*Draft- not yet approved* **2024 ORGANIZATIONAL MEETING**

Town of Ulysses

Jan. 4, 2024

*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 8:33am.

**ATTENDANCE:**

TOWN OFFICIALS:

Supervisor- Katelin Olson

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

 Town Clerk- Carissa Parlato

Second Deputy Supervisor/Budget Officer- Michelle E. Wright

Highway Superintendent/DPW Supervisor- Scott Stewart

Town Planner- Niels Tygesen (arrived 9:45am)

MEMBERS OF THE PUBLIC:

In person- (none)

Via Zoom- David Durrett

RESOLUTION 2024-1: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Jan. 4, 2024 with the addition of establishment of a pay rate for a new DPW hire.

Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

PRIVILEGE OF THE FLOOR: (3-minute limit per person)

*Comment submitted in advance by R Marino- see Appendix*

**RESOLUTION 2024-(2-3):**

RESOLUTION 2024-2: 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 2024-3: AUTHORIZING SPENDING OF HIGHWAY FUNDS

WHEREAS, the Town Board must approve expenditures annually 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, 2024 Town Board Organizational meeting.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-(4-5):**

RESOLUTION 2024-4: SOLE SOURCE REPAIR VENDORS FOR HIGHWAY EQUIPMENT

WHEREAS, the timely repairs of Highway equipment are vital to safe roads and Town operations, and

WHEREAS, equipment repair services are considered sole-source vendors due to the nature of the repairs, which can be both highly specialized for a specific piece of equipment and/or under warranty through a specific vendor; therefore

BE IT RESOLVED that the Ulysses Town Board recognizes that the Town Highway Superintendent is in adherence with the procurement policy to procure repair services as required from the following sole source vendors: Beam Mack, Caskey’s Garage, and Regional International Corp.

RESOLUTION 2024-5: TOWN HIGHWAY DEPARTMENT HOURS OF OPERATION

BE IT RESOLVED that the hours for the Town Dept. of Public Works (DPW), set by the Town Highway Superintendent, are:

* Oct 1st- April 30th: 6am to 2:30pm, Monday- Friday
* May 1st- Sept. 30th: 6am to 4:30pm, Monday through Thursday, with flexible scheduling to cover water and emergencies.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

RESOLUTION 2024-6: 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 15th for the preceding year.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-7-8:**

RESOLUTION 2024-7: 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 2024-8: 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; and

FURTHER RESOLVED that 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.

Moved: Mr. Goldman Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-9: MINUTES & RELATED 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.

Moved: Ms. Bouchard Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-10: MILEAGE FOR PERSONAL VEHICLE USE FOR TOWN BUSINESS**

BE IT RESOLVED mileage at a rate of $0.67 cents per mile, based on the 2024 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).

Moved: Ms. Weatherby Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-11-15**

**RESOLUTION 2024-11: 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 2024-12: CRIME COVERAGE**

BE IT RESOLVED that the following crime insurance coverage through Houston Casual for Town officials, appointees and employees is hereby approved:

* Forgery and alteration $100,000 ($1,000 deductible)
* Theft $100,000/employee ($2,500 deductible)
* Computer Fraud $100,000 ($1,000 deductible)
* Employee Dishonesty ($2,500 deductible):
	+ - First Deputy Supervisor $650,000
		- Supervisor $650,000
		- Bookkeeper $650,000
		- Tax Collector/Town Clerk $650,000
		- Deputy Town Clerk $650,000
		- Court Clerk $650,000

**RESOLUTION 2024-13: 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 2024-14: 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 2024-15: FINANCIAL INSTITUTIONS**

BE IT RESOLVED that Tompkins Community Bank 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.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTIONS #16-18:**

**RESOLUTION 2024-16: 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 19, 2024.

BE IT RESOLVED that the Town Board of Ulysses has scheduled the annual court audit for Jan. 12, 2024 at 8am by Mr. Boggs and Ms. Weatherby.

**RESOLUTION 2024-17: 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.

**RESOLUTION 2024-18: TOWN BANK ACCOUNT SIGNATORIES, COUNTERSIGNING AND MAILING OF CHECKS**

RESOLVED that the signatories for Town-wide bank accounts (i.e. not Clerk or Court 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 security policy, checks over $15,000 will be sent via certified mail.

