

TOWN BOARD MEETING

Town of Ulysses

March 12, 2019

Audio of the minutes are available on the website at 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

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Khandi Sokoni

OTHERS PRESENT:

Roxanne Marino, Chaw Chang, Peter Houghton, John Gates, Sandy Repp, Bob Howarth, Michelle Couwenhoven, Ben Richards, Janice Koski, Anne Filley, Lin Davidson, Frank Flannery, Linda Liddle, John Wertis, Bruce Austic, Kathleen Cacciotti, John Fleming, Mark Ochs, Brody Smith (attorney from Bond, Schoeneck, & King)

CALL TO ORDER:

Ms. Thomas called the meeting to order at 7:02pm

APPROVAL OF MEETING AGENDA

RESOLUTION 2019-64: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for March 12, 2019 with the addition of an executive session for the advice of counsel.

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: 03/12/19

PRIVILEGE OF THE FLOOR:

Mr. Houghton read his statement (see Appendix I).

Mr. Howarth, of Reynolds Road, expressed support for the proposed zoning. He discouraged the board against a delayed implementation plan and believes that a moratorium on development would be a better strategy,

but would prefer that the board just adopt it. As chair of the Board of Zoning Appeals, he believes that delayed implementation would put the BZA in an awkward position.

Mr. Richards purchased land from the Houghtons and has set up property for family lots. The proposed zoning will have a huge financial impact on his family & kids.

Mr. Smith distributed protest petitions on behalf of 5 landowners. He reminded the board that he previously submitted a letter last August. Pursuant to Town Law, Section 265, if owners of 20% of the impacted land area submit a petition, the board must pass the law by a supermajority. Owners of more than 90 parcels in A/R zone, totaling 4729 acres (or 32% of the total landowners) have signed. Their primary objection is to the limitations of subdivisions on parent tracts. Mr. Smith clarified that the petition is not a lawsuit, just a statement of protest. He cautioned that the proposed zoning potentially violates to the Right to Farm law and will affect the future of farms & landowners. He suggested that the Town Board consider removing the 70/30 subdivision limitation clause.

Mr. Chang, Ag Committee Chair, helped organize the petition. He stated that many more property owners wanted to sign but couldn't because they don't live in A/R zone. He believes that their concerns were not considered and that there was very little ag representation on the zoning update steering committee as the update was being drafted.

At this time, the board agreed to allow Mr. Houghton additional time to continue reading his statement (see Appendix I).

Mr. Ochs identified himself and said that he lives in the Village so couldn't sign the petition. He has spent his career has in production agriculture and his client base is largely opposed to the proposed zoning. He expressed concern about locking down parcels forever and further stated that we don't know what ag production will look like in future. He is in support of land preservation but the proposed regulation is much too onerous and the future is unknown.

REPORTS FROM REPRESENTATIVES:

(none)

TOWN REPORTS:

(see Appendix II)

OLD BUSINESS:

DISCUSSION OF ZONING UPDATE

Comprehensive Plan appendices

Ms. Thomas shared that Ms. Sokoni has assisted with recent changes to draft documents but they have not yet been incorporated into a new draft, which will be set up in a more user-friendly manner with changes showing in red.

Ms. Thomas distributed Appendices 4, 5, & 6 from the Comprehensive Plan to the board to remind them of the guidance to be used in the update:

- Appendix 4 highlights the types of parking are that were most preferred.
- Appendix 5 is an "Agricultural Land Use Preservation Zoning Technique"
- Appendix 6 is an implementation table for the Comprehensive Plan's objectives.

The Basis for the Update

Next, Ms. Thomas distributed a document titled "Investigative Document for Revision of Zoning in the Town of Ulysses" that outlines objectives from the Comprehensive Plan, Ag and Farmland Protection Plan, and other planning documents, including a community survey. Rural farmland and open greenspace were identified as

very important aspects. She further noted that there are 23 areas of the Comp Plan that the zoning update is addressing.

Ms. Sokoni stated that neither zoning nor a comp plan are mandatory for a town but if you have one, you must implement and encouraged the board to keep the goals of the comp plan in mind as they make decisions.

Discussion of CAFOs

Ms. Thomas shared a recommendation from the Conservation & Sustainability Advisory Committee (CSAC) on confined animal feeding operations (CAFOs) dated 1/25/19. The proposed changes call for bigger setbacks from: waterbodies, rights of way, and lot lines. She asked whether the board would like Ms. Marino to share a 2 minute summary and all agreed.

