The committee is circulating comments and will refer them to the Town Board before the February 18<sup>th</sup> public comment period ends. Ms. Marino is also reviewing the solar law and recently attended training where she learned about guidelines for solar installation. Ms. Thomas will research if the zoning law regarding solar can be amended with the current zoning update or if there will need to be a new local law to make changes to solar design. Ms. Marino has also been speaking with Anne Koreman of the Tompkins County Legislature about banning single use plastic bags. Ms. Thomas mentioned that at the last TCCOG meeting, County Administrator Jason Molino mentioned that the County is putting the plastic bag ban on hold until the state makes a decision on the same issue. Ms. Marino has been talking to Terry Carroll, who works for Cornell Cooperative Extension and worked on the Town’s Natural Resources Inventory. Mr. Carroll recently moved the Ulysses and may be interested in joining the CSAC Committee.

**TOWN REPORTS:**

(see appendix)

**NEW BUSINESS:**

**QUOTE TO REPAIR VENTILATION SYSTEM IN TOWN HALL**

*Discussion:* Ms. Thomas reminded the Town Board of the poor condition of Town Hall’s heating, cooling, and ventilation systems. The Town Board recently authorized Ms. Thomas to sign a contract with Taitem Engineering to design a heating and cooling system for Town Hall, and there is a concern that changing the heating and cooling system will affect the building’s ventilation system. Ms. Marino added that in her discussions with Taitem’s engineers, there are building codes for ventilation for public buildings that need to be adhered to. The best case scenario would be to re-design both the ventilation and heating and cooling systems at one time. Taitem felt that re-design and installation of both systems could not be done with the \$100,000 NYSERDA Clean Energy Communities grant that the Town has to spend on the project. This resolution is to fund a separate design of Town Hall’s ventilation system that can be completed by the Town at a later time with separate funds.

**RESOLUTION 2019-49: QUOTE TO REPAIR VENTILATION SYSTEM IN TOWN HALL**

**WHEREAS** the Town of Ulysses has a grant to replace the existing heating system based on use of natural gas with more energy efficient heat pumps based on use of electric energy, and

**WHEREAS**, the Town Hall ventilation system has been evaluated by numerous heating and cooling professionals and all have deemed the existing system inefficient, and

**WHEREAS** replacing the old air handling system is not included in the Clean Energy Communities grant funding, but will be necessary to do in the future, and

**WHEREAS** the committee working on this grant recommends the design for the new air handling system be done in tandem with the design for the heating and cooling with heat pumps.

Therefore, be it

**RESOLVED**, that the Ulysses Town Board authorizes the Town Supervisor to sign the contract with Taitem Engineers dated December 19, 2018 to design the ventilation system for the Town Hall, not to exceed \$7,000.

Moved: Ms. Thomas Seconded: Mr. Boggs

**Discussion:** Mr. Goldman asked Ms. Thomas where the funding for the actual ventilation system would come from. Ms. Thomas replied that the Town Board would have to budget for that in the future, but the actual work would not need to be done right away. Mr. Goldman asked why the ventilation system could not be funded by the Clean Energy grant. Ms. Marino clarified that the heat pumps and LED light replacement at Town Hall may use the entirety of the grant funds.

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

Vote: 5-0

Date Adopted: 02/12/19

**Discussion:** Ms. Zahler asked where the funds for the ventilation design would come from. Ms. Thomas said the funds could come from contingency, fund balance, or perhaps sales tax. Mr. Hertzler asked if the extra electricity for the heat pumps would come from the existing solar panels on Town Hall. Mr. Boggs is currently working on an electric survey for Town Hall but thinks that the solar panels are already at capacity.

**AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES CAPITAL EQUIPMENT RESERVE FUND DA878 TO PURCHASE HIGHWAY MAINTENANCE AND CONSTRUCTION EQUIPMENT IN 2019**

**RESOLUTION 2019-50: AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES CAPITAL EQUIPMENT RESERVE FUND DA878 TO PURCHASE HIGHWAY MAINTENANCE AND CONSTRUCTION EQUIPMENT IN 2019**

**WHEREAS**, the Town Board of the Town of Ulysses by resolution adopted on November 7, 1984 established a capital reserve fund for the purpose of funding acquisition and replacement of highway maintenance and construction equipment and snow removal equipment (“the Capital Equipment Reserve Fund”); and

**WHEREAS**, the Town Board adopted the 2019 budget for the Town on October 23, 2018 and the budget calls for the appropriation of \$188,281.00 from the Capital Equipment Reserve Fund DA878 for the purpose of purchasing highway equipment in 2019; and

**WHEREAS**, pursuant to General Municipal Law §6-c, an expenditure from the Capital Equipment Reserve Fund requires authorization by the Town Board, and such authorization is subject to a permissive referendum; and

**WHEREAS**, the Town needs to purchase the following highway equipment: (1) a 2020 Mack Granite 64FR Truck for \$144,283.96 and (2) the associated plow equipment and accessories for \$80,581.70; and

**WHEREAS**, the purchase of the above-referenced equipment falls within the purposes for which the Capital Equipment Reserve Fund was established;

NOW, THEREFORE, BE IT

**RESOLVED** that the Town Board authorizes the following expenditures from the Town of Ulysses Capital Equipment Reserve Fund DA878 for the purchase of highway equipment: \$144,283.96 for a 2020 Mack Granite 64FR Truck and \$43,997.04 towards the purchase of the associated plow equipment and accessories for a total of reserve funds not to exceed \$188,281.00; and be it further

**RESOLVED** that, pursuant to General Municipal Law §6-c, this resolution is subject to a permissive referendum; and be it further

**RESOLVED** that the Town Clerk will post and publish notice of the permissive referendum in accordance to law and provide a copy of such notice to the Town Supervisor.

Moved: Ms. Thomas Seconded: Ms. Zahler

**Discussion:** Mr. Hertzler asked with the additional approximately \$40,000 for plow equipment will come from. Ms. Thomas replied that the funds will come from sales tax revenue and that the Town Board has already budgeted for the expense.

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

Vote: 5-0

Date Adopted: 02/12/19

**MONTHLY BUSINESS:**

**APPROVAL OF BUDGET MODIFICATIONS**

**RESOLUTION 2019-51: APPROVAL OF BUDGET MODIFICATIONS**

**RESOLVED** that the Ulysses Town Board approves the budget modifications as presented at the 2/12/2019 meeting to accept a NYS grant to enable the Court to purchase new chairs for the court room.

**A FUND BUDGET MODIFICATIONS**

A1110.4	Town Justice CE	INCREASE	\$5,620.00
<i>To cover costs associated with the Justice Court Assistance Program grant</i>			
A3021	Court Facilities – State Aid	INCREASE	\$5,620.00

Moved: Mr. Thomas Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 02/12/19

**APPROVAL OF CLAIMS**

**RESOLUTION 2019-52: APPROVAL OF CLAIMS**

**RESOLVED** that the Ulysses Town Board has reviewed claims 17 to 81 in the total amount of \$723,022.15

Moved: Ms. Thomas Seconded: Mr. Boggs

**Discussion:** Ms. Thomas pointed out that a good portion of this month’s claims are payments to the Village for Fire and EMS service. Mr. Boggs asked the Board if they had feedback on last night’s Fire/EMS meeting with the Village. Several board members suggested paying the Village quarterly instead of one annual payment. Ms. Zahler was also concerned that the Village has not been giving the Town reports on a regular basis. These may be issues for future discussions with the Village and other Towns about the contract since we have already approved the 2019 contracts as presented.

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

Vote: 5-0

Date Adopted: 02/12/19

**OLD BUSINESS:**

**DISCUSSION OF DEPARTMENT OF PUBLIC WORKS**

Ms. Thomas feels that she spends a good deal of time on highway and water district administration, and that the Town cemeteries, park lands, and Town Hall maintenance all need more attention. The creation of a Department of Public Works (DPW) would help alleviate the supervisor of these duties.

Ms. Sokoni, Town Attorney, presented three options for the creation of a DPW in an email to the Town Board.

1. Make the Highway Superintendent an appointed position and make him or her head of DPW.
2. Create a DPW and assign DPW duties in addition to those of the Highway Superintendent.
3. Create a DPW and have someone other than the Highway Superintendent assume those duties.