Moved: Mr. Boggs Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-19 & 20:**

RESOLUTION 2024-19: ESTABLISHMENT OF PAY PERIODS AND SALARIES

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 24, 2024, and going through December 21, 2024:



**Monthly**: Councilpersons

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

**RESOLUTION 2024-20: 2024 PAY RATES**

|  |  |  |
| --- | --- | --- |
| **Position** | **2024 Budgeted Appropriation** | **Hourly rate, if applicable** |
| **Town Board** |
| Town Supervisor | $40,106 | n/a |
| Budget Officer | $48,861 | n/a |
| Bookkeeper to the Supervisor | $38,032 | n/a |
| Councilperson ($5425 each for 4 councilmembers) | $21,700 | n/a |
| **Clerk** |
| Town Clerk | $63,336 | n/a |
| Deputy Town Clerk | $26,352 | $21.96 |
| Second Deputy Clerk | $500 | $20.60 |
| **Court** |
| Town Justice 1 | $21,026 | n/a |
| Town Justice 2 | $21,026 | n/a |
| Court Clerk | $55,135 | n/a |
| **Recreation** |
| Director of Recreation (part-time or seasonal) | $25,302 | $25.61*(updated 1/9/24 to salaried position)* |
| Asst Director of Recreation (part-time) |  $7,000 | $22.66 |
| **Planning, Zoning, Building** |
| Enforcement Officer for Building Code and Zoning | $53,406 | n/a |
| Planner | $80,340 | n/a |
| Code/Fire Enforcement Officer (part- time) | $6,518 | $25.07 |
| Planning/Zoning Admin – Project Assistant | $17,675 | $22.66 |
| **Highway** |
| Highway Superintendent | $72,263 | n/a |
| Water District 3 Supervisor | $1,807 | n/a |
| Water District 3 Admin – Project Assistant | $1,196 | $22.66 |
| General Water Supervisor | $1,807 | n/a |
| Motor Equipment Operator (total for estimated 3 FT positions) | $146,055  | $26.25 per Union Contract |
| Deputy Highway Superintendent | $55,640 | $26.75 per Union Contract |
| MEO/Water/Sewer Maintenance Worker | $17,914 | $26.50 per Union Contract |

Moved: Ms. Bouchard Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-21: 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 the Bookkeeper who will maintain records.

|  |  |  |
| --- | --- | --- |
| **Employee** | **Employee Supervisor** | **Hours/ Wk** |
| Budget Officer | Town Supervisor | 30 |
| Deputy Town Clerk | Town Clerk | Up to 24 |
| 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 | Town Supervisor | Varies |
| Project Assistant | Zoning Officer/Planner | Up to 19 |
| 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 | 19  |
| Recreation Department Employees | Recreation Director | Varies |

Moved: Mr. Boggs Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-22: INSURANCE**

RESOLVED the Town of Ulysses make the following insurance choices in 2024:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Insurance type*** | ***Carrier*** | ***Town contribution*** | ***Policy or rate exp.*** |
| Health insurance | Greater Tompkins County Health Insurance Consortium Platinum Plan through Excellus BCBS | 90% for Class A employees 50% for Class B employees | 12/31/24 |
| Dental insurance | Excellus BCBS | 50% of the premium | 12/31/24 |
| Medicare insurance | Excellus BCBS | Dependent upon experience and employee class (see Personnel Policy for details) | 12/31/24 |
| Worker’s Compensation | Comp Alliance | 100% of premium | 12/31/24 |
| Short Term Disability | Shelter Point | 100% of premium | 12/31/24 |
| Long Term Disability | Unum | 100% of premium | 12/31/24 |
| General Liability | Houston Casualty | 100% of premium | 12/31/24 |
| Cyber & Data Security | Hiscox | 100% of premium | 12/31/24 |
| Accident Insurance | Markel | 100% of premium | 7/7/24 |

RESOLVED that the following table presents the 2024 premiums for Health-related insurances:

|  |  |
| --- | --- |
| Plan Type | Monthly Premium |
| Health Insurance (Single Policy) | $838.41 |
| Health Insurance (Family Policy) | $2,179.90 |
| Dental Insurance (Single Policy) | $50.55 |
| Dental Insurance (Subscriber & Child Policy) | $94.11 |
| Dental Insurance (Subscriber & Spouse Policy) | $101.09 |
| Dental Insurance (Family Policy) | $153.09 |
| Medicare Policy | $409.04 |

