

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

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Town of Ulysses

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July 25, 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--q9CpHlxdk9YxZyPw>.*

**CALL TO ORDER:**

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

**ATTENDANCE:**

**TOWN OFFICIALS**

Supervisor- Katelin Olson

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

Town Clerk- Carissa Parlato

Second Deputy Supervisor/Budget Officer- Michelle E. Wright

Bookkeeper- Blix Taetszch

**OTHERS:**

In-person:

*(none)*

Via Zoom:

Linda Liddle- Water Source Protection Plan Committee (WSPPC) chair, Duane Shoen, Edward Koppel

**APPROVAL OF AGENDA:**

**Motion:** Mr. Boggs moved to approve the agenda with the addition of the painting contract resolution. This was seconded by Ms. Weatherby and passed unanimously.

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

*none*

**PRESENTATION/DISCUSSION: Inero- 2023 Audit Report**

Mr. Shoen thanked town staff for their efficiency in providing documents during the audit.

He presented his findings, noting that the final result, an "unmodified opinion" means that the audit was clean and without material weaknesses, significant deficiencies, or non-compliance.

He shared that the town's fund balance has grown and added that there are some upcoming changes to governmental accounting practices, including tracking of compensated absences.

Ms. Taetszch and Wright confirmed that this is already a practice for the town.

Mr. Shoen was excused at this time (7:31pm).

**OLD BUSINESS:**

**2023 TRAINING REQUIREMENTS FOR ELECTED OFFICIALS, PUBLIC OFFICERS, AND THE COMPREHENSIVE PLAN STEERING COMMITTEE MEMBERS**

Ms. Olson noted that this policy has been in the works for a while and it was crafted with the needs of busy volunteers in mind by allowing plenty of time (up to 120 days) for completion and keeping the modules short (about 2 hours).

Board and staff members discussed mandating a specific training vs. giving credit for trainings that may have been taken elsewhere. Ms. Olson said that the town's attorney recommends this as the selected trainings are more specific to municipal functions and the town does not have the capacity to vet potentially several other trainings.

Ms. Taetsch shared that she has taken several trainings in her service on many boards.

Ms. Weatherby inquired about the definition of "public official". Ms. Olson answered that it is defined by the state and includes the Planning Board, Board of Zoning Appeals and the Historian.

**RESOLUTION #132 OF 2023: 2023 TRAINING REQUIREMENTS FOR ELECTED OFFICIALS, PUBLIC OFFICERS, AND THE COMPREHENSIVE PLAN STEERING COMMITTEE MEMBERS**

WHEREAS, the Town's Personnel Policy addresses state and local training requirements for staff but does not specifically outline requirements for elected official, public officers, and advisory committee members; and

WHEREAS, the Town Board is committed to supporting a civil, respectful, inclusive environment for the public and staff to engage in the business of the Town in accordance with our Diversity, Equity and Inclusion Policy and all applicable state and federal laws; and

WHEREAS, the Town recognizes that elected officials and public officers serve important, unique, independent roles interacting with the public and Town staff; and

WHEREAS, the Town recognizes that the Town Historian and members of the Planning Board and Board of Zoning Appeals constitute Public Officials in the Town of Ulysses; and

WHEREAS, the Comprehensive Plan Steering Committee, while an advisory committee, is serving an important role in leading the development of our Comprehensive Plan update, with significant potential impacts for Ulysses' residents, property owners, workers and visitors alike; and

WHEREAS, the Town has received advice from legal and human resources experts in developing these requirements; and

WHEREAS, uniform training requirements provide the best value to the taxpayer in the unfortunate event of legal challenges or insurance-triggering events; and

WHEREAS, the Town appreciates its elected and appointed officials and committee members, and endeavors to provide training options that fit a range of schedules and provide a reasonable timeframe for fulfillment;

NOW, THEREFORE, BE IT

RESOLVED that the Ulysses Town Board adopts the following trainings as the required trainings for all Town board and committee members for 2023:

- Sexual Harassment training provided in person or remotely at the Annual Staff Training on May 18, 2023; OR "Workplace Harassment", an online program which meets NYS training requirements, provided by the Town; and
- Ethics training provided in person or remotely at the Annual Staff Training on May 18, 2023; OR the recording of Ethics training provided at the Annual Staff Training on May 18, 2023; and
- Civil Rights training provided in person or remotely at the Annual Staff Training on May 18, 2023; OR Preventing Employment Discrimination for Managers, an online program which meets NYS training requirements, provided by the Town; and

BE IT FURTHER RESOLVED that all elected officials and those individuals appointed as a public officer or member of the Comprehensive Plan Steering Committee serving as of July 25, 2023 are required to fulfill the training requirements within 60 days of the adoption of this resolution, and provide proof of completion to Human Resources in the Town Supervisor's office; and

BE IT FURTHER RESOLVED that up to two additional 30-day extensions (from the original deadline) for medical, caregiving, or other specified extenuating circumstances may be granted by the Town Board upon request by an elected official, public officer, or Comprehensive Plan Steering Committee member; and

BE IT FURTHER RESOLVED that anyone elected or appointed as a public officer or member of the Comprehensive Plan Steering Committee in 2023 after July 25, 2023 will be required to complete the required 2023 trainings and provide proof of completion to Human Resources in the Town Supervisor's office within 60 days of appointment; and

BE IT FURTHER RESOLVED that the Town Board directs the Town Supervisor's office to inform the Town's elected officials, public officers, and members of the Comprehensive Plan Steering Committee of these training requirements and the opportunities to fulfill them.

