

**DRAFT--2023 ORGANIZATIONAL MEETING OF THE TOWN BOARD**

Town of Ulysses  
January 5, 2023

**CALL TO ORDER:**

**RESOLUTION #1 of 2023: APPROVAL OF MEETING AGENDA**

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Jan. 5, 2023.

**RESOLUTION 2-4:**

**RESOLUTION 2023-2: 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;

WHEREAS the *Agreement for the Expenditure and Repair and Improvement of Highway Moneys* is authorized by Highway Law #284, and an agreement to cover *Custody of Highway Moneys* is authorized by Highway Law #283.

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes the Town 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 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 maintain sufficient liability coverage to protect the town in such joint efforts.

**RESOLUTION 2022-3: AUTHORIZING SPENDING OF HIGHWAY FUNDS**

WHEREAS, the Town Board annually must approve expenditures for the maintenance of the roads, and

WHEREAS by law, the Town Board must approve these expenditures for highway maintenance, Therefore, be it

RESOLVED that the Ulysses Town Board approves the attached Agreement for the Expenditure of Highway Moneys as presented by the Ulysses Highway Superintendent at the January 5, 2023 Town Board Organizational meeting.

**RESOLUTION 2023-4: TOWN HIGHWAY DEPARTMENT HOURS OF OPERATION**

BE IT RESOLVED that the hours for the Town Highway Department, set by the Town Highway Superintendent, are Oct 1<sup>st</sup> - April 30<sup>th</sup>: 6:00 am until 2:30 pm, Monday-Friday; and May 1<sup>st</sup> – Sept. 30<sup>th</sup>: 6:00 am until 4:30pm, Monday through Thursday, with flexible scheduling to cover water and emergencies.

**RESOLUTION 2023-5: VEHICLE BENEFIT**

RESOLVED, that because the Highway Superintendent is on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of a town vehicle for travel to and from work, provided it is not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually by January 15<sup>th</sup> for the preceding year.

**RESOLUTION 2023-6-7:**

**RESOLUTION 2023-6: DATES OF MEETINGS**

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second and fourth Tuesdays of each month at 7pm at the Town Hall at 10 Elm Street.

**RESOLUTION 2023-7: 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.  
FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of the Town of Ulysses.

**RESOLUTION 2023-8: MINUTES & OTHER MEETING RECORDS**

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, and further  
RESOLVED in accordance with the Open Meetings Law, draft meeting minutes will be available to the public through the Town Clerk’s Office and posted publicly with clear demarcation as “Draft” until approved by the Town Board and further  
RESOLVED that the digital versions are hereby designated as the official minutes, and further  
FURTHER RESOLVED that video records of meetings be posted online in an effort to expand public access to meetings, and otherwise in accordance with the Open Meetings Law.

**RESOLUTION 2023-9: MILEAGE**

BE IT RESOLVED mileage at a rate of \$ 0.655 cents per mile, based on the 2023 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 at least quarterly on the official town form (available from the Town Clerk).

**RESOLUTION 2023-10: PETTY CASH**

BE IT RESOLVED that the petty cash amount for the Town Clerk/Tax Collector is \$300 and the amount for the Court Clerk is \$150.

**RESOLUTION 2023-11: CRIME COVERAGE**

BE IT RESOLVED that the following crime insurance coverage through [insert carrier here] for Town officials, appointees and employees is hereby approved:

- Forgery and alteration \$100,000 (\$1,000 deductible)
- Theft, Disappearance and Destruction In/Out \$100,000 (\$1,000 deductible)
- Computer Fraud \$100,000 (\$1,000 deductible)
- Employee Dishonesty - Per Employee \$100,000 (\$2,500 deductible)  
(Includes Faithful Performance)

Employee Dishonesty - Excess Coverage:

- First Deputy Supervisor \$650,000
- Supervisor \$650,000
- Tax Collector/Town Clerk \$650,000
- Deputy Town Clerk \$650,000
- All Other Positions \$650,000

**RESOLUTION 11-13:**

**RESOLUTION 2023-11: FINANCIAL REPORTING: ANNUAL UPDATE DOCUMENT (AUD)**

BE IT RESOLVED that an annual financial report must be presented to the Town Clerk within 30 days of the end of the fiscal year as required by Town Law Section 29(10), and further

RESOLVED, in lieu of the financial report, the Supervisor is hereby required and authorized to submit an annual update document (AUD) to the state comptroller and Town Clerk within 60 days after the close of the fiscal year, and further,

RESOLVED, that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)), and further

RESOLVED that 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.

**RESOLUTION 2023-12: FINANCIAL RECONCILIATIONS**

BE IT RESOLVED the Town follow the 2013 recommendations 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 reported to the Town Board.

**RESOLUTION 2023-13: FINANCIAL INSTITUTIONS**

BE IT RESOLVED that 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 Town's investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

**RESOLUTION 2023-14: FINANCIAL AUDIT**

WHEREAS Town Law Section 123 requires that on or before the twentieth day of January an audit is performed for each Town department, or alternately, prior to the twentieth day of January the town may schedule an annual audit with a certified public accountant to take place within sixty days after the close of the town's fiscal year; BE IT RESOLVED that the Town Board of Ulysses has scheduled its annual audit with a certified public accountant, Insero, to commence the week of February 20, 2023.