Ms. Marino stated that CAFOs would be permitted via special permit and that the current town policy is unclear so CSAC intended to clarify it.

The board discussed and agreed to include the recommendations into the proposed zoning draft.

Review of zoning comment

At this time, the board took up discussion of a specific person's submitted zoning comments. The first issue referred to was the building area limit for non-ag buildings. The draft currently proposes a 5000 sq. ft. limit for a single story structure. The board discussed. Ms. Zahler suggested that the limit be changed to 7000 sq. ft. and apply specifically to non-residential, non-agriculture buildings and the board agreed.

The next issue referred to section 212-29 which limits accessory buildings to 144 sq. ft. Board members agreed that this is probably a typo and should be changed to allow no limits to the size or number of accessory buildings.

The board next discussed the commenter's reference to having design standards added to each section. Ms. Thomas noted that this is logistically difficult but they will try to make the standards for each more clear.

Finally, the board discussed some inconsistencies in section 212-142 which seem to be remnants of an older draft when a divide-by-15 subdivision limit was considered.

Discussion of Proposed Conservation Zone

Ms. Zahler stated that she is not comfortable extending the conservation zone all the way to Dubois & Willow Creek Roads. An alternate strategy might be to work on filtering & buffering the water in those areas to accomplish the same conservation goal.

Ms. Thomas noted that while the zoning update grant was specifically for ag and Jacksonville areas, the town has put money in to the project to update other areas as well.

The board debated whether to keep the proposed extended area.

SELECTION OF CONSULTANT FOR THE BRIDGE-NY GRANT

Ms. Thomas has been trying to find documentation on how the local share of the grant is divided between the county and town but has not found a consistent answer. Ms. Sokoni has reached out to the state comptroller and Tompkins County attorney, Jonathan Wood for more information.

RESOLUTION 2019-65: SELECTION OF CONSULTANT FOR THE BRIDGE-NY GRANT

Whereas, the Town of Ulysses was awarded a BridgeNY grant from New York State on behalf of the County to replace the County-owned bridge on Cemetery Road; and

Whereas, the Town of Ulysses must comply with grant rules to select an engineering consulting firm from the NYS approved list; and

Whereas, the Ulysses Cemetery Road Bridge Committee working to administer the BridgeNY grant consists of the Town Deputy Clerk; the Town Bookkeeper; the Town Supervisor; Town Councilperson, Michael Boggs; the Deputy Town Highway Superintendent; Engineer for the Town, Bill Davis; and Tompkins County Highway Engineer, Emily Peters, and

Whereas, the County Highway Department arranged for interviews of engineering firms in compliance with the BridgeNY regulations; and

Whereas the Cemetery Rd Bridge Committee interviewed engineering firms on Monday, February 25, 2019, and

Whereas references for the Engineering firms were checked and both were found well qualified; and

Whereas each member of the Committee present at the interviews numerically rated the firms interviewed; and

Whereas both firms were well qualified but one firm had a higher numerical rating,

Therefore, be it

Resolved that the Town Board of Ulysses selects Barton & Loguidice as the consulting firm to manage the BridgeNY grant for Tompkins County and the Town of Ulysses, and further

Resolved that the Town of Ulysses expects to work primarily with Barton & Loguidice Managing Engineer, Ben Werner on the BridgeNY project, and further

Resolved that the Town Board authorizes the Town Supervisor, Elizabeth Thomas, to sign any necessary paperwork for the contract with Barton & Loguidice.

Moved: Ms. Thomas Seconded: Ms. Zahler

Mr. Boggs shared that both firms had good presentation but the other one had better pictures. The board further discussed how the funding will work.

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

Vote: 5-0

Date Adopted: 03/12/19

NEW BUSINESS:

IN APPRECIATION OF THE FORMER YOUTH COMMISSIONER

RESOLUTION 2019-66: IN APPRECIATION OF THE FORMER YOUTH COMMISSIONER

WHEREAS Durand VanDoren has served the Town as Commissioner for the Trumansburg/Ulysses Youth Commission since 2007 and as a member of the Youth Commission since 1998; and

WHEREAS Durand has always run the Commission meetings to be both productive, welcoming, and fun; and

WHEREAS Durand took the lead to help ensure activities for youth in and around Trumansburg and Ulysses went forth in ways that were educational, amusing, active, and inclusive of kids and families from all backgrounds; and

WHEREAS the effort Durand put into youth activities has not been matched, and

WHEREAS Durand is noted especially for the amazing and stylish Commissioner “uniforms” he donned and his keen ability to hold the attention of a crowd, drawing smiles and giggles,

Therefore, be it

RESOLVED that the Town Board of Ulysses formally thanks Youth Commissioner Durand VanDoren for his many years of service as Youth Commissioner.