Moved: Mr. Boggs Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-23: CELL PHONE REIMBURSEMENT GUIDELINES**

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response for Building/Code & Zoning Enforcement Officer, Highway Superintendent and Deputy Highway Superintendent, 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 the positions of Code/Zoning Enforcement Officer, Highway Superintendent, and Deputy Highway Superintendent to be reimbursed for part of the cost of their personal cell phone at the rate of $40/month; and

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

Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-24: 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:

|  |  |  |
| --- | --- | --- |
|  | ***2023*** | ***2024*** |
| 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) | Michael Boggs, Rich Goldman (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 | Katelin Olson, Michael Boggs | Katelin Olson, Michael Boggs |
| I. Town Hall Maintenance Member | Katelin Olson ,Michael Boggs, (alternate) | Scott Stewart (DPW), Katelin Olson (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, Elizabeth Weatherby | Michael Boggs, Elizabeth Weatherby |
| N. Agricultural Committee Member | Mary Bouchard, Elizabeth Weatherby | 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 (member), Elizabeth Weatherby (member) | Katelin Olson (member), Elizabeth Weatherby (member) |
| R. Bee Committee  | Mary Bouchard (chair) | Mary Bouchard (chair) |
| S. Tree Advisory Committee Liaison  |  n/a | Mary Bouchard |
| T. Voucher Review Assignment | Rich Goldman and Mary Bouchard (January-June); Michael Boggs and Elizabeth Weatherby (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 | Elizabeth Weatherby | Elizabeth Weatherby |
| W. Tompkins County Council of Governments Member | Katelin Olson | Katelin Olson, Michelle E. Wright (alternate) |
| X. Recreation Partnership Representative | Mary Bouchard, Elizabeth Weatherby (alternate) | Mary Bouchard, Elizabeth Weatherby (alternate) |
| Y. Health Consortium Board Representative | Rich Goldman, Mary Bouchard (alternate) | Elizabeth Weatherby, Rich Goldman (alternate) |
| Z. Harassment & Discrimination Policy Compliance Officers | Michelle E. Wright and Blixy Taetzsch | Michelle E. Wright and Blixy Taetzsch |
| A.A. Camp Barton Cooperative/LDC  | Katelin Olson, Rich Goldman | Katelin Olson, Rich Goldman |
| A.B. Water Source Protection Plan Committee | Michael Boggs | Michael Boggs |

Moved: Mr. Boggs Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-25: ANNUAL 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:

|  |  |  |
| --- | --- | --- |
| ***Position*** | ***2023*** | ***2024*** |
| 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 | *Project Assistant (TBD)* | Mollie Duell |
| E. Clerk for Planning Board | *Project Assistant (TBD)* | Mollie Duell |
| F. Tompkins County Environmental Mgmt Council | Chris Collins | Chris Collins |
| G. Tompkins County Stormwater Coalition | Town Planner | Town Planner  |
| H. Stormwater Officer | Town Planner | Town Planner |
| I. Trumansburg/Ulysses Youth Commission Reps. | Elizabeth Weatherby, ***TBD*** | Elizabeth Weatherby, Molly Kraus (Town Rep) |
| K. Tompkins County Youth Services Board | *(Vacant)* | ***TBD*** |
| L. Ithaca/Tompkins County Trans. Council Policy Committee | Michelle E. Wright, Niels Tygesen (alternate) | Niels Tygesen, Michelle E. Wright, (alternate) |
| M. Ithaca/Tompkins County Trans. Council Planning Committee | Niels Tygesen, Michelle E. Wright (alternate) | Michelle E. Wright, Katelin Olson (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) |
| R. Safety Committee | Town Planner (TBD) (alternate), Scott, Michelle, Carissa | Niels Tygesen, Scott Stewart, Michelle E. Wright, , Blixy Taetszch, Dave Snyder, Carissa Parlato  |
| S. Cyber & IT | Linda Liddle, Michelle Wright, Carissa Parlato | Katelin Olson, Michelle E. Wright, Carissa Parlato, Linda Liddle, Mary Bouchard |
| T. Water Supervisor | Scott Stewart | Scott Stewart |
| U. Water District Billing & Collection Clerk | Carissa Parlato | Carissa Parlato |
| W. Jacksonville Community Association | n/a | Nancy Zahler |

Moved: Ms. Weatherby Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION #2024-26: 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 2024 may be either replaced or reappointed. Chair appointments are for one year only.