**RESOLUTION 2023-15: COLLECTION OF BUILDING FEES**

WHEREAS payments for building and zoning are collected by the building and zoning officers, and WHEREAS building and zoning officers are prohibited from collecting cash payments when outside the office, RESOLVED that for the purposes of checks and balances, the building and zoning officers will give payments and documentation to the Town Clerk for deposit, and further RESOLVED that the Town Clerk will give reports to the Bookkeeper for reconciling.

**RESOLUTION 2023-16: TOWN BANK ACCOUNT SIGNATORIES, COUNTERSIGNING AND MAILING OF CHECKS**

RESOLVED that the signatories for Town-wide bank accounts (i.e. not the Clerk or Court bank accounts) are as follows: Katelin Olson, Carissa Parlato, Mary Bouchard; and RESOLVED that checks dispersed by the Town of Ulysses in the amount of \$5,000 or more will be signed by both the Town Supervisor and Town Clerk or other designated signatory per Town Law Section 29, and further RESOLVED, that as an internal policy for security and due to slow-downs in the United States Postal Service, checks over \$15,000 will be sent via certified mail.

**RESOLUTION 2023-17: ESTABLISHMENT OF PAY PERIODS AND SALARIES**

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 25, 2022 and going through December 23, 2023:

**Monthly:** Councilpersons

**Bi-weekly:** Town Supervisor, Highway Superintendent, Town Clerk, Justices, and all other employees.

**RESOLUTION 2023-18: 2023 PAY RATES**

<b>Position</b>	<b>2023 Budgeted Appropriation</b>	<b>Hourly rate, if applicable</b>
<b>Town Board</b>		
Town Supervisor	\$38,938	n/a
Budget Officer	\$47,263	n/a
Bookkeeper to the Supervisor	\$36,924	n/a
Councilperson	\$5,268	n/a
<b>Clerk</b>		
Town Clerk	\$61,491	n/a
Deputy Town Clerk	\$22,173	\$21.32
Second Deputy Clerk	\$400	\$20.00
<b>Court</b>		
Town Justice 1	\$20,414	n/a
Town Justice 2	\$20,414	n/a
Court Clerk	\$53,529	n/a
<b>Recreation</b>		
Director of Recreation (part-time or seasonal)	\$23,870	\$24.16
<b>Planning, Zoning, Building</b>		
Enforcement Officer for Building Code and Zoning	\$51,850	n/a
Planner	\$78,000	n/a
Code/Fire Enforcement Officer (part- time)	\$6,328	\$24.34
Project Assistant	\$22,880	\$22.00
<b>Highway</b>		

Highway Superintendent	\$70,158	n/a
Water District 3 Supervisor	\$1,754	n/a
General Water Supervisor	\$1,754	n/a
Motor Equipment Operator (3 positions)	-	\$25.50 per Union Contract
Deputy Highway Superintendent	-	\$26.00 per Union Contract
MEO/Water/Sewer Maintenance Worker	-	\$25.75 per Union Contract

**RESOLUTION 2023-19: TIME RECORDS**

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card through the end of the pay period no later than the following Monday at 10:00am, and be it

FURTHER RESOLVED that salaried employees 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, and be it

FURTHER RESOLVED that no pay will be issued without a time card that has been signed by the employee and the employee's supervisor and submitted to the Bookkeeper and be it

FURTHER RESOLVED that the submission of electronic timecards, provided other obligations are met, is allowed and be it

FURTHER RESOLVED that 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 and be it

FURTHER RESOLVED that salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off, and be it

FURTHER RESOLVED that it is the responsibility of the employee’s supervisor to assure the time card is accurate, and be it

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.

<b>Employee</b>	<b>Employee Supervisor</b>	<b>Hours/ Week</b>
Town Supervisor	Town Board	30
Budget Officer	Town Supervisor	32
Highway Superintendent	Town Supervisor or Town Board	40
Town Clerk	Town Supervisor or Town Board	40

Deputy Town Clerk	Town Clerk	20
Court Clerk	Town Justices	40
Bookkeeper	Budget Officer	19
Enforcement Officer for Building Code & Zoning	Town Supervisor	35
Deputy Enforcement Officer	Enforcement Officer	5
Zoning Officer/Planner	Town Supervisor	40
Project Assistant	Zoning Officer/Planner	20
Deputy Highway Superintendent	Highway Superintendent	40
Motor Equipment Operators	Highway Superintendent	40
Highway Laborer	Highway Superintendent	Varies
MEO/Water Maintenance Worker	Highway Superintendent	40 (combined with highway work)
Water District Laborer	Highway Superintendent	Varies
Recreation Director	Town Supervisor	Varies
Recreation Department Employees	Recreation Director	Varies

**RESOLUTION 2023-20: INSURANCE**

RESOLVED the Town of Ulysses make the following insurance choices in 2023:

<b><i>Insurance type</i></b>	<b><i>Carrier</i></b>	<b><i>Town contribution</i></b>	<b><i>Policy or rate exp.</i></b>
Health insurance	Greater Tompkins County Health Insurance Consortium Platinum Plan through Excellus BCBS	90% for Class A employees 50% for Class B employees	12/31/23
Dental insurance	Excellus BCBS	50% of the premium	12/31/23
Medicare insurance	Excellus BCBS	Dependent upon experience and employee class (see Personnel Policy for details)	12/31/23
Worker's Compensation	Comp Alliance	100% of premium	12/31/23
Short Term Disability	Shelter Point	100% of premium	12/31/23
Long Term Disability	Unum	100% of premium	12/31/23