The Town Board agreed that the third option is the most viable for the Town at this time. Ms. Zahler asked who would supervise the head of the DPW, and Ms. Thomas replied that the Town Board would need to decide on that. Ms. Zahler is concerned that if the head of the DPW is also a highway department employee, it may be a potential conflict for an employee being assigned duties by two different supervisors. Mr. Goldman suggested that the Board come up with an outline of DPW duties for the Town Attorney to review. Mr. Goldman asked if there are other towns with an elected Highway Superintendent and a DPW that we can look at for a model. No Town Board members had researched that yet. Ms. Zahler and Mr. Hertzer will work with Ms. Thomas to come up with a list of DPW duties and a proposed administrative structure.

#### **REVIEW NEXT STEPS IN ZONING UPDATE**

Ms. Zahler wanted to clarify the steps the Board will take after the public comment period ends on February 18<sup>th</sup>. Ms. Thomas replied that the board will review the comments, and then set up a special Town Board meeting to discuss the comments and put in any requests to make changes to the draft zoning. Ms. Thomas asked the Board if they would have any major changes to the draft. Ms. Zahler replied that based on feedback on the 70/30 method of subdivision, she has reservations about voting this section of the zoning into law. Ms. Zahler and Mr. Goldman asked if the Board could break the zoning law into different sections that could be voted on separately. Ms. Thomas replied that as it is, there is one local law with all the zoning updates that needs to go through a long process of SEQ, notifications, public hearing, etc. Ms. Zahler suggested taking some preliminary votes on parts of the zoning update before taking one vote on passing the local law. Ms. Thomas reminded the board that there have been many periods of public comment and public input, and if there are any changes that the board would like made to the draft they need to be submitted as soon as possible. Mr. Goldman asked about the expansion of the conservation zone. Ms. Thomas referred to a map showing the proposed conservation zone and showed how the conservation zone contains water sources that feed into Cayuga Lake. Ms. Zahler asked if the Town Board will get a chance to approve the conservation zone map. Ms. Thomas replied that the map is part of the zoning law that the Town Board will vote on. Ms. Thomas reminded the board that residents who attend the zoning update open houses do also need to submit written comments for review along with any verbal feedback that is given to board members and Town staff in person.

Ms. Thomas will be meeting tomorrow with Zoning Consultant C.J. Randall and Town Planner John Zepko along with Town Attorney Khandi Sokoni to decide on how best to present the final draft zoning update to residents. Ms. Thomas has been working on a “track changes” version of the zoning update that shows the current zoning with the proposed changes and additions called out in the text.

#### **NEW BUSINESS CONTINUED:**

**STATING OPPOSITION TO GOVERNOR CUOMO'S BUDGET ELIMINATING *AID AND INCENTIVES TO MUNICIPALITIES (AIM)* FUNDING TO LOCAL GOVERNMENTS**

**RESOLUTION 2019-53: STATING OPPOSITION TO GOVERNOR CUOMO'S BUDGET ELIMINATING *AID AND INCENTIVES TO MUNICIPALITIES (AIM)* FUNDING TO LOCAL GOVERNMENTS**

**WHEREAS**, New York State has funded cities, towns and villages since the mid-1970's with unrestricted State aid, and since 2005 the State has funded "Aid and Incentives to Municipalities" (AIM), and

**WHEREAS**, AIM has assisted cities, towns and villages in offsetting the regressive property tax in these municipalities by using more progressive revenues such as income taxes, and

**WHEREAS**, for decades New York State legislature has annually overridden the revenue sharing formulas established in permanent statute ([https://www.osc.state.ny.us/localgov/pubs/research/rev\\_sharing.pdf](https://www.osc.state.ny.us/localgov/pubs/research/rev_sharing.pdf)), therefore disregarding their own fiscal responsibilities to local governments, and

**Whereas** even before Governor Cuomo's proposed cuts, AIM funding has been level, not accounting for any inflation since the state's peak funding in 1988-89, and

**WHEREAS**, in the Governor's proposed 2019-2020 budget, all AIM funding has been eliminated for towns and villages unless such aid is more that 2% of their 2017 expenditures, and

**WHEREAS**, the proposed budget would eliminate AIM to all of the towns and villages in Tompkins County, and

**WHEREAS**, the proposal would eliminate \$33,545 in AIM funding to the Town of Ulysses effective April 1, 2019 from the Town's 2019 budget, funds that the town is relying on as a source of revenue for the 2019 calendar year, and

**WHEREAS**, a mid-year loss of revenue will require reductions in service or transfers from the Town's reserve accounts to maintain important local services, and

**WHEREAS**, these AIM cuts will in all likelihood require INCREASES IN LOCAL PROPERTY TAXES using a supermajority vote to override the State property tax cap.