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: 03/12/19

AMENDING EMS BILLING POLICIES

Ms. Zahler noted that it was time to update the EMS documents due to the fact the village has an EMS coordinator vacancy, the federal guidelines have been updated, and the ALS non-transport fee needed to be removed.

RESOLUTION 2019-67: AMENDING EMS BILLING POLICIES

WHEREAS the Town of Ulysses has billed for ambulance transports to a hospital since 2014; and

WHEREAS there is currently no EMS Coordinator at the Village of Trumansburg to handle financial hardship cases; and

WHEREAS, on recommendation of the Town Board EMS liaisons, the Town Board wishes to create a process for requests for Financial Assistance to be handled by the Town of Ulysses, and

WHEREAS, the Town’s Financial Assistance policy sets eligibility for assistance at 300% of the Federal Poverty Guidelines for households which is updated annually and

WHEREAS, the Town Board wishes to reaffirm its commitment to billing only for ambulance services involving transport by deleting an ALS without transport fee from its current schedule of Ambulance Billing fees, now therefore be it

RESOLVED, that the Ambulance Billing Policy, the Ambulance Billing Fee Schedule, the Ambulance Billing Financial Assistance Policy, and the Cover Letter sent to ambulance patients receiving bills, and the Annual Eligibility Guidelines presented with this resolution are hereby adopted and further

RESOLVED, that the proposed Application for Financial Assistance and Appendices to be used to directly respond to hardship requests are hereby adopted and further

RESOLVED, that the Town Clerk send copies of the approved documents to the Village of Trumansburg and to MedEx, the billing contractor.

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: 03/12/19

CONTRACTING WITH THE COUNTY FOR YOUTH SERVICES

RESOLUTION 2019-68: CONTRACTING WITH THE COUNTY FOR YOUTH SERVICES

WHEREAS the Town of Ulysses annually contracts with Tompkins County through Cooperative Extension to provide youth services for the town; and

WHEREAS for 2019 Tompkins County will reimburse the Town for youth services provided in an amount not to exceed \$25,329,

Therefore, Be It

RESOLVED that the Ulysses Town Board authorizes the Town Supervisor, Elizabeth Thomas, to sign the contract with Tompkins County to provide youth services for the Town in 2019.

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: 03/12/19

TOWN BOARD PROCEDURES

Ms. Thomas reminded the board that there are town procedures for purchasing, signing contracts, etc. and encouraged the board to re-read policies. If there are requests for the agenda, the Supervisor should be notified one week in advance.

RESTRICTED SALE PRICE EXEMPTION FOR HOUSING TRUST HOUSES

Ms. Thomas shared the draft resolution below regarding housing trusts. The board inquired as to how the tax rate would be determined and whether owner occupancy was mandated. Ms. Sokoni will look into this and confirm.

Ms. Thomas noted that the city and county have already passed this resolution.

DRAFT RESOLUTION: RESTRICTED SALE PRICE EXEMPTION FOR HOUSING TRUST HOUSES

WHEREAS, there is a shortage of affordable housing throughout Tompkins County; and,

WHEREAS, there is a limited amount of subsidy available to make home purchasing affordable at below market rates for low and moderate income buyers; and,

WHEREAS, in the absence of this local law, resale-restricted homes in Ulysses would be assessed without regard to resale restrictions requiring owners to pay taxes based on a valuation that may be significantly higher than the sale price allowed by resale restrictions; and,

WHEREAS, taxation of resale-restricted homes without consideration of resale restrictions is a significant barrier to increasing the supply of affordable for-sale housing in the Town of Ulysses; and

WHEREAS, the New York State Legislature amended the Real Property Tax Law with Section 467-j on September 29, 2016 to authorize taxing jurisdictions in certain counties, including Tompkins County, to grant a partial tax exemption so that owner-occupied, affordable homes subject to a ground lease or deed restriction, which restricts the resale price of the property for at least 30 years, incur a property tax bill based on the restricted resale value; and,