General Liability	Houston Casualty	100% of premium	12/31/23
Cyber & Data Security	TBD	TBD	TBD
Accident Insurance	TBD	TBD	TBD

RESOLVED that the following table presents the 2023 premiums for Health-related insurances:

Plan Type	Monthly Premium
Health Insurance (Single Policy)	\$776.31
Health Insurance (Family Policy)	\$2018.43
Dental Insurance (Single Policy)	\$47.94
Dental Insurance (Subscriber & Child Policy)	\$89.25
Dental Insurance (Subscriber & Spouse Policy)	\$95.88
Dental Insurance (Family Policy)	\$145.20
Medicare Policy	\$409.04

**RESOLUTION 2023-21: CELL PHONE REIMBURSEMENT FOR CODE/ZONING ENFORCEMENT AND HIGHWAY DEPARTMENTS**

WHEREAS the Building/Code & Zoning Enforcement Officer and both the Highway Superintendent and Water District Operator are frequently out of their offices and away from their stationary phones during their regular duty hours, and

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response, and

WHEREAS this benefit must be claimed on the employees’ personal tax return as a taxable fringe benefit unless the employee provides bill documentation showing work use versus personal use,

THEREFORE, BE IT RESOLVED that the Town of Ulysses hereby allows people who hold the positions of Code/Zoning Enforcement Officer, Highway Superintendent, and MEO Water to either have and use a town-owned cell phone at the town’s expense which will only be used only for town purposes OR be reimbursed for part of the cost of their personal cell phone at the rate of \$40/month; and

RESOLVED that if the Code/Zoning Enforcement Officer, Highway Superintendent and Water District Operator elect to be reimbursed for their personal cell phone they



will provide the Bookkeeper with proof of each monthly expense via invoice or bill along with the submission of the reimbursement form; and

RESOLVED that the Town Clerk will provide a copy of this resolution to each person holding a position to which this resolution refers.

**RESOLUTION 2023-22: APPOINTMENTS, ASSIGNMENTS & LIAISONS OF TOWN BOARD**

**MEMBERS & STAFF**

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

	<b><i>2022</i></b>	<b><i>2023</i></b>
A. Highway Department Liaison	Katelin Olson	Katelin Olson
B. Finance Committee Member	Rich Goldman, Mary Bouchard	Rich Goldman, Mary Bouchard
C. Planning Board Liaison	Rich Goldman, Michael Boggs (alternate)	Rich Goldman, Michael Boggs (alternate)
D. Board of Zoning Appeals Liaison	Rich Goldman, Mary Bouchard (alternate)	Rich Goldman, Mary Bouchard (alternate)
E. Fire Department Liaison	Michael Boggs	Michael Boggs
F. Town Court Liaison	Katelin Olson	Katelin Olson
G. Trumansburg/Ulysses Youth Commission- Rec. Department Member	Katelin Olson, Mary Bouchard (alternate)	Katelin Olson, Mary Bouchard (alternate)
H. Village EMS & EMS Billing Oversight Committee Member	Michael Boggs, Mary Bouchard	Katelin Olson, Michael Boggs
I. Town Hall Maintenance Member	Katelin Olson ,Michael Boggs, (alternate)	Katelin Olson ,Michael Boggs, (alternate)
J. Sustainability Committee Member	Mary Bouchard	Mary Bouchard
K. Trumansburg Village Board Liaison	Mary Bouchard	Mary Bouchard
L. Records Advisory Board Member	Katelin Olson	Katelin Olson
M. Safety Committee Member	Michael Boggs	Michael Boggs, Elizabeth Weatherby
N. Agricultural Committee Member	Katelin Olson, Mary Bouchard	Mary Bouchard, Elizabeth Weatherby

O. Infrastructure Committee Member	Katelin Olson, Michelle E. Wright	Katelin Olson, Michelle E. Wright
P. Cyber and IT Committee Member	Katelin Olson	Katelin Olson, Mary Bouchard
Q. Comprehensive Plan Committee Member and Liaison	Katelin Olson, Roxanne, (alternate)	Katelin Olson (member), Elizabeth Weatherby (liaison)
R. Tree Advisory Committee & Habitat Committee Member	Mary Bouchard	Mary Bouchard (chair)
S. Voucher Review Assignment	Rich Goldman and Mary Bouchard (January-June); Michael Boggs and TBD (July- December)	Rich Goldman and Mary Bouchard (January-June); Michael Boggs and Elizabeth Weatherby (July- December)
U. Diversity, Equity, and Inclusion Officer	Katelin Olson	Katelin Olson
V. Trumansburg Chamber of Commerce Liaison	Michael Boggs	Elizabeth Weatherby
W. Tompkins County Council of Governments Member	Katelin Olson	Katelin Olson, Michelle E. Wright (alternate)
X. Recreation Partnership Representative	Rich Goldman, Mary Bouchard	Mary Bouchard, Elizabeth Weatherby (alternate)
Y. Health Consortium Board Representative	Mary Bouchard, Rich Goldman (alternate)	Mary Bouchard, Rich Goldman (alternate)
Z. Harassment & Discrimination Policy Compliance Officers	Rich Goldman, Mary Bouchard (alternate)	Carissa Parlato and Blixxy Taetzch
A.A. Camp Barton Cooperative/LDC	Katelin Olson, Rich Goldman	Katelin Olson, Rich Goldman