|  |  |  |
| --- | --- | --- |
| *Name / email* | *Date Appointed* | *Term Expiration* |
| **BOARD OF ZONING APPEALS** |
| STEPHEN MORREALEChair (One year term)Member (5 year term) | 1/4/20241/5/2021 | 12/31/202412/31/2025 |
| CHERYL THOMPSON | 1/5/2023 | 12/31/2027 |
| ROBERT HOWARTH | 1/28/2020 | 12/31/2024 |
| DAVID TYLER | 1/5/2022 | 12/31/2026 |
| ANDREW HILLMAN | 1/4/2024 | 12/31/2028 |
|  *Vacant (alternate)*  |  |  |
| *Vacant (alternate)* |  |  |
|  MOLLIE DUELL (clerk) | 1/5/2024 | 12/31/2024 |
| **PLANNING BOARD** |
| PETE ANGIE,Chair (One year term)Member (5 year term) | 1/4/20241/5/2022 | 12/31/202412/31/2026 |
| REBECCA SCHNEIDER | 1/4/2024 | 12/31/2028 |
| LINDA LIDDLE | 1/5/2023 | 12/31/2027 |
| BART GRAGG | 7/2023 | 12/31/2025 |
| MORRIS KLEIN | 12/10/2019 | 12/31/2024 |
| KARL KLANKOWSKI (alternate) | 1/4/2024 | 12/31/2024 |
| *Vacant (2nd alternate)* |  | 12/31/2023 |
| MOLLIE DUELL (Clerk) | 1/4/2024 | 12/31/2024 |

Moved: Ms. Bouchard Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

***DISCUSSION ONLY- NO ACTION:***

*(The board plans to work on this after the 2023 fiscal year is closed)*

**ADOPTION OF TOWN OF ULYSSES POLICY ON FUND BALANCE AND RESERVE FUNDS**

WHEREAS, the Town of Ulysses Finance Committee underwent an analysis of all Town funds to inform the previously adopted fund balance policy; and

WHEREAS, the goal of the analysis was to establish target fund balance levels based on the proportion to the operational expense budget of individual funds; and

WHEREAS, the State of New York and the Governmental Accounting Standards Board has established by Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions for fund balance reporting; and

WHEREAS, reserve funds, essentially a legally authorized savings account for particular specific purposes, are an important component in the Towns financial planning for specific expenses, future projects, acquisitions and other lawful purposes, and

WHEREAS, the Town may establish and maintain fund balances in accordance with New York State laws, and the Town will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law; and

WHEREAS, the Town of Ulysses Finance Committee has proposed updates to the Town Fund Balance and Reserve Fund policy, in the form attached hereto as Exhibit A; and

WHEREAS, the Town Supervisor and Budget Officer have the authority to reclassify the existing Fund Balance Reserve accounts and establish new financial account numbers to conform with the proposed Town Fund Balance and Reserve Fund Policy; and

NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town Ulysses that the proposed Town Fund Balance and Reserve Fund Policy is hereby adopted as proposed; and be it

FURTHER RESOLVED, that all prior inconsistent policies are hereby repealed.

*No action taken.*

**RESOLUTION 2024-27: POLICIES**

RESOLVED that the Ulysses Town board acknowledges the following policies:

*(\* indicates that policy is required by NYS)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Policy*** | ***Last updated*** | ***Notes*** | ***Required by Whom*** |
| Asset & Inventory Policy | 2023 |  |  |
| Diversity, Equity and Inclusion Policy | 7/13/21 |  |  |
| Fund Balance & Reserves Policy |  | Update planned for 2024 |  |
| Personnel | various sections updated 2015- 2019 | Includes insurance & retiree benefits |  |
| \*Alcohol and Controlled Substance Testing | 2015 | (for Highway employees only) included in Personnel Policy; *will consider updating in 2024 to refer to legalized marijuana* | NYS  |
| \* Code of Ethics | 2009 | included in Personnel Policy | NYS  |
| \* Workplace Violence | 2015 | included in Personnel Policy | NYS  |
| \* Harassment & Discrimination | 2019 | included in Personnel Policy | NYS  |
| \* Sexual Harassment Prevention | 2019 | included in Personnel Policy | NYS  |
| \* Sick, vacation, overtime, and leave | 2019 | included in Personnel Policy | NYS  |
| \* Expense reimbursements (for mileage, travel, food and lodging) | 2017 | included in Personnel Policy | NYS  |
| \* Procurement | 2010 | \*must be reviewed annually | NYS  |
| \* Use of Municipal Equipment (town-owned vehicles; computer use; municipally-issued cell phones/smart phones/tablets/computers; social media) | 2015 | included in Personnel Policy | NYS  |
| Claims | 2012 |  |  |
| \* Computer System Security (aka IT Breach Notification) | 2012 |  | NYS  |
| \* Information Technology Policies:* Use of and Access to Personal, Private and Sensitive Information
* Wireless Security Policy
* Password Security Policy
* Internet, Email, and Personal Computer Use
* Mobile Computing and Storage Device Policy
* Online Banking
 | 2015, 2017 | Pieces included in both Personnel Policy and Records Mgmt policies with the exception of:* Wireless Security Policy
* Mobile Computing and Storage Device Policy
* Online Banking
 | NYS  |
| Social Media Policy | 2023 |  |  |
| Meeting Rules and Procedures | 2018, amended 2021 |  |  |
| Flag Policy | 2022 |  |  |
| \*Investment | 1994 |  | NYS  |
| Planning Board and Zoning Board Attendance and Training | 2012 |  |  |
| Records Management | 2017 |  |  |
| \* Local Comprehensive Emergency Management Plans (Emergency Preparedness) | 1993 |  | NYS  |
| EMS Ambulance Billing | 2019 |  |  |
| Mailbox Replacement for Highway Dept. | 2019 |  |  |
| \*Title VI Anti-discrimination Plan (Civil Rights) | 2023 |  | NYS  |
| \* Defense and Indemnification |  | *Town does not have this policy* | NYS  |
| \* Capital Asset Policy | 2023 |  |  |
| Social Media | 2023 |  |  |
| Committee Policy | 2024 |  |  |
| Policy for Requesting Water District Creation or Extension  | 2023 |  |  |

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.

Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024‐28: TOWN OF ULYSSES TITLE VI COMPLIANCE PLAN AND NONDISCRIMINATION POLICY**

WHEREAS, the Town of Ulysses is committed to providing a welcoming and inclusive environment for the public, staff, elected officials, and volunteers to conducting the important business of the Town; and

WHEREAS, Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act

of 1964, and prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, the Town Board recognizes that the best way to demonstrate compliance with Title VI is to adopt an actional training and reporting plan; and

WHEREAS, the Town Board reviewed and discussed this plan at the July 25, 2023 Town Board meeting;

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board adopts the Town of Ulysses Title VI Compliance Plan and Nondiscrimination Policy; and be it

FURTHER RESOLVED, that the Town Board appoints Blixy Taetzsch as the Town’s Title VI Coordinator through December 31, 2024; and

FURTHER RESOLVED that annually all employees and elected or appointed officials shall sign off that they have read and understood the policy within 1 month of hire or appointment.

Moved: Mr. Boggs Seconded: Ms. Weatherby

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-29: MANDATORY ANNUAL TRAINING:**

RESOLVED that all employees (including elected and appointed public officers) and members of the Comprehensive Plan Steering Committee are required to complete annual trainings in sexual harassment prevention, Civil Rights Title VI, and ethics; and be it

FURTHER RESOLVED, that the Second Deputy Town Supervisor, Town Attorney and/or his designees, and the Town Bookkeeper are authorized to designate a date or dates between March 1, 2024 and June 30, 2024, for direct in-person training of said employees (including elected and appointed public officer and members of the Comprehensive Plan Steering Committee); and be it

FURTHER RESOLVED that the Town Board, Planning Board and Board of Zoning Appeals are each further authorized to either attend any of the in-person trainings offered by the Town before June 30, 2024, or designate dates for separate, direct in-person training, in coordination with the following key personnel: Second Deputy Town Supervisor (for the Town Board), the Town Planner (for the Planning Board and Board of Zoning Appeals), the Town Attorney and/or his designees, and the Town Bookkeeper; and be it

FURTHER RESOLVED that the Comprehensive Plan Steering Committee members are further authorized to attend any of the in-person trainings offered by the Town before June 30, 2024;

FURTHER RESOLVED that if the Town Board, Planning Board and Board of Zoning Appeals elect to designate an alternate date, they must hold the in-person training required no later than June 30, 2024; and be it