WHEREAS, Tompkins County adopted a local law enacting Section 467-j of Real Property Tax Law on November 1, 2016; and,

WHEREAS, pursuant to Municipal Home Rule Law Section 10(1)(ii)(a)(8) and (9) the Town of Ulysses is authorized to adopt a local law relating to the levy, administration and collection of local taxes authorized by the legislature and of assessments for local improvements; and,

WHEREAS, the Town Board of Ulysses conducted a public hearing on the proposed local law on [date]...; and,

WHEREAS, the Town Board of Ulysses, as lead agency, filed a Negative Declaration – Determination of Non-significance after reviewing the potential environmental impacts of this action on [date]...; now therefore be it

ENACTED, by the Town Board of the Town of Ulysses as follows:

Section 1. The Town of Ulysses seeks to preserve and expand the amount of affordable, owner-occupied housing throughout the Town.

Section 2. The exemption authorized by Section 467-j of the Real Property Tax Law is hereby adopted.

Section 3. This Local Law shall take effect immediately upon filing with the Secretary of State and shall be applicable for all assessments rolls filed after this date.

GATEKEEPER POLICY

Ms. Thomas reviewed this policy and reminded board members that all contracts must be reviewed by the town board.

PRIVILEGE OF THE FLOOR:

Mr. Houghton spoke again and re-iterated the attorney's words that any zoning changes need rational justification. When the previous town board (2011) created a lakeshore & conservation district they did not address the environmental protection area (that this board refers to from the comprehensive plan). Mr. Houghton feels that the currently proposed conservation district has been arbitrarily moved to encompass the environmental protection district. Many of the properties in the proposed area do not meet the criteria of the conservation district (they do not have deep ravines, erodible soils, rock outcrops, UNAs, etc.,...) and the residences that are already there will be too restricted.

Mr. Howarth made it known that he still prefers the 80/20 subdivision limit to the 70/30 that is currently proposed. With 70/30, he could have 14 new lots developed on his 90ish-acre parcel and feels that that is

plenty. He also believes that a delay on implementation is a bad choice and feels that it would not be consistent with the comp plan.

Mr. Chang said that the CSAC proposal on CAFOs (putting CAFOs in special permit) is unreasonably restrictive. He feels that the Town Board uses the guiding docs selectively, and that removing CAFOs' minimum road frontage conflicts with Ag & Markets law and the Ag & Farmland Protection Plan.

Ms. Marino spoke further on CAFO's. She noted that it has been in our zoning as a special permit since 2005, with the support of farmers. She cited Ag & Markets law and noted that CAFOs may pose a threat to public health & safety.

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2019-69: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes of the regular meeting on 2/26/19 as amended.

Moved: Ms. Thomas Seconded: Mr. Boggs

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

Vote: 4-0

Date Adopted: 03/12/19

APPROVAL OF CLAIMS

RESOLUTION 2019-70: APPROVAL OF CLAIMS

RESOLVED that the Ulysses Town Board has reviewed claims # 82-132 in the total amount of \$108,849.65.

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: 03/12/19

EXECUTIVE SESSION:

Ms. Thomas moved to go into executive session at 9:34pm for the advice of counsel. This was seconded by Mr. Goldman and passed unanimously.

Ms. Thomas moved to end executive session at 10:12pm. This was seconded by Mr. Boggs and passed unanimously.

ADJOURN:

Mr. Boggs moved to adjourn the meeting at 10:12pm. This was seconded by Ms. Zahler and passed unanimously.

APPENDIX I:

Comment from Peter Houghton:

ULYSSES TOEN BOARD MEETING MARCH 12, 2019

COMMENTS ON TOWN BOARD ZONING UPDATE PLANS

MY NAME IS PETER HOUGHTON. MY WIFE AND I OWN PROPERTY IN THE TOWN OF ULYSSES AT 1333 TAUGHANOOK BLVD. MY FAMILY HAS OWNED AND OPERATED EXTENSIVE FARMLAND WITHIN THE TOWN FOR OVER 90 YEARS.

I AM BEFORE YOU THIS EVENING TO EXPRESS MY STRONG OBJECTIONS WITH THE TOWNS PROPOSED CHANGES TO THE EXISTING CONSERVATION DISTRICT ZONE BOUNDARIES.

