*Draft- not yet approved* **TOWN BOARD MEETING**

Town of Ulysses

June 13, 2023

*The meeting was held in person at the Town Hall at 10 Elm St., Trumansburg NY as well as via Zoom videoconference. Notice of Town Board meetings are posted on the Town’s website and Clerk’s board.*

*Video recordings of meetings are available on Youtube at*

[*https://www.youtube.com/channel/UCWVIs--g9CpHIxdk9YxZyPw*](https://www.youtube.com/channel/UCWVIs--g9CpHIxdk9YxZyPw)*.*

**CALL TO ORDER:**

Ms. Olson called the meeting to order at 7pm.

**ATTENDANCE:**

TOWN OFFICIALS

Supervisor- Katelin Olson

Board members- Michael Boggs, Mary Bouchard, Rich Goldman, Liz Weatherby

 Town Clerk- Carissa Parlato

Highway Superintendent- Scott Stewart

OTHERS:

In-person:

Nancy Zahler, Dan Woodring, Geri Keil, Terri & Lora Gruber-Hine, Diane Hillmann

Via Zoom:

Roxanne Marino, Linda Liddle, Alanna Klose, Edward Koppel, Anne Koreman

**APPROVAL OF AGENDA:**

**Motion:** Mr. Boggs moved to approve the agenda as presented with the addition of the RCAP contract. This was seconded by Ms. Bouchard and passed unanimously.

**PRIVILEGE OF THE FLOOR: (3 minute limit)**

Mr. Woodring introduced himself and said that he is working with Grassroots to make a community skate garden. He is seeking members for the project’s steering committee.

Ms. Marino suggested that the board add public review as a component of the proposed water district policy. She also requested that a WSPPC member be listed as a contact for the RCAP project.

**MUNICIPAL BOARD & STAFF ANNOUNCEMENTS:**

Ms. Weatherby said that the Comp Plan Steering Committee (CPSC) meets tomorrow night.

Ms. Olson added that CPSC videos and minutes will be posted for the public.

Ms. Bouchard shared that the county’s recreation partnership (of which the town is a member) will probably have a 10% dues increase next year as well as additional offerings.

Ms. Koreman shared the following updates from the Tompkins County Legislature:

* Jail Working Group has plans to engage community
* Weights and measures dept. moving under highway dept.
* Proclamations made for:
	+ LGBTQ/pride month (awarded it to the library)
	+ Womens’ Veterans Day
* Real estate/foreclosure auction postponed due to legal issues
* Community Housing Dev. Fund awarded funds for sale of affordable town homes in Trumansburg
* Delay in RFP for broadband
* Homelessness presentation (homelessness has increased since COVID)
* 1st leg meeting in July is cancelled

**PRESENTATION- JACKSONVILLE COMMUNITY ASSOCIATION (JCA)**

Ms. Zahler gave information on the TC municipal parks grant that the town may apply for (on the JCA’s behalf) for an ADA compliant parking lot with signage.

She asked whether the town could assist with providing gravel.

She provided the board with a preliminary quote for the project. Mr. Goldman expressed concern about the cost but Ms. Zahler thinks they can find a better price.

Ms. Olson said that she has discussed the project with town attorney and 2nd Deputy Supervisor and an MOU will be set up to clarify duties and obligations.

The board and Mr. Stewart discussed options for gravel and other needs. Mr. Boggs questioned how the town’s 2023 contract for $5000 factors in. Ms. Olson said that the town could decide whether to deduct associated costs from this or provide labor and materials in-kind.

NEW BUSINESS:

MUNICIPAL PARKS GRANT FOR JCA

RESOLUTION #112 OF 2023: TOMPKINS COUNTY MUNICIPAL PARK GRANT FOR JCA

WHEREAS, the Town has a Memorandum of Agreement with the Jacksonville Community Association related to the care and accessibility of the Jacksonville Community Park; and

WHEREAS, Tompkins County provides funds to up to $5,000 to municipal parks that do not require matching funds; and; and

WHEREAS, the Town sponsored a successful 2019 grant for the Jacksonville Community Park, which was successfully completed per Tompkins County requirements; and

WHEREAS, the Jacksonville Community association has provided the Town with a $5000 proposal to create an ADA accessible parking lot and paths to the pavilion and restroom; and

WHEREAS, the Jacksonville Community Association will provide Town staff with the grant applications and Town staff will submit the grant and oversee all procurement requirements and other details to ensure the grant is managed successfully;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board authorizes the Town Supervisor to submit a grant application for up to $5000 to Tompkins County for Municipal Park funds to support increasing accessibility at the Jacksonville Community Park.