Now therefore be it

**RESOLVED**, that the Town of Ulysses joins the Tompkins County Council of Governments in vehemently opposing the elimination of AIM to the towns and villages of Tompkins County, as well as other towns and villages in New York State, and further

**RESOLVED**, that certified copies of this resolution be delivered to the Governor's Office, representatives Senator Thomas O'Mara and Assemblyperson Barbara Lifton, Senate Majority Leader Andrea Stewart-Cousins, and Assembly Leader Carl Heastie, to make them fully aware of our opposition to AIM being eliminated for most of the State's towns and villages.

Moved: Ms. Zahler    Seconded: Mr. Goldman

Discussion: Mr. Hertzler asked who would receive this resolution? Ms. Zahler responded that this would be sent to legislators who will vote on the State budget. Mr. Hertzler is concerned

that they may not understand our concern because of the length of the resolution. Ms. Zahler explained it was based on the resolution passed by the Tompkins County Council of Governments and that our state representatives were already very familiar with the proposal and aware of municipal opposition and that the title succinctly states the issue so that staff will be able to brief the legislators on the issue and our position.

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

Vote: 5-0

Date Adopted: 02/12/19

**ACKNOWLEDGING THE AUDIT OF THE JUSTICE COURTS WAS COMPLETED**

**RESOLUTION 2019-54: ACKNOWLEDGING THE AUDIT OF THE JUSTICE COURTS WAS COMPLETED**

**WHEREAS** NYS requires an annual audit of the finances of the Ulysses Town Justice Courts, either as an internal audit by Town Board members or by an auditing firm,

**THEREFORE, BE IT**

**RESOLVED** that the Town of Ulysses Board acknowledges an internal audit of the Ulysses Justice Courts was completed by Town Board members on January 25, 2019, and further

**RESOLVED** that the Town Clerk will submit a certified copy of this resolution along with the results of the audit to the NYS Office of Court Administration.

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: 02/12/19

**MONTHLY BUSINESS CONTINUED:**  
**APPROVAL OF MINUTES**

**RESOLUTION 2019-55: APPROVAL OF MINUTES**

**RESOLVED** that the Ulysses Town Board approves the minutes from the special meeting on 1/18 and regular meeting on 1/22 and special meeting to audit the books on 1/25.

Moved: Ms. Thomas    Seconded: Mr. Boggs

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

Vote: 5-0

Date Adopted: 02/12/19

**PRIVILEGE OF THE FLOOR:**

Ms. Marino wants to urge the board to listen to zoning update feedback in a fair and balanced way, and not just listen to a few vocal opponents. Ms. Marino reminded the board to revisit the guiding documents and goals that the Town has already adopted. She is concerned that there are many conflicting and nonsensical arguments that are being made by members of the public. In regard to CAFO regulations, Ms. Marino feels that there is a well-documented public health concern that would allow the Town to take action under Municipal Home Rule. Mr. Goldman asked Ms. Marino if she was going to give the Town Board some language about CAFO regulations, and Ms. Marino replied that she would. Ms. Marino was also concerned that there is not a current zoning map to review. Ms. Thomas replied that she will look into that and post the current map on the Town website if it is not there already. Ms. Zahler responded that an updated map was posted to the website on Friday of last week.

Ms. Zahler has learned that Historic Ithaca is in the process of gathering nominations for their annual Historic Preservation Awards and they suggested that the Town of Ulysses nominate itself for its work on the new landscaping out front. Ms. Zahler will work with Ms. Koski to complete an application.