**RESOLUTION 2023-23: APPOINTMENTS OF NON-TOWN BOARD MEMBERS**

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

	<b>2022</b>	<b>2023</b>
B. Planning Board Chairperson	Pete Angie	Pete Angie
C. Board of Zoning Appeals Chair	Steven Morreale	Steven Morreale

D. Clerk for Board of Zoning Appeals	Louis DiPietro	Project Assistant TBD
E. Clerk for Planning Board	Maria Barry	Project Assistant TBD
F. Tompkins County Environmental Mgmt Council	Marc Devokaitis	TBD
G. Tompkins County Stormwater Coalition	<i>Town Planner TBD</i>	Town Planner
H. Stormwater Officer	<i>Town Planner TBD</i>	Town Planner
I. Trumansburg/Ulysses Youth Commission Reps.	Zaun Marshburn, Linnea Burgevin	Elizabeth Weatherby, TBD
K. Tompkins County Youth Services Board	<i>(Vacant)</i>	TBD
L. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Michelle E. Wright, Katelin Olson (alternate)	Michelle E. Wright, Niels Tygesen (alternate)
N. Fair Board liaison	Michelle E. Wright	Michelle E. Wright
O. Tompkins County Animal Control	Carissa Parlato, Katelin Olson (alternate)	Carissa Parlato, Katelin Olson (alternate)
P. Cayuga Lake Watershed Intermun. Org. (CWIO)	Elizabeth Thomas, Roxanne Marino (alternate)	Elizabeth Thomas, Roxanne Marino (alternate)
Q. Board of Assessment Review	Cheryl Thompson, David Means	Cheryl Thompson, David Means
R. Safety Committee	Town Planner (TBD) (alternate), Scott, Michelle, Carissa	Niels Tygesen, Scott Stewart, Michelle E. Wrights, Carissa Parlato
S. Cyber & IT	Linda Little, Michelle Wright, Carissa Parlato	Katelin Olson, Michelle E. Wright, Carissa Parlato, Linda Little, Mary Bouchard
WATER SUPERVISOR	Scott Stewart	Scott Stewart
WATER DISTRICT BILLING & COLLECTION CLERK	Carissa Parlato	Carissa Parlato

**RESOLUTION 2023-24: PLANNING BOARD AND BOARD OF ZONING APPEALS APPOINTMENTS**

BE IT RESOLVED that the Town Board has appointed the following to be members of the Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2023 may be either replaced or reappointed. Chair appointments are for one year only.

<i>Name / email</i>	<i>Date Appointed</i>	<i>Term Expiration</i>
<b>BOARD OF ZONING APPEALS</b>		
STEPHEN MORREALE, Chair (One year term)	1/5/2023	12/31/2023
Member (5 year term)	1/5/2021	12/31/2025
CHERYL THOMPSON	1/5/2023	12/31/27
ROBERT HOWARTH	1/28/2020	12/31/2024
DAVID TYLER	1/5/2022	12/31/2027
ANDREW HILLMAN	1/10/2019	12/31/2023
THOMAS BUTLER ( <i>alternate</i> )	1/5/2023	12/31/23
TBD (Clerk)	1/5/2023	12/31/23
<b>PLANNING BOARD</b>		
Chair –One year appointment		
PETE ANGIE, Chair (One year term)	1/5/2023	12/31/2023
Member (5 year term)	1/5/2022	12/31/2027
REBECCA SCHNEIDER	1/10/19	12/31/2023
LINDA LITTLE	1/5/2023	12/31/2027
ELIZABETH GARNER	1/6/2021	12/31/2025
MORRIS KLEIN	12/10/2019	12/31/2024
<i>Vacant</i> (1 <sup>st</sup> ALTERNATE)		12/31/2023
<i>Vacant</i> (2 <sup>nd</sup> ALTERNATE)		12/31/2023
TBD (Clerk)	1/5/2023	12/31/2023

**RESOLUTION 2023-25: REPEALING THE VACCINATION POLICY**

WHEREAS the Town of Ulysses passed the Vaccination & Testing policy on Oct. 12, 2021 as a response to the COVID-19 pandemic, and

WHEREAS, vaccination and testing guidelines have continued to evolve,

RESOLVED that the Town Board repeals the 2021 Vaccination & Testing policy.

**RESOLUTION 2023-26: APPROVAL OF AMENDED AND UPDATED POLICIES**

RESOLVED that the Ulysses Town Board approves the following amended and updated policies:

- Personnel
- Procurement
- Investment
- Capital Assets
- Diversity, Equity and Inclusion

**RESOLUTION 2023-27: POLICIES**

RESOLVED that the Ulysses Town board acknowledges the following policies:

*\*indicates policy is required by law*

<b><u>Policy*</u></b>	<b><u>Last updated</u></b>	<b><u>Notes</u></b>
Diversity, Equity and Inclusion Policy	7/13/21	
Personnel	various sections updated 2015- 2019	Includes insurance & retiree benefits
*Alcohol and Controlled Substance Testing	2015	(for Highway employees only) included in Personnel Policy; <i>will need to be updated in 2022 to refer to legalized marijuana</i>
* Code of Ethics	2009	included in Personnel Policy
* Workplace Violence	2015	included in Personnel Policy
* Harassment & Discrimination	2019	included in Personnel Policy
* Sexual Harassment Prevention	2019	included in Personnel Policy
* Sick, vacation, overtime, and leave	2019	included in Personnel Policy
* Expense reimbursements (for mileage, travel, food and lodging)	2017	included in Personnel Policy
* Procurement	2010	*must be reviewed annually
* Use of Municipal Equipment (town-owned vehicles; computer use; municipally-issued cell phones/smart phones/tablets/computers; social media)	2015	included in Personnel Policy
Claims	2012	
* Computer System Security (aka IT Breach Notification)	2012	