Moved: Mr. Goldman Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

**PRESENTATION/DISCUSSION- HIGHWAY DEPT. MID-YEAR UPDATE**

Mr. Stewart shared the following updates and projects:

* a quote to repave the town hall parking lot
* Paved & shouldered Indian Fort & Terrell roads
* Worked on drainage on Terrell
* New pipe/clean up, ditching on Agard and had TC hydroseed
* New pipe on Waterburg Rd. today
* Truck ordered ~2 years ago is at stage 3 of 4 in being built. Hopes to receive it by October
* Wants to surplus 2 trucks
* Is looking at hybrids for a new loader
* Mr. Stewart is pleased with a new employee’s performance and would like to end the probationary period
* Water meter replacements- estimates 25-30 left. Has been difficult in getting in touch with some people. The last reading cycle in May went quickly with all of the new meters.

Ms. Olson said that legally we can charge an admin fee (based on time and labor) to read anyone’s meter who wants to opt-out of upgrading their meter.

Mr. Stewart said that he thinks the highway dept. should become a DPW since they are doing lots of other items that are not necessarily related to just highway.

Ms. Olson has discussed this with the attorney and comptroller, and this change would have no effect on budge but would require a local law change and appointment of Mr. Stewart as DPW Director. He would still be an elected official.

The board thanked Mr. Stewart and told him he is doing a great job.

**OLD BUSINESS:**

UTILITIES ENCROACHMENT/EASEMENT FOR 1009 HONEYBEE LN

RESOLUTION #113: APPROVAL OF UTILITIES ENCROACHMENT/EASEMENT AGREEMENT

WHEREAS, the Town Board of the Town of Ulysses previously authorized an infrastructure agreement with the owners of 1009 Honey Bee Lane, concerning the installation of certain water main and electric utility infrastructure; and

WHEREAS, pursuant to such agreement, the Town agreed to enter into an agreement with NYSEG and the property owners for installation and maintenance of electrical infrastructure benefiting said property; and

WHEREAS, agreement requires an encroachment/easement into the Town of Ulysses’ right-of-way known as Honey Bee Lane;

NOW, THEREFORE, BE IT

RESOLVED, that the conveyance of the requested utilities encroachment/easement is a Type II action pursuant to the New York State Environmental Quality Review Act; and be it further

RESOLVED, that the Supervisor of the Town of Ulysses be and hereby is authorized to execute any and all necessary legal documents to enter into the aforementioned Utility Encroachment/Easement Agreement; and be it further

RESOLVED, that, pursuant to Town Law §64(2), this resolution is subject to a permissive referendum.

Moved: Ms. Olson Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

MAY 31 WATER FEASIBILITY STUDY MTG UPDATE

Ms. Olson recapped the 5/31 meeting for the board members who did not attend:

* The study was done based on water quality complaints and requests from residents along Route 96
* The engineers (from MRB) provided 3 possible options for services
* Several residents from Rabbit Run attended the meeting with concerns and hopes for public water on their road

WATER DISTRICT CREATION/EXTENSION POLICY DISCUSSION

Ms. Olson shared a draft policy that outlines the out criteria under which the board will allocate financial resources (for attorney, engineer, etc) to exploring requests for public water.

Ms. Hillman asked whether extensions to WD3 would be paid for by current WD3 residents. Ms. Olson replied in the negative.

Rabbit Run Road residents in attendance asked whether they could get a better estimate of the costs to form a district. Board members discussed whether this was possible without hiring an engineer.

ELECTED OFFICIAL, PUBLIC OFFICIAL, AND COMPREHENSIVE PLAN TRAINING

Ms. Olson asked committee liaisons to share the updated policy with the affected public officials & board members.

TOWN HISTORIAN OUTREACH

Ms. Olson will share a draft job description in preparation for appointing a new historian.