IN 2016, I LEARNED OF A TOWN ZONING STUDY BEING UNDERTAKEN. I SPOKE WITH SUPERVISOR THOMAS TO INQUIRE IF THIS NEW STUDY WOULD BE REVISITING THE CONSERVATION ZONE. SHE STATED THAT ZONE WAS NOT PART OF THE NEW STUDY. IT WOULD NOT HAVE ANY CHANGES.

MINUTES OF THE ZONING STEERING COMMITTEE MEETINGS HAVE NO REFERENCE TO ANY CONSERVATION DISTRICT CHANGES. THE TOWNS ZONING CONSULTANT CONTRACT DID NOT INCLUDE ANY STUDY WITHIN THE CONSERVATION DISTRICT.

I BECAME FRUSTRATED AND ANGERED LAST DECEMBER WHEN I SAW A PROPOSED ZONING UPDATE MAP THAT SHOWED A SIGNIFICANT CHANGE IN THE WESTERN BOUNDARY OF THE CONSERVATION DISTRICT. THE PROPOSED CHANGE DOUBLED THE SIZE OF THE CONSERVATION DISTRICT.

I PERSONALLY QUESTIONED THE TOWN PLANNER, SUPERVISOR, ZONING CONSULTANT AND THREE OF THE FOUR COUNCILPERSONS AS TO HOW, WHEN AND WHY THIS PROPOED BOUNDARY CHANGE CAME ABOUT. NONE OF THEM COULD PROVIDE AN ANSWER. THE SOURCE AND REASON FOR THIS BOUNDARY CHANGE REMAINS A MYSTERY TO THE GENERAL PUBLIC. NO TOWN OFFICIAL HAS STEPPED FORWARD AND TAKEN OWNERSHIP OF THE PROPOSAL

I WROTE THE BOARD DURING THE PUBLIC COMMENT PERIOD POINTING OUT THE FALLACY OF THE PROPOSED BOUNDARY CHANGE. I DETAILED THE ERRORS THAT WOULD BE COMMITTED IF THIS BOUNDARY CHANGE WAS IMPLEMENTED. THE TOWN CONDUCTED TWO SESSIONS TO REVIEW THE SUBMITTED COMMENTS. AT THESE SESSIONS, BOARD MEMBERS DID NOT REFER TO THE ACTUAL WRITTEN COMMENTS. THE SUBMITTED COMMENTS HAD BEEN CONDENSED TO AN EXCEL SPREADSHEET PREPARED BY SUPERVISOR THOMAS WHERE SHE SUMMARIZED THEM WITH HER INTERPRETATION AS TO WHAT SHE THOUGHT THE COMMENTORS WERE SAYING. MS. THOMAS'S SPREADSHEETS WERE THE DOCUMENT THAT THE BOARD USED DURING THE REVIEW MEETINGS. THE AUDIO TAPE MINUTES OF THESE MEETINGS ARE AVAILABLE. IN LISTENING TO THEM THERE IS SCARCE ACTUAL BOARD DISCUSSION. THE AUDIO TAPES SHOW THE MAJORITY OF THE MEETING TIME WAS DOMINATED BY MS. THOMAS AS SHE READ OFF HER SUMMARIZED INTERPRETATIONS FOLLOWED BY HER COMMENTS AS TO WHAT SHE THOUGHT THEY MEANT.

COMMENTS REGARDING THE CONSERVATION DISTRICT BOUNDARY CHANGE ARE AT MINUTE 28 OF THE FEBRUARY 26TH AUDIO TAPE. ON THAT SUBJECT, SUPERVISOR THOMAS REMARKS THAT ...'YOU (REFERRING TO BOARD MEMBERS) ARE ALREADY AWARE THAT THE COMPREHENSIVE PLAN MAKES REFERENCE TO AN ENVIRONMENTAL PROTECTION OVERLAY THAT IS THE JUSTIFICATION WE HAVE FOR THIS CHANGE.