Moved: Ms. Weatherby- moved with addition of Public Officer definition Seconded: Ms. Bouchard

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 7/25/23

**NEW BUSINESS:**

**TITLE VI NON-DISCRIMINATION COMPLIANCE POLICY DRAFT PLAN- Discussion**

Ms. Taetsch noted that the town does not have this policy but it is required and may be asked for if federal grant funds are awarded.

Ms. Wright said that plan creates a formalized pathway for civil rights complaints and will be posted clearly on the website.

**OLD BUSINESS (Cont'd):**

**SOCIAL MEDIA POLICY**

**RESOLUTION #133 OF 2023: SOCIAL MEDIA POLICY**

WHEREAS, the Town Board recognizes that social media is a unique platform of communication that can be useful for the Town to utilize to share information with the public;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board adopts the Social Media Policy; and be it

FURTHER RESOLVED that the Town Board appoints Carissa Parlato as the Communications Officer through December 31, 2023; and be it

FURTHER RESOLVED that the Town Board approves the establishment of a Town of Ulysses Facebook page with any outside chat or outside posting options disabled.

Moved: Mr. Boggs      Seconded: Ms. Bouchard

- Olson            aye
- Boggs           aye
- Bouchard       aye
- Goldman        aye
- Weatherby      aye

Vote: 5-0

Date Adopted: 7/25/23

**DISTRICT CREATION/EXTENSION POLICY PERTAINING TO NEW YORK STATE TOWN LAW, CHAPTER 62, ARTICLE 12A**

**RESOLUTION #134 OF 2023: DISTRICT CREATION/EXTENSION POLICY PERTAINING TO NEW YORK STATE TOWN LAW, CHAPTER 62, ARTICLE 12A**

WHEREAS, the Town Board desires to provide clear guidance to the public about how water districts or extensions to existing districts can be created and provide a process for considering the formation of districts by the Town Board under New York State Town Law, Chapter 62, Article 12A;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board adopts the District Creation/Extension Policy Pertaining to New York State Town Law, Chapter 62, Article 12A; and be it

FURTHER RESOLVED that the Town Board directs the Town Supervisor and Town Clerk to develop and application form that can be shared with the public reflecting the specifications described in the policy.

Moved: Mr. Boggs                      Seconded: Ms. Bouchard

Olson              aye  
Boggs             aye  
Bouchard        aye  
Goldman         aye  
Weatherby       aye

Vote: 5-0  
Date Adopted: 7/25/23

**NEW BUSINESS (Cont'd):**

**US DOT TECHNICAL ASSISTANCE GRANT- Discussion**

Ms. Wright noted that this grant is tailored to smaller municipalities who may not have the capacity to present a polished, analyzed application, nor provide local matching funds.

Ms. Wright added that this funding would help move the town to the next phase in capital planning based on GIS-based asset data. For example, it would enable the town to collect stormwater and culvert data in order to be able to take action steps in management plans.

The deadline to submit is Aug. 14.

**PAYMENT OF CLAIM**

**RESOLUTION #135 OF 2023: PAYMENT OF CLAIM FOR PAINTING CONTRACT**

RESOLVED that the Ulysses Town Board has reviewed and approves payment of claims for voucher 321 in the amount of \$8,140.

Moved: Ms. Bouchard                      Seconded: Mr. Boggs

Olson              aye  
Boggs             aye  
Bouchard        aye  
Goldman         aye  
Weatherby       aye

Vote: 5-0  
Date Adopted: 7/25/23

**LOCAL LAW CREATING A DEPT. OF PUBLIC WORKS (DPW)- Discussion**

Ms. Olson noted that she would like to bring a draft back to the town board on Aug. 8 with the intention of setting a public hearing for Sept. 12.

The shift from a highway dept. to a DPW would codify the tasks that the highway dept. is already doing as well as clean up the role of water supervisor as currently held by the highway superintendent.

Mr. Goldman and Ms. Olson agreed to meet with the union to discuss the change.

**UPCOMING EVENTS:**

- August 8 – Regular Town Board Meeting
- August 10 – Town Board Retreat, 8-10am
- August 22 – Regular Town Board Meeting- Cancelled

**APPROVAL OF MINUTES:**

**RESOLUTION #136 OF 2023: APPROVAL OF MINUTES**

RESOLVED, that the Ulysses Town Board approve the meeting minutes from July 11 regular meeting and the July 14 special meeting as presented.

Moved: Ms. Bouchard                      Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	abstain
Weatherby	aye

Vote: 4-0

Date Adopted: 7/25/23

**BOARD NOTIFICATIONS:**

*(none)*

**PRIVILEGE OF THE FLOOR (3 min limit per person):**

*none*

**ADJOURN**

Mr. Goldman made a motion to adjourn at 8:37pm. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Carissa Parlato, Town Clerk  
8/2/23*