**NEW BUSINESS CONTINUED:**

**THE TOWN BOARD** took a short recess while Ms. Thomas checked her records for a resolution pertaining to a Planning Board Alternate appointment. Since the minutes from 1/25/19 did not include the resolution [*1/25/19 minutes later amended to add resolution*], Ms. Zahler introduced the following resolution:

**APPOINTMENT OF PLANNING BOARD ALTERNATE**

**RESOLUTION 2019-56: APPOINTMENT OF PLANNING BOARD ALTERNATE:**

**WHEREAS**, the Ulysses Town Planning Board has a vacancy in the one-year alternate seat and

**WHEREAS**, Morris Klein has expressed interest in the position and has related experience and

**WHEREAS**, representatives of the Planning Board and Town Board have interviewed and endorsed Mr. Klein, now therefore be it

**RESOLVED**, that the Ulysses Town Board appoint Morris Klein as the alternate on the Ulysses Planning Board for a term ending December 31, 2019.

Moved: Ms. Zahler    Seconded: Mr. Boggs

Ms. Thomas            aye  
Ms. Zahler            aye

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

Vote: 5-0

Date Adopted: 02/12/19

**EXECUTIVE SESSION:** – Ms. Thomas moved to go into executive session to discuss the status of a particular person, seconded by Ms. Zahler, to discuss the appointment of a particular person and proposed litigation at 9:10pm and the motion passed unanimously.

Ms. Thomas moved to end executive session at 9:34pm, seconded by Mr. Boggs and the motion passed unanimously.

**ADJOURN:**

Ms. Thomas moved to adjourn the meeting at 9:35pm; seconded by Mr. Goldman and the motion passed unanimously.

**APPENDIX:**

**TOWN REPORTS:**

**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.
- Discuss possible shared service for code enforcement with increased focus on preserving energy.
- Mobilize work on NYSERDA Clean Energy Communities grant with an adjusted committee.
  - Sign contract to design heat pump system
  - Meet with committee to discuss and assign next steps.

**Highway/DPW**

- [Bridge NY grant – coordinate grant requirements with County, Ulysses Highway, NYS DOT.](#)
- Investigate requirements to create a Department of Public Works to handle parks, water districts, cemeteries, Town Hall, potential community center if town has one in future.

**Planning and Zoning update**

- [Work with TB, Planner and Consultant on remaining issues in order to create a draft for public to review.](#)
- Help create checklist for requirements to enact zoning.
- Reach out to try to fill vacancies on PB and BZA.

**Water Districts**

**WD3**

- Problems with water units not matching assessment numbers. Edit resolution to rectify.
- Write progress report and send to TC Health Dept.

**WD2**

- Look into expanding to include other property on Falls Road.

## WD1

- Work with attorney on assuring water will be adequate should CARS decide to expand.

## Other

- Anthrax readiness (?)
- Trumansburg Community Recreation – looking for grants
- Evaluate time spent in different areas of work for town.
- AIM funding cuts and response.
- Discuss potential for cooperative efforts between County/Town/Village/City with representative.
- Tax exemptions – study those from other municipalities and hear from County Assessment at TCCOG meeting.
- Organizational meeting – meeting details
- Accept tax levy from Town Clerk.
- Audit books of Court, Clerk and Supervisor.
- Noise local law
- Tompkins County Parks and Trails – follow up on delayed meeting.
- Census data submission
- Trails website analytics shows high degree of use!
- Another Eagle Scout project fixing headstones in cemetery.
- Submit Shared Service report required by the State to the County Administration to compile.

## Meetings and Training

1/10 – Organizational Meeting

1/11 – meet with regional Clean Energy Coordinator and Ulysses Code Enforcement Officer about green building code.

1/15 – meet with MRB about new Water District 2.

1/16 – bridge grant meeting.

1/18 – TB zoning meeting.

1/22 – meet with County Representative

1/22 – meet with Mayor and Youth Commission reps about need for expanded Recreation Director. 1/24 – TCCOG

1/25 – financial audits

2/11 – meet with Town Hall heat pump committee.

## Questions/Concerns from Residents

- Zoning timeline question
- Tapping maple trees in The Habitat

## 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.

\*Items in blue have taken a considerable amount of the time during the period of this report.