* Information Technology Policies: <ul style="list-style-type: none"> <li>• Use of and Access to Personal, Private and Sensitive Information</li> <li>• Wireless Security Policy</li> <li>• Password Security Policy</li> <li>• Internet, Email, and Personal Computer Use</li> <li>• Mobile Computing and Storage Device Policy</li> <li>• Online Banking</li> </ul>	2015, 2017	Pieces included in both Personnel Policy and Records Mgmt policies with the exception of: <ul style="list-style-type: none"> <li>• Wireless Security Policy</li> <li>• Mobile Computing and Storage Device Policy</li> <li>• Online Banking</li> </ul>
Meeting Rules and Procedures	2018, amended 2021	
*Investment	1994	
Planning Board and Zoning Board Attendance and Training	2012	
Records Management	2017	
* Local Comprehensive Emergency Management Plans (Emergency Preparedness)	1993	
EMS Ambulance Billing	2019	
Mailbox Replacement for Highway Dept.	2019	
*Title IV Anti-discrimination Plan		<i>Town does not have this policy</i>
* Defense and Indemnification		<i>Town does not have this policy</i>
* Capital Asset Policy	2023	<i>Town does not have this policy</i>

BE IT RESOLVED that these documents shall be maintained on the town website, provided in print upon request, and further

RESOLVED that each employee and elected or appointed official (except the Town Court office) shall sign off that they have read and understand the following policies within one month of hire or taking office:

- Personnel- includes vacation, sick leave, and holiday benefits
- Alcohol and Controlled Substance Testing (for Highway employees only)
- Code of Ethics
- Workplace Violence
- Sexual Harassment

FURTHER RESOLVED that ANNUALLY all employees and elected or appointed officials\*\* shall sign off that they have read and understood the following policies:

- Code of Ethics
- Workplace Violence
- Sexual Harassment

FURTHER RESOLVED that the Town Clerk’s Office shall maintain these records and notify the Town Supervisor of anyone who has not complied with these requirements.

**RESOLUTION 2023-28: MANDATORY ANNUAL TRAINING**

RESOLVED that all employees (including elected and appointed officials and committee members), with the exception the Town Court, participate in annual training as specified, and

FURTHER RESOLVED that the Town Planner shall oversee the Planning Board and Zoning Board training fulfillments and documentation and provide these records to the Town Clerk’s Office, and

FURTHER RESOLVED that the Town Clerk’s Office shall maintain these records and notify the Town Supervisor of anyone who has not complied with these requirements.

<b><u>Item</u></b>	<b><u>Training</u></b>	<b><u>Who must participate</u></b>
Code of Ethics policy	Required by NYS	All staff, appointed, elected, boards and committees
Workplace Violence policy	Required by NYS	All staff, appointed, elected, boards and committees
Harassment & Discrimination policy	Required by NYS	All staff, appointed, elected, boards and committees
Sexual Harassment Prevention policy	Required by NYS	All staff, appointed, elected, boards and committees
Planning Board and Zoning Board Training	4 hours/year as per Town policy	Planning & Zoning boards
Emergency Preparedness	Shall be held sometime before June 1 <sup>st</sup> of 2023.	All staff

**RESOLUTION 2023-29: MANDATORY REVIEW OF ALL ACCIDENTS INVOLVING TOWN PROPERTY**

WHEREAS the Town’s insurance carrier has requested that a procedure be put in place to review all accidents involving Town-owned property; and

WHEREAS the purpose of the purpose of this process is to document any health and safety events, including ‘near misses’, in order to better understand how the Town might improve health and safety conditions for its employees; therefore  
 BE IT RESOLVED that any employee involved in an accident involving Town property will complete the incident report form provided by the Town Bookkeeper; and  
 FURTHER RESOLVED that the Town Board delegates the procedural review of any accident involving Town property to the Town’s Safety Committee.

**RESOLUTION 2023-30: RECORDS MANAGEMENT OFFICER**

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer and;  
 FURTHER RESOLVED that the Town Board shall be notified of Freedom of Information Requests.

**RESOLUTION 2023-31: GIFTS FROM TOWN TO OTHER PARTIES**

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.

**RESOLUTION 2023-32: 2023 FEES and PENALTIES**

RESOLVED that the Town Board approves the following fees and penalties for 2023

**PLANNING & ZONING:**

<b>ZONING:</b>	<b>2022 Fees:</b>	<b>2023 Fees:</b>
Development District	\$250 + costs	\$275 + costs
Re-zoning	\$250 + costs	\$275 + costs
<b>BOARD OF ZONING APPEALS:</b>	<b>2022 Fees</b>	<b>2023 Fees</b>
Variance	\$150. (includes legal ad)	\$165 (includes legal ad)
<b>PLANNING BOARD:</b>		
Lot Line Alteration	\$50.00	\$55
Subdivision - Minor	\$150.00	\$165
Subdivision - Major	\$300.00	\$330
Site Plan Review- Residential	\$100 + costs	\$110 + costs
Site Plan Review- Commercial	\$200. + costs	\$220. + costs
Site Plan requiring Special Permit	\$250.00	\$275.00