NEW BUSINESS:

AUTHORIZING TEMPORARY INCREASE IN HOURS FOR SECOND DEPUTY SUPERVISOR

RESOLUTION #114 OF 2023: AUTHORIZING A TEMPORARY INCREASE IN THE HOURS OF 2ND DEPUTY SUPERVISOR

WHEREAS the Town of Ulysses Recreation Department has expanded recreational programming; and

WHEREAS, 2nd Deputy Supervisor Michelle E. Wright is willing to temporarily take on parttime weekly duties to support the expanded programming;

NOW THEREFORE BE IT

RESOLVED that the Ulysses Town Board authorizes an increase in hours for Michelle E. Wright, from 32 to 34 hours/week, starting June 11, 2023 through the end of November 2023 at the current hourly equivalent rate of $28.40/hour.

Moved: Ms. Olson Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

SOCIAL MEDIA POLICY DISCUSSION

Ms. Parlato clarified the policy would allow the town to push out information over additional channels but not have dialogue with constituents. The policy will be on the next meeting agenda.

SCHEDULING BOARD BUDGET RETREAT

The board agreed on Aug. 10 from 8-10am.

JULY AND AUGUST MEETING SCHEDULE

The board agreed to cancel the 2nd mtg in August.

DECLARATION OF HIGHWAY SURPLUS EQUIPMENT

RESOLUTION #115 OF 2023: DECLARING SURPLUS HIGHWAY EQUIPMENT

BE IT RESOLVED that the Ulysses Town Board declares that the following equipment belongs to the Town is hereby declared surplus and can be sent to auction, sold, used in trade for new equipment, or disposed of by the Highway Superintendent:

2014 Ford 150 VIN 1FTNF1EF8EKG34854 and

2015 Ford 350 VIN 1FDRF3H65FEC16014

Moved: Ms. Olson Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

APPROVAL OF RCAP SOLUTIONS CONTRACT

The board discussed but did not take action.

RESOLUTION # OF 2023: APPROVAL OF RCAP SOLUTIONS CONTRACT

WHEREAS, RCAP Solutions is a publicly funded organization that provides services to rural communities; and

WHEREAS, RCAP Solutions is well-suited to provide survey support for the Town and the Water Source Protection Committee; and

WHEREAS, the provision of these services is at no cost to the Town and will result in a survey process that professional management of data and the delivery of the data in useful ways to the Town, hereby saving the Town significant staff time;

NOW, THEREFORE, BE IT

RESOLVED, that the Ulysses Town Board authorizes the Town Supervisor to sign the contract with RCAP Solutions for survey services scheduled between June and November 2023; and be it

FURTHER RESOLVED, the Ulysses Town Board directs the Town Clerk to provide the signed copy to RCAP Solutions.

Mr. Boggs expressed concerned that the WSPPP has not had enough input on it.

Ms. Marino reiterated that she would like someone from the WSPPC committee to work with RCAP.

The board agreed to let WSPPC review further before voting on it.

UPCOMING EVENTS:

June 19 – Town Buildings Closed for Juneteenth

June 23 – Regular Town Board Meeting

July 4 – Town buildings Closed for July 4th

July 11 – Regular Town Board Meeting

APPROVAL OF MINUTES:

RESOLUTION #116 OF 2023: APPROVAL OF MINUTES

RESOLVED, that the Ulysses Town Board approve the meeting minutes from May 23, 2023 (regular meeting) and May 31, 2023 (special meeting and public information session) as presented or amended.

Moved: Ms. Olson Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

PAYMENT OF CLAIMS

RESOLUTION #117 OF 2023: PAYMENT OF CLAIMS:

RESOLVED that the Ulysses Town Board has reviewed and approves payment of claims for vouchers numbered 216 through 268 in the amount of $97,145.14, (including voucher 219 as approved at the May 23rd Town Board meeting).

 Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 6/13/23

PRIVILEGE OF THE FLOOR (3 min limit per person)

Ms. Marino requested that she would like the primary contact for the RCAP survey to be a WSPPC member.

ADJOURN

Mr. Goldman made a motion to adjourn at 9:25pm. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Carissa Parlato, Town Clerk*

*6/26/23*