FURTHER RESOLVED that Town Board, Planning Board, Board of Zoning Appeals, and Comprehensive Plan Steering Committee members who do not complete in-person training by June 30, 2024 will be required to complete remote training substitutes by August 31, 2024; and be it

FURTHER RESOLVED that these remote trainings substitutes include Sexual Harassment Training meeting New York State Regulations provided by another organization or employer, and/or viewing the video recording of Town in-person training(s) along with the completion of written materials documenting one’s understanding of the topic; and be it

FURTHER RESOLVED that all employees (including elected and appointed officials and committee members), with the exception of the Town Court staff, also fulfill the requirements specified below as applicable to their various positions; and be it

FURTHER RESOLVED that the Town Planner shall oversee the New York State Town Law Section 267 and Section 271 Zoning Board and Planning Board training fulfillment and documentation and provide these records to the Bookkeeper; and be it

FURTHER RESOLVED that the Bookkeeper shall oversee the fulfillment of training requirements and documentation related to sexual harassment prevention, Title VI, and ethics trainings; and be it

FURTHER RESOLVED that the Bookkeeper shall maintain these records and coordinate with the Second Deputy Town Supervisor and Town Planner to notify the Town Supervisor of anyone who has not complied with these requirements.

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Training*** | ***Who must participate*** |
| Code of Ethics policy | Required by NYS | All staff, appointed & elected public officials and anyone else req’d by TB resolution |
| Workplace Violence policy | Required by NYS | All staff, appointed & elected public officials and anyone else req’d by TB resolution |
| Harassment & Discrimination policy | Required by NYS | All staff, appointed & elected public officials and anyone else req’d by TB resolution |
| Sexual Harassment Prevention policy | Required by NYS | All staff, appointed & elected public officials and anyone else req’d by TB resolution |
| Planning Board and Zoning Board Training | 4 hours/year as per Town policy & NYS law. Training provided by a municipality, regional or county planning office or commission, county planning federation, state agency, statewide municipal association, college, or similar entity, on topics covering planning and zoning issues, are approved to satisfy this requirement | Planning & Zoning boards |
| Emergency Preparedness | Shall be held sometime before June 1st of 2024.  | All staff |

Moved: Mr. Boggs Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTIONS 30-33:**

**RESOLUTION 2024-30: 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 2024-31: 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 2024-32: 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, issue proclamations of appreciation, and provide refreshments.

Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-33: 2024 FEES and PENALTIES**

RESOLVED that the Town Board practices fiscal prudence by reviewing fees annually, and further

RESOLVED that the Town Board approves the following fees and penalties for 2024:

**PLANNING & ZONING:**

**\****indicates fees that are subject to, by local law, charges associated with required specialized services, including, but not limited to, legal and engineering expenses.*