THAT IS A COMPLETELY ERRONEOUS STATEMENT. THE COMPREHENSIVE PLAN DOES NOT MAKE REFERENCE TO AN ENVIRONMENTAL OVERLAY. IT DOES MAKE REFERENCE TO AN ENVIRONMENTAL PROTECTION AREA THAT IS SHOWN MAPPED AS A SEPARATE AND DISTINCT AREA ON THE WEST SIDE OF THE CONSERVATION DISTRICT. THE COMPREHENSIVE PLAN STATES..."THE ENVIRONMENTAL PROTECTION AREA MAY NOT REQUIRE THE SAME LEVEL OF PROTECTION AS THE CONSERVATION DISTRICT." THE COMPREHENSIVE PLAN CLEARLY DISTINGUISES BETWEEN THE CONSERVATION DISTRICT AND THE ENVIRONMENTAL PROTECTION AREA.

MS. THOMAS CHARACTERIZATION THAT THE COMPREHENSIVE PLAN IDENTIFIES THIS LARGE AREA UP TO DUBOIS AND WILLOW CREEK ROADS AS AN ENVIRONMENTAL OVERLY TO THE CONSERVATION DISTRICT IS JUST PLAIN WRONG. THIS PROTECTION AREA HAS LAND USE AND LAND CHARACTERISTICS MUCH DIFFERENT THAN THE CONSERVATION DISTRICT IT DOES NOT HAVE DEEP RAVINES, ERODIBLE SOILS, MATURE WOODLANDS, ROCK OUTCROPS OR EXTENSIVE WILDLIFE HABITAT. CONVERSELY , IT HAS CONSIDERABLE ACTIVE FARMLAND, NUMEROUS FARM BUILDINGS, AND MANY PRIVATE RESIDENCES. BY INCORPORATING THIS AREA INTO THE CONSERVATION DISTRICT, THE TOWN WILL IMPOSE THE CURRENT RESTRICTIVE CONSERVATION DISTRICT ZONING REGULATIONS ON ALL THE ADDITIONAL PROPERTIES, INCLUDING 5 ACRE MINIMUM LOT SIZE AND 4000 SF TOTAL BUILDING MAXIMUM AND A LIMIT OF ONLY THREE PARCEL DIVISIONS.

IMPOSING THESE RESTRICTIONS ON THIS LARGE UPLAND AREA IS A TOTALLY INAPPROPRIATE, EGREIOUS AND BLATANT ABRIDGEMENT OF PRIVATE PROPERTY RIGHTS WITHOUT JUSTIFICATION, SUBSTANTIATION OR CAUSE. IT IS CLEARLY AN ARBITRARY AND CAPRIOUS ACTION BY A TOWN BOARD INTENT ON CREATING A TOWNWIDE ENVIRONMENTAL OVERSIGHT PLATFORM BY CONTROLLING LAND USE WITHOUT COMPENSATION. THIS SECTION OF THE CURRENT ZONING UPDATE PROPOSAL NEEDS TO BE IMMEDIATELY REVERSED AND THE CONSERVATION DISTRICT BOUNDARY RETURNED TO ITS FORMER LOCATION.

PETER HOUGHTON, P.E.

APPENDIX II:

TOWN REPORTS:

HIGHWAY SUPERINTENDENT- Submitted by Mr. Reynolds

- 14 days of snow and/or ice to deal with
- Usual truck repairs
- Truck maintenance
- Helped village haul stone for water main breaks
- Met with NYMIR senior risk control specialist

PLANNER'S REPORT- Submitted by Mr. Zepko

Planning Board:

- Staff to Planning Board meetings:
 - ☐ 5 Feb 2019
 - The Planning Board required additional information. The applicant was scheduled to return for the 5 March meeting

Board of Zoning Appeals:

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

Zoning Enforcement:

- Resolved one complaint pertaining to unregistered and junk vehicles

Zoning Update:

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

Planning Activity:

- Responded to approximately 23 requests for information
 - Comments and questions regarding proposed zoning changes
 - Development questions or applications
- 8 Feb 2019, staffed open house even for Draft Zoning changes
- 12 Feb 2019, attended Town Board meeting
- 13 Feb 2019, attended meeting with Town attorney, Supervisor Elizabeth Thomas, and Town Board member Nancy Zahler, to discuss the procedural requirements of adopting zoning changes
- 13 Feb 2019, staffed open house even for Draft Zoning changes

TOWN CLERK: Submitted by Ms. Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	0
Disabled parking permits	4
Dog licenses and renewals	56
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:

\$794.00	TOTAL Collected for fees & licenses
\$730.00	stays in the town
\$64.00	goes to the state

CLERK'S OFFICE TASKS:

- Notarizations
- Ordered supplies
- Mail distribution
- 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
- Vouchering: collecting bills, getting approvals, sorting out billing issues, entering into system

TAX COLLECTION:

Gov. Cuomo's 2/15/19 Executive Order to Extend Tax Deadline (originally 1/31) to 2/21/19 due to the winter storm: The order allowed the Town Supervisor to opt-in to the extension. The Town of Ulysses was the only town in Tompkins County to do so.