<b>OTHER PLANNING &amp; ZONING:</b>		
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	\$110+ engineering and Soil & Water Conservation Service Fees
Copies of Comprehensive Plan, Zoning, Farmland Protection Plan, etc.	\$15/copy of plan	\$17/copy of plan
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	\$110+ engineering and Soil & Water Conservation Service Fees

**BUILDING/CODE:**

<b>OPERATING PERMITS</b>	<b>2022 Fee</b>	<b>2023 Fee</b>
Operating Permit	\$75.00	\$75.00
Fireworks display	\$150.00	\$150.00
Special Event Operating Permit- for events with 2000 or more in attendance	\$150/day of event	Planned adjustment in 2023
Special Event Operating Permit- for events requiring a permit with under 2000 in attendance.	\$50/day of event	Planned adjustment in 2023
<b>BUILDING PERMITS</b>	<b>2022 Fee</b>	
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	\$.40/sq ft or \$4/thousand, whichever is greater.
Modular	\$.20/sq ft	\$.30/sq ft
Unfinished basements	\$.15/sq ft.	\$.20/sq ft.
Multiple dwelling/Multi-residential	\$225 + \$3/K	\$225 + \$4/K
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	\$425 + \$5/K
Alterations, renovations, additions, pools	\$75 + \$3/K	\$75 + \$4/K
Accessory Building- separate from a main building	\$55 + \$3/K	\$55 + \$4/K
Accessory Building – attached to 1 & 2 family residence	\$0.30/sq. ft.	\$0.40/sq. ft.

Building Permit Renewal	Half existing building permit fee	Half existing building permit fee
Any building begun without a valid building permit	Double normal fee	Double normal fee
Solar, wind or alt. energy permit- RESIDENTIAL	\$75.00	\$75.00
Solar, wind or alt. energy permit- COMMERCIAL	\$75 + \$3/K	\$75 + \$4/K
Sign permit	\$50.00	\$50.00
Woodstove or heating unit	\$50.00	\$50.00
Demolition	\$2/K (\$65 min)	\$2/K (\$75 min)
Fire Inspection (includes one re- inspection if necessary)	\$50/inspection	\$75/inspection
Additional Fire Inspections (if more than 2 necessary beyond initial inspection(s))	\$50/inspection	\$75/inspection

**EMERGENCY MEDICAL SERVICES:**

<b>SERVICE PROVIDED</b>	<b>FEE</b>
Treat and Release (no transport)	\$75
Motor Vehicle Accident, including non-transport	\$450
BLS Non-Emergency	\$500
BLS Emergency	\$1,050
ALS 1 Non-Emergency	\$850
ALS 1 Emergency	\$1405
ALS 2 Emergency	\$1612
Specialty Care Transport	\$n/a
Paramedic Intercept	\$1200
Specialty Care	\$500
Ground Transport per Mile	\$35.00

**CLERK:**

<b>DOG FEES:</b>		
Dog license/renewal (spayed/neutered)	\$13.50	

Dog license/renewal (not spayed/neutered)	\$20.50	
New dog tag	\$3.00	
Purebred license (5-20 purebred dogs)	\$100.00	
Purebred license (21 or more purebred dogs)	\$200.00	
Dog impoundment fee	\$25 for 1 <sup>st</sup> offense \$50 for 2 <sup>nd</sup> offense \$75 for 3 <sup>rd</sup> offense	
Unlicensed dog/Failure to renew license	\$25 for 1 <sup>st</sup> offense \$50 for 2 <sup>nd</sup> offense \$75 for 3 <sup>rd</sup> offense	After 3 years of no offense, customer is cleared of any priors.
Dog enumeration fee	\$25.00	
<b>OTHER FEES:</b>		<b>NOTES:</b>
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	set by NYS
Marriage license for active-duty military	<i>no fee</i>	set by NYS
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Disabled Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	Maximum allowed by NYS

**WATER:**

<b>PERMITS &amp; HOOK-UPS:</b>		
Plumbing permit (up to 5 inspections)	\$240.00	
New contractor registration	\$15.00	
Engineering fees for out-of-district/extension requests	Based on engineer's estimate.	
<b>TAPS:</b>		
Main tap (Standard household tap)	Current cost (billed by Bolton Point)	
>1" Tap	Current cost (billed by Bolton Point)	
<b>METERS:</b>		
Standard Household	Based on market cost	
RF Radio Reader	Based on market cost	
Meter: pit type	Based on market cost	

Meter: >3/4"	Based on market cost	
Frosted (frozen) meter replacement	Cost of meter + 1 hr. labor	
<b>BACKFLOW/CROSS CONNECTION:</b>		
Backflow application review	(handled by Bolton Pt)	
<b>WATER SALES:</b>		<b>NOTES:</b>
Water sales to users in Districts 1 & 2	Set by the Village of Trumansburg with administrative fee added by Ulysses per contract	(generally 1.5x the Village rate)
Water sales to users in Districts 1 & 2-late fee	10%	Added for 2023
Water sales to users in Districts 3 and 4	\$10.05/1000 gallons	Based on Town of Ithaca's 2023 water price of \$8.89/1000 gl with a percentage added to account for water loss
Water District 3 Bulk User rate	1.1x Town of Ulysses rate (\$11.09)	