## **BOOKKEEPER REPORT: Submitted by Ms. Thompson**

### ***Regular Duties:***

- Personnel
  - Payroll
    - Processed and reconciled payrolls 2 & 3
    - Reconciled 2019 payroll 1 (processed on 12/31/2018 for a pay date of 1/2/2019)
    - Processed employee changes and made corrections as needed
    - Prepared and filed annual Tompkins County Payroll Certification
  - NYSLRS
    - Monthly Reporting
  - Retirees
    - Quarterly reconciliation of benefits, prepared invoices and payments
    - Calculated and processed annual payment to one retiree
  - Prepared and processed Town contributions to employee HSA accounts
  - Quarterly report to PERMA
  - Prepared and posted PESH SH-900.1 form
- 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 – December
  - 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
  - Town Board Audit of CFOs Records
    - Gathered files and prepared documents for audit
    - Answered questions at audit meeting
  - 1099 forms
    - Researched and calculated amounts to be reported
    - Communicated with vendors to obtain missing W-9 information
    - Prepared and mailed 1099s to vendors
    - Prepared and mailed 1096 with 1099s to IRS
  - Accounting System Year End Close Out
    - Calculated and distributed 2018 consolidated interest across funds & accounts
    - Calculated and made entries for prepaid expense (NYLSRS, PERMA, etc)
    - Processed and booked Accounts Payable for Abstract 014 and others
    - Calculated and entered journal entries for Accounts Receivable and Due from Other Governments (Nov sales tax, Dec EMS billings) – still awaiting Dec sales tax check
    - Reviewed interfund transactions at fiscal year-end (only historic interfunds remaining)
    - Reserves
      - Prepared and entered journal entries to adjust reserve accounts for year end
      - Updated reserve schedule and reconciled reserve accounts for fiscal year end
    - Prepared and entered journal entries to adjust appropriated fund balance accounts to match 2019 budget
    - Prepared and entered journal entry to adjust YEP payroll taxes
    - Prepared and made journal entries for year-end payroll accruals (all of PR# 1 and part of PR# 2)
  
- 2019 Fiscal year
  - Continued to process 2019 vouchers within the Williamson accounting
  - Entered 2019 budget into accounting system
  - Continued to prepare documentation for fiscal year transition
    - Prepaid expenses, accounts payable and accounts receivable

***Trainings:***

- Webinar – PERMA: NYS Civil Service Law Section 71 – 01/10/2019
- Webinar – OSC: Developing an Effective Fund Balance Policy – 01/23/2019

***Meetings:***

- 01/08/2019 – Town Board Meeting

- 01/10/2019 – Town Board Organizational Meeting
- 01/16/2019 – Bridge NY Webinar and Meeting
- 01/22/2019 – Town Board Meeting
- 01/25/2019 – Town Board Audit of CFO Records

**Non-Regular Duties:**

- Personnel
  - Retiree benefits
    - Further work related to retiree benefits
    - Additional communication with retirees regarding benefits
  - Responded to HR related inquiries
  - Youth Employees
    - Communicated with Youth Program Manager regarding close-out of the 2018 program
  - Employee Leave
    - Paperwork regarding employee leave
  - Personnel Policy
    - Continued to review updated language
  - Union Contract/CBA
    - Research regarding timing of one time payments outlined in document
    - Drafted resolution for authorization to process one time payments
    - Researched how to implement those payments in the Paychex system
    - Processed payments on 1/29/2019 payroll
  - Health Insurance
    - Extensive research and communication regarding Excellus billing issue
- Procedures
  - Continued to update and refine written accounting procedures
- Budget Modification
  - Researched and drafted budget modifications for the 01/08/2019 and 01/22/2019 meetings
  - Entered approved budget modification into accounting system
- Other Accounting
  - Continued to investigate, research and work on resolutions to outstanding accounting issues

**Up Coming:**

- Fiscal Year End
  - Continue fiscal year end close out process
  - AUD preparation
- 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 Policies

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

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	6

Disabled parking permits	10
Dog licenses and renewals	64
Marriage licenses	2
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	0
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
\$1075.00	TOTAL Collected for fees & licenses
\$872.98	stays in the town
\$202.02	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