After a phone call by the clerks to the AOT, it was determined that:

- Any payment received after the 1/31 deadline (whether impacted by the storm or not) would have to be refunded. This meant that all payments had to be removed and then re-entered without a penalty.
- Many refund checks ranging from \$4-75 each needed to be written. Several are still outstanding.
- The policy had to apply to every tax payer, whether impacted by the storm or not.
- The policy needed to be publicized.

All of this took two clerks about 1 day of staff time to complete.

SALO HABITAT COMMITTEE:

- Was unable to attend 2/18 mtg

WATER DISTRICT TASKS:

- Work with Water District Operator to read meters. Identify and correct any funky meter reads. Collect and post bills.

RECORDS MANAGEMENT TASKS:

- *No updates*

SAFETY COMMITTEE:

- *No updates*

COMMITTEES/ASSOCIATIONS:

- Health Consortium- attend February meeting.
 - Telemedicine is up and running- facetime or skype a doctor for easily treatable illnesses
 - Blue4U- a free wellness testing program for metal level plans
 - Educational Retreat on May 30 at TC3 from 3-5pm

BRIDGE GRANT: (Deputy Clerk)

- Attended consultant selection presentation
- Compiled staff ratings of consultant presentations
- Researched how funding was divided between town/county from previous projects

SUPERVISOR'S REPORT- Submitted by Ms. Thomas

EMS

- Work on updating EMS policies and forms.

Energy

- Continue work on NYSEDA Clean Energy Communities grant to convert Town Hall to heat pumps. Add ventilation system design to request.
- Continue shared service work across the county on converting streetlights to LEDs.

Highway/DPW

- Bridge NY grant – coordinate grant requirements with County, Ulysses Highway, NYS DOT.
- Interview approved engineering firms who do consulting on BridgeNY grants. Gather ratings. Write resolution to accept consultant. Notify Village of replacement.
- Try to find county-wide policy on financial liability for portion of bridge repair. There appears to be no consistent policy.

Planning and Zoning update

- Work with TB, Planner and Consultant on remaining issues in order to create a draft for public to review.
- Compile summary of comments for TB to address.
- Work on FEA (full environmental assessment form) for SEQ
- Reach out to try to fill vacancies on PB and BZA.

Water

WD1

- Find specific parcels connected to WD1.

Water Quality

- Work with consultant for the Cayuga Lake Watershed Network's Inter-Municipal Organization on actions and concerns the town has over water quality (both drinking water and recreational water).

Other

- Census border changes
- EMS meeting with other towns – prepare data for meeting discussion.
- Resolution supporting a joint funding reserve for Trumansburg Community Recreation, Village of Trumansburg, Town of Ulysses and Trumansburg Central School District.
- Appreciation resolution for long-time Youth Commissioner.
- Notify residents of dangerous weather events.
- Work with Highway Dept on laundry contract.
- Youth Program contract with Tompkins County.
- Jacksonville park contract with Design Connect
- Assist Boy Scout with badge to help achieve Eagle Scout status. Topic: poor county road conditions.
- Emails not being received. Fix.
- Review Annual Update Document (AUD) of 2018 financial status.
- Help with submission for Historic Preservation award.
- Clarify version of Special Event Permit.
- Review financials from Village for youth programming for the year.
- Review website analytics.
- Resolution on property tax fairness for affordable housing.
- Out of town a few days.

Meetings and Training

2/11 – Intermunicipal meeting about EMS.

2/12 – Town Board meeting

2/13 – meet with Planners on zoning.