**CODE AND PLANNING/ZONING PENALTIES:**

<b>Activity</b>	<b>Penalty</b>	<b>Resolution/Law</b>	<b>Notes</b>
<b>OPERATING PERMITS</b>			
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	
<b>CODE (Building and Zoning)</b>			
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	
<b>PLANNING BOARD</b>			
Non-Compliance	\$100/day and/or Stop Work Order	Res. 2007-36	
<b>STORM WATER</b>			
Storm sewers- 1st offense			each day constitutes a

	up to \$500 and/or imprisonment up to 15 days	LL1 of 2012	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
<b>OTHER</b>			
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

**WATER PENALTIES:**

Item	Penalty	Source	Notes
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)
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	

**RESOLUTION 2023-33: 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:

<b><u>COMMITTEE</u></b>	<b><u>MEMBERS</u></b>	<b><u>TERM END</u></b>	<b><u>NOTES</u></b>
CONSERVATION & SUSTAINABILITY ADVISORY (CSAC)	Roxanne Marino	2024	Chair – appointment expires 12/31/23
	Bara Hotchkiss	2024	
	Terry Carroll	2023	
	Andy Hillmann	2023	
	Marissa Nolan	2024	
YOUTH COMMISSION (annual appointments)	Paul Pennock (chair)	2023	School liaison
	TBD	2023	Town rep
	Liz Weatherby	2023	Town rep
	Katelin Olson	2023	Town board liaison
	Shelley Lester	2023	RYS liaison
	Rick Alvord	2023	County liaison
	Ben Carver	2023	Village board liaison
	Michael Darfler	2023	Village rep
	Keith Hannon	2023	Village rep
HABITAT NATURE PRESERVE COMMITTEE (annual appointment)	Carissa Parlato (chair)	2023	Town liaison
	Marvin Pritts	2023	
	Aaron Rovitz	2023	
	Kira Lallas	2023	Neighbor
	Marc Devokaitis	2023	neighbor
	Mary Bouchard	2023	Town board liaison
TREE ADVISORY COMMITTEE	Andy Hillmann	2025	
	Don Ellis	2025	
	Greg Peck	2023	
	Pamela Markham	2023	
	Marvin Pritts	2024	
	John Wertis	2024	
BEE COMMITTEE (annual appointment)	Dorothy Brown	2023	
	Gail Shapiro	2023	
	Vivien Rose	2023	
	Gunther Keil	2023	
	Alison James	2023	

	Mary Bouchard (chair)	2023	Town committee member
WATER SOURCE PROTECTION PLAN COMMITTEE	Linda Liddle (chair)	Through project completion	
	Tim Martinson	Through project completion	
	Amy Panek	Through project completion	
	Stephen Morreale	Through project completion	
	Rebecca Schneider	Through project completion	
	Liz Thomas	Through project completion	
	Roxanne Marino	Through project completion	
COMPREHENSIVE PLAN UPDATE COMMITTEE	Ann DiPetta	Through project completion	Community member
	Rebecca Schneider	Through project completion	Planning Board committee member
	Roxanne Marino	Through project completion	CSAC committee member
	Katelin Olson	12/31/2023	Town Board committee member
	Elizabeth Weatherby	12/31/2023	Town Board Liaison and Committee Member Alternate
			BZA committee member
			Business owner member
			Ag committee member
			Ag committee member
			Community member
			Community member
		Village CPZR liaison	
SAFETY & EMERGENCY COMMITTEE	Carissa Parlato (co-chair)	2023	
	Michelle E. Wright (co-chair)	2023	
	Michael Boggs	2023	Town Board liaison



(annual appointment)	Steve Manciocchi	2023	Union rep
	Katelin Olson	2023	Town Board liaison

**RESOLUTION 2023-34: POLICY FOR APPLYING AND RECEIVING GRANTS AND ENGAGING IN CONTRACTS** *(Originally Adopted 6/26/2006 As The “Gatekeeper” Resolution), (Amended 1/14/2020)*

WHEREAS the Town Board is the Executive body charged with speaking and acting on behalf of the Town (Town Law Section 64), unless such powers are specifically delegated by resolution to the Supervisor, as per Town Law Section 29(16), or to another individual,

BE IT RESOLVED that any application (full or partial, new or revised) for grant funding or financing above \$2,000, or request for evaluation of funding potential, or any request for review or approval of any project proposed by the Town of Ulysses to any government agency or other entity external Ulysses Town government be approved by Town Board resolution before it is submitted to the appropriate agency, and;

FURTHER RESOLVED that all funding applications should be evaluated for future impact on Town staff time and resources before being submitted, and;

FURTHER RESOLVED that unless otherwise authorized, the Town Supervisor must also be given authority by the Town Board to accept grant funds on any successful grant applications, and;

FURTHER RESOLVED that unless authorized in the Town of Ulysses Procurement Policy (or otherwise), the Town Supervisor and Highway Superintendent must also be authorized by the Town Board to make contractual commitments on behalf of the town, and;

FURTHER RESOLVED, all Town Board members including the Supervisor shall identify whether they are speaking by authority of the Board or as an individual when talking with granting agencies, and

FURTHER RESOLVED, that this resolution hereby supersedes all previous Town Board resolutions which may be interpreted as giving the Supervisor, any other member of the Town Board, Highway Superintendent, or any professional contracted with by the Town of Ulysses the authority to make applications (full or partial) for grants, loans, or any other type of project financing, make contractual commitments (verbal or written) on behalf of the Town, or otherwise act in any legal or official capacity on behalf of the Town of Ulysses.