**TAX COLLECTION:**

- Collect taxes- \$4,420,691.43 as of 2/5

**SALO HABITAT COMMITTEE:**

- Order address sig
- Mail letter to neighbors

**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

**COMMITTEES/ASSOCIATIONS:**

- Health Consortium- attend January meeting

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

Building Permits issued	6
Plan Reviews	3

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

- Value of Permits issued: \$54,325
- **Building Permit fees collected for month: \$581**

**PLANNER: Submitted by Mr. Zepko**

**Planning Board**

- Staff to Planning Board meetings:
  - 15 Jan 2019
    - The Planning Board gave conditional approval to a Minor Subdivision of 3 lots (2 flag lots)
    - The Board gave preliminary approval to a Major Subdivision of 6 lots (no roads or infrastructure). Final maps must still be submitted.
  - Approved a Simple Subdivision (boundary line adjustment) for parcel # 27.-4-2.2, located along Taughannock Blvd

**Board of Zoning Appeals**

- Staff to BZA
  - 16 Jan 2019
    - One appeal was heard, and is returning on 20 Feb 2019

**Zoning Enforcement**

- Reviewed six (6) building permits for zoning compliance
- Investigated two complaints pertaining to unregistered and junk vehicles. Resulted in the issuance of two Notice of Apparent Violation letter. Working plans have been established

with property owners to resolve.

### **Zoning Update**

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

### **Planner Activity**

- Responded to approximately 29 requests for information
  - Comments and questions regarding proposed zoning changes
  - Development questions or applications
- 8 January 2019, attended Town Board meeting where zoning amendments were discussed
- 9 January 2019, met with Town Supervisor, and Consulting Planner CJ Randall to discuss Draft Zoning Code
- 14 January 2019, met with Town Board member Nancy Zahler and Agricultural Protection Committee member, Chaw Chang, to discuss recent updates to the draft zoning and discuss implications to agricultural operations
- 16 January 2019, attended Tompkins County Inter-municipal Stormwater Coalition to discuss 2019 work plan for compliance with State MS4 permitting requirements
- 18 January 2019, attending special meeting of Town Board to discuss changes to Draft Zoning
- 24 January 2019, along with Rich Goldman, interviewed candidate to fill position of Planning Board Alternate

### **HIGHWAY SUPERINTENDENT: Submitted by Mr. Reynolds**

- 1) We had 14 days of snow removal from roads
- 2) Truck 5 and Truck 20 were both inspected
- 3) Installed driveway pipe on Rabbit Run Road
- 4) Worked on several trucks and the Gradall. Truck 21 ( Wheel Stud ) Truck 20 ( New Tires and Tie Rod ends) . Truck 10 ( Front PTO ) All Trucks have been Greased.
- 5) Hauled Crusher Run for the village and 1a's and 1'bs for the town
- 6) Washed all trucks when weather permitted us

### **MS. ZAHLER shared the following:**

#### **Village**

- Organized Fire/EMS meeting between Village and contracting towns for 2/11/19
- Attended Village Board meeting on 1/14/19:
  - Research on Inflow and Infiltration issues at Water Treatment Plant is on-going. Residents will be reminded not to link sump pump to Village sewer system.
  - Comprehensive Planning Committee is reviewing proposals from consultants
  - Village is advertising for new Zoning Officer and for a separate p-t Planner.
  - Tom Myers will temporarily handle both code and zoning roles.

- Tree Committee will look at policies and procedures re: tree plantings and replacement within Village right of way
- Police Department now has 2 full-time officers + part-timers. 224 calls in prior month. Police Commissioner Hannon and Chief Nelson are working on reports that more easily show types of calls to which the department responds.
- The Village Police will be reporting quarterly on activity within the Town, per updated Village-Town agreement which allows Village to assist other law enforcement agencies responding to calls in Town of Ulysses.
- Public Hearing on 2/11 will review several proposed changes re: traffic signs to improve safety: Dorsey Hill, Salo Drive and to allow parking in front of homes on South St.
- State of the Village was held 1/26/19
- Attended Village Board meeting 2/11/19
  - New Farmers Market Coordinator Julia Arriaran introduced
  - Fire Chief's Tahoe was sold for \$13,000 to partially offset of new chief vehicle
  - Comprehensive Planning consultant firm EDR (?) recommended
  - Zoning Officer applications have been received, will be reviewed by Trustees
  - Payment to re-pay Town of Ulysses ~\$15,000 for EMS over-billing by MedEx approved
  - Public hearing on vehicle law changes re-scheduled to Village Board meeting to be held March 7<sup>th</sup> (moved from March 11<sup>th</sup> to avoid schedule conflicts).