2/13 – Zoning Open House

2/22 – meet with Eagle Scout candidate

2/25 – interviews for Engineering firms for BridgeNY grant

2/26 – Town Board meeting

BOOKKEEPER REPORT: Submitted by Ms. Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 4 & 5
 - 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
 - Hand delivered Fire and EMS Contract payments to Village of Trumansburg
- 2018 Year–End
 - Accounting System Year End Close Out
 - Communicated with Accountant regarding A690 account balance adjustment – implemented solution
 - Entered final journal entrees for year end – December Sales Tax AR once check received
 - Printed and reconciled final year end reports
 - Ran system “Auto-Close” process for all funds

- Printed final ledger reports
- Exported 2018 data from Williamson system for AUD import
- AUD
 - Installed AUD software from OSC (Office of State Comptroller) and imported prior year data
 - Compiled data for AUD supplemental schedules (x6)
 - Categorized 2019 budget for AUD and entered into software
 - Prepared “Notes To Financial Statements” – updated with 2018 numbers, added OPEB language and data
 - Worked with support staff at Comptroller’s office to resolve software issues
 - Imported 2018 data from accounting system
 - Resolved import errors, entered additional data and made adjustments as needed
 - Entered figures into AUD supplemental schedules
 - Researched and implemented new requirements for OPEB reporting
 - Send AUD report and Notes to Financial Statements to Town Supervisor for review and approval
 - Finalized and submitted AUD report and Notes to OSC ahead of deadline
 - Called OSC and confirmed receipt of submissions
- 2019 Fiscal year
 - Continued to process 2019 vouchers within the Williamson accounting system
 - Continued to prepare/update documentation for fiscal year transition
 - Called Williamson support to set up fiscal year 2018 archive and prepare for fiscal year 2019 opening
 - Completed “Year-End” process in accounting system to set up 2019 fiscal year
 - Printed and reconciled opening reports
 - Trial Balance reconciled to 2018 year end
 - Combined Reports reconciled to budget/2018 year end reports
 - Removed TE fund from system as it is no longer in use

Trainings:

- Webinar – NYSLRS *Retirement Online* – 02/19/2019

Meetings:

- 02/11/2019 – Fire & EMS Meeting with Village and other Towns
- 02/12/2019 – Town Board Meeting
- 02/25/2019 – Bridge NY Meetings – Engineering Firm Interviews x 2
- 02/26/2019 – Town Board Meeting

Non-Regular Duties:

- Personnel
 - Retiree benefits
 - Additional communication with retirees regarding benefits
 - Further follow up regarding outstanding amount owed
 - Responded to HR related inquires
 - Employee Leave
 - Paperwork regarding employee leave
 - Responded to inquiries regarding leave and benefits
 - Health Insurance
 - Further research and communication regarding Excellus billing
 - Developed and implemented solution (hopefully) to outstanding billing issue from the Excellus system

- Further communication and follow up regarding coverage change for Town employee
- Follow up in relation to annual Tompkins County Payroll Certification
 - Change of appointment for Deputy Highway Superintendent, Deputy Supervisor and Second Deputy Town Clerk
- Prepared board resolution for use of reserve funds for purchase of Mack truck and accessories
- Bridge NY Grant – Cemetery Road Bridge
 - Interview meetings with possible engineering firms
 - Follow up regarding consultant selection
 - Called references
 - Completed rating form
- Procedures
 - Continued to update and refine written accounting procedures
- Budget Modification
 - Researched and drafted budget modifications for the 2/12/2019 and 2/26/2019 meetings
- Other Accounting
 - Worked with Clerks to resolve two bounced checks and chargeback fees related to water payments
 - Continued to investigate, research and work on resolutions to outstanding accounting issues

Up Coming:

- New Fiscal Year
 - Continue to get caught up with 2019 accounting now that 2018 is closed and the AUD is filed
- 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

MR. HERTZLER reported the following:

He spoke with Bill Overbaugh at Ehrhart Energy who is eager to help town finance and build composting toilets at Jacksonville Park. It was further suggested that the Rotary be asked for assistance.

MS. ZAHLER reported the following:

- She has been working on getting a restroom at Jacksonville park- hopes to submit a proposal soon for a \$5000 grant from Tompkins County.
- A Salo Habitat committee meeting is scheduled for tomorrow at 5pm.
- She will be attending a grants webinar.

MR. BOGGS reported the following:

- New trucks are coming to the fire hall. The department held elections, and elected many of the same officers as before. Also, they got 2 new volunteers.
- Attended the IO meeting (Cayuga Lake Intermunicipal Organization) where they had a presentation on septic systems.

Respectfully submitted by Carissa Parlato on 3/19/2019.