**RESOLUTION 2022-35-36:**

**RESOLUTION 2022-35: TOWN BOARD ACCESS TO ATTORNEY SERVICES**

WHEREAS the Town of Ulysses has retained legal services that include attendance at monthly meetings of the Town Board as needed, as well as regular calls with the Town Supervisor to prioritize and discuss legal work, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of attorney time to resolve shall be routed through the Town Supervisor or be authorized by the entire Town Board.

**RESOLUTION 2022-36: TOWN BOARD ACCESS TO ENGINEERING SERVICES**

WHEREAS the Town of Ulysses has contracted for engineering services, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of engineering time to resolve shall be routed through the Town Supervisor or be authorized by the entire Town Board.

**RESOLUTION 2022-37: CONTRACTS AND ANNUAL PAYMENTS**

RESOLVED that the Town Board authorizes the Supervisor to annually sign contracts and letters of agreement with the following entities:

<b>Entity</b>	<b>Contract Amt approved for 2023 budget</b>	<b>Contract not to Exceed Amt for 2023</b>	<b>Notes Regarding Payment</b>
American Legion (Assistance for Veterans)	\$475	n/a	Annually by 5/31
BAS software annual agreement for water billing	\$750	n/a	Annually
BAS software annual agreement for clerk program	\$700	n/a	Annually
BAS software annual agreement for on-line dog module	\$400	n/a	Annually
Board of Zoning Appeals	\$300 – chair \$200- members	n/a	Annually in Dec.
Cayuga Lake Watershed Intermunicipal Organization	\$2,048	n/a	As invoiced
Cleaning- Weekends	\$600/month + annual floor wax @ about \$900		monthly

Community Science Institute	\$6,567	n/a	As invoiced
Cooperative Extension (Youth Programming)	\$58,044	\$58,044	As invoiced
Engineering – MRB	See Current rate schedule	Not to exceed rate schedule.	As invoiced
Foodnet	\$2,250	n/a	Annually by 5/31
Gadabout	\$2,500	n/a	Annually by 5/31
General Code (for annual fee)	\$1,195	n/a	As invoiced
GTCHIC (Health Consortium)	<i>No fee- just contract amendments to include new members, etc.</i>		
Historian	\$1773	n/a	Annually in Dec.
IT Services	\$45/hr - \$90/hr	n/a	As invoiced
Lifelong	\$3,000	n/a	Annually by 5/31
Planning Board	\$300 – chair \$200- members	n/a	Annually in Dec.
Stormwater Coalition	\$1,500	n/a	As invoiced
Trumansburg Senior Citizens	\$850	n/a	Annually by 5/31
Tompkins County Recreation Partnership	\$9,715	\$9,715	As invoiced
Tompkins County Animal Control	\$18,134	\$18,134	Monthly
Trumansburg Conservatory of Fine Arts	\$5,000	n/a	As invoiced
Tompkins County Soil & Water	\$50/hr	n/a	As invoiced
Attorney for the Town– Nathan D. VanWhy, Coughlin and Gerhart, LLP	\$250/hr Attorney \$180/hr Paralegal	\$265/hr Partner, \$230/hr Associate, \$185/hr Paralegal	As invoiced
Ulysses Historical Society	\$1,000	n/a	Annually by 5/31
Ulysses Philomathic Library	\$12,500	n/a	Annually by 5/31

Williamson Law – Accounting Software	\$1,366	n/a	Annually
Williamson Law Book-Tax Glance software program	\$163	n/a	As invoiced
Village of Trumansburg Sidewalk Maintenance	Based on Village hourly rates	n/a	As invoiced
RecDesk Software Subscription	\$3,700	\$3,700	Annually
Youth – Library Summer reading program	\$4,000	\$4,000	By 5/31
Charge Point Fees (EV charging station)	\$3,321	\$3,321	3 yr warranty paid in 2021
Trumansburg Farmers Market	\$3,000	\$3,000	2022 amt payable by 5/31
Armory Associates	\$2,200	\$2,200	GASB 75 Reporting
Insero	\$13,750	\$15,000	Annual Audit

**RESOLUTION 2022-38: DISTRIBUTION OF ORGANIZATIONAL 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 final 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.

**OTHER ANNUAL APPOINTMENTS, NOT SUBJECT TO TOWN BOARD APPROVAL:**

<b><i>Job title:</i></b>	<b><i>Name of appointee:</i></b>	<b><i>Appointed by:</i></b>
Bookkeeper to the Supervisor	Blixy Taetzsch	Town Supervisor
1 <sup>st</sup> Deputy Supervisor	Richard Goldman	Town Supervisor
Budget Officer & 2 <sup>nd</sup> Deputy Supervisor	Michelle E. Wright	Town Supervisor
Town Historian	TBD	Town Supervisor
Court Clerk	Angela Champion	Town Justices

Deputy Town Clerk	Cassandra Beck	Town Clerk
Second Deputy Town Clerk	Rosemarie Hanson	Town Clerk
Deputy Highway Superintendent	Dave Snyder	Highway Superintendent

**RESOLUTION 2022-39: DESIGNATING A DELEGATE TO AOT MEETING**

RESOLVED that \_\_\_\_\_ is authorized to vote on behalf of the town at the Associations of Towns' annual meeting.