#### **Youth Commission**

- The Commission is recommending that the Town-Village Recreation Program have a part-time year-round director starting January 2020 and that the Town consider being the sponsor. Preliminary discussions between the Town and Village have been held. More details will be gathered and shared.
- The Commission continues its oversight role of funded programs and is increasing its fund raising efforts.

#### **Salo Advisory**

- Village-Town Agreement developed and approved to allow Town to create small parking area on the Habitat property owned by the Town in the Village's right of way.
- Letter to residents was sent to introduce the Habitat and recap Town plans for the property.
- Copies sent to Village.
- Follow up on parking area will proceed, depending on availability of DPW and Highway staff.
- Advisory Committee meeting scheduled for 2/19/19.
- Fielded request from interested neighbor who would like to learn more about the Habitat & Advisory Committee
- Fielded a request from an individual that would like to tap maple trees for sap/syrup- referred to Advisory Committee

#### **Jacksonville**

- Met with JCA and Design Connect leaders at Jville Park to review Park Improvement Plan to be developed during the Spring semester 1/9/19
- Met with JCA Board of Directors to review designs for toilet facility to add to the park 1/17
- Provided County Recreation Grant information to JCA

- Met with Design Connect class to tour the Jville Park 2/10/19
- Distributed Open House information and zoning drafts to JCA Board

### **Sustainability**

- Committee is working on recommendations to increase Town oversight of CAFOs and Manure storage facilities.

### **Ag Committee**

- Farmland Protection Board feedback on Zoning received.
- Sent reminder of Zoning Open House and link to Zoning Drafts to Ag Committee
- Annual Ag Summit planned for Feb. 26<sup>th</sup> - Forwarded notice to Ag Committee members.

### **Other activities:**

- Filled in for Supervisor: Checked in with staff; helped with preparations for Zoning Open Houses; finished and distributed Town Board agenda for 2/12; fielded request from resident re: status of internet access on Iradell Rd; fielded inquiries from potential candidates for supervisor and town board; correspondence re: bridge contract materials; provided confirmation of Youth Board appointment to County.
- Notified Agard Rd residents re: Planning Board meeting to review possible sub-divisions at Grassroots.
- Contacted NYSERDA for 3<sup>rd</sup> time to request documentation approving extension of Zoning Grant. On 1/29/19 received email with assurances that it would be forthcoming.
- County Grant Workshop Jan 24<sup>th</sup> - gathered information about potential Recreation and Affordable Housing grants. Shared with Planner and Village officials who couldn't attend
  - Invited budget requests from Salo Advisory and JCA to submit for Recreation Grant
  - Consultant presentations offered assistance in conducting housing inventories, grant applications for potential housing rehab and/or mixed income housing development projects.
- Affordable Housing Workshop 2/7/19 with realtors, bankers, contractors & municipalities:
  - Zoning that allows multiple family dwellings encouraged
  - Zoning that allows an income property in owner-occupied dwelling recommended
  - Streamlined planning and code compliance procedures make it easier for contractors or developers
  - Municipal infrastructure can help target development

### **MR. GOLDMAN shared the following:**

Many people came to the last planning board meeting. The organizers of the Grassroots festival have proposed putting a camp ground on their land on Agard Road. Neighbors were concerned about traffic and use of their ponds. Many questions were asked by the applicant and they will come back to the planning board.

### **MR. HERTZLER shared the following:**

In regards to the plastic bag ban, Mr. Hertzler found in his past work on the issue that local store owners are concerned about educating the public but are willing to make a change.

**MR. BOGGS shared the following:**

Attended the Cayuga Watershed Inter-municipal Organization Meeting, working on Town Hall heat pumps, creating an electrical survey of Town Hall, attended zoning open house, installed new lights in Town Hall stairway.

*Respectfully submitted by Sarah Koski on 02/15/2019.*