**PLANNING & ZONING**

|  |  |  |
| --- | --- | --- |
| **REZONE** | **2023** | **2024** |
| Rezone, up to 5 acres and compatible with Land Use Map | $275 + costs | $350\* |
| Rezone, greater than 5 acres and compatible with Land Use Map | $275 + costs | $350 + $50 per acre\* |
| Comp Plan Land Use Map Amendment  | N/A | $5,000 + rezone fees\* |
| New Development District  | $275 + costs | $5000\* |
| **VARIANCES** |  |   |
| **AREA VARIANCES:** |
| Residential, 1 - 2 dwelling units | $165  | $175\* |
| Residential, multi-unit | $165  | $225\* |
| Non-residential | $165  | $300\* |
| **USE VARIANCES:** |
| Residential | $165  | $250\*  |
| Non-residential | $165  | $500\* |
| Appeals of Zoning Code Officer Decision  | N/A | $150\*  |
| **SUBDIVISIONS** |  |   |
| Minor | $165  | $200\*  |
| **MAJOR/CLUSTER:** |
| Sketch Plat Review | N/A | $150\*  |
| Preliminary Plat Review | N/A | $150 + $100 per lot\* |
| Final Plat Review | $330  | 50% of Preliminary Plat Review\* |
| Plat amendments/Re-plats | N/A | Same fees as listed above if creating one or more new lots |
| **SITE PLAN REVIEWS** |  |   |
| Sketch Plan Review | N/A | $125\*  |
| Final Plan Review (based on estimated project cost) | $110-220 + costs |   |
| $1 - $49,999.99 | N/A | $250\*  |
| $50,000 - $99,999.99 | N/A | $350\* |
| $100,000 - $249,999.99 | N/A | $400\*  |
| $250,000 - $499,999.99 | N/A | $500\*  |
| $500,000 - $999,999.99 | N/A | $750\*  |
| $1,000,000 - $2,499,999.99 | N/A | $1,000\* |
| $2,500,000 - $4,999,999.99 | N/A | $1,500\*  |
| $5,000,000 - $9,999,999.99 | N/A | $2,000\* |
| $10,000,000 - $19,999,999.99 | N/A | $2,500\* |
| $20,000,000 and over | N/A | $3,000\* |
| Projects With Interior Work Only | N/A | $200\*  |
| Amendments to approved site plans | N/A | 50% of Regular Fees\* |
| Special Use Permit | $275  | $300 + Site Plan Fees\* |
| **Other Planning & Zoning** |  |   |
| Lot Line Alteration | $55  | $100 |
| Zoning Verification Letter | N/A | $75 |
| Non-conforming certifications | N/A | $100 |
| Floodplain Development | N/A | $250 |
| **ZONING CODE AMENDMENTS:** |
| Letter requesting initiation | N/A | $100\*  |
| Fee if Town Board agrees to consider (Dev Dist mod) | N/A | $500\*  |
| **SEQR Review:** |
| Short Environmental Assessment Form Review | N/A | $50 |
| Full Environmental Assessment Form Review | N/A | $250 |
| Environmental Impact Statement or Addendum to EIS | N/A | Cost Recovery |
| Special studies required, e.g. wetland delineations, geotechnical reports, traffic studies | N/A | $200 per study |
| Board agenda processing | N/A | $30  |
| Public Hearing processing | N/A | $50 + cost of legal notice in paper |
| Time extensions for any approved project | N/A | $100  |
| (Stormwater Pollution Prevention Plan (SWPPP) Review 3 | $110 + fees | $110 + fees |
| Copies of Comp Plan, etc | $17/copy | $17/copy |
| ***Legal, Engineering, and other professional fees incurred as part of project review to be borne by the applicant.*** |

**BUILDING/CODE:**

|  |  |  |
| --- | --- | --- |
| **Building Permits** |  |   |
| 1 & 2 Family Residences, inc. finished basements | $.40/sq ft or $4/thousand, whichever is greater | $0.60/SF or $7/K, (greater #) |
| Modular | $.30/sq ft | $0.50/SF |
| Unfinished basements | $.15/sq ft. | $0.35/SF |
| Multiple dwelling/multi-residential | $225 + $3/K | $325 + $7/K |
| Commercial building | $425 + $4/K | $525 + $7/K |
| Alterations, Renovations, Additions, (R) | $75 + $4/K | $175 + $7/K |
| Alterations, Renovations, Additions, (C) | $75 + $4/K | $500 + $7/K |
| Accessory Building - separate from main building | $55 + $3/K | $70 + $7/K |
| Accessory Building - attached to 1 & 2 family res. | $0.30/sq. ft. | $70 + $7/K |
| Prefabricated Shed | N/A | $70 + $7/K |
| Pools | $75 + $3/K | $100 + $7/K |
| Roof | $75 + $3/K | $90 + $7/K |
| Deck | $75 + $3/K | $90 + $7/K |
| Plumbing | N/A | $100.00  |
| Building permit renewal | 1/2 original fee | 1/2 original fee |
| Building begun without valid permit | 2x Fee | 2x Fee |
| Solar, wind, alt energy - residential | $75.00  | $100  |
| Solar, wind, alt energy - commercial | $75 + $3/K | $500 if <1,000 SF, + $0.50/SF if >1,000SF |
| Sign Permit | $50.00  | 100 per sign |
| Fence | N/A | $50  |
| Woodstove or heating unit | $50.00  | $100  |
| Demolition | $2/K ($65 min) | $100 $2/K |
| **Other Building** |  |   |
| Operating Permit | $75  | $75  |
| Fireworks Display | $150  | $150  |
| Special Event Operating Permit - >2000 attendees | $150/day of event | $300 + Site Plan Fees + inspections |
| Special Event Operating Permit - <2000 attendees | $50/day of event | $150 + Site Plan Fees + inspections |
| Fire inspection | $75/2, then $75/additional | $75/2, then $75/additional |
| Zoning Compliance Review | N/A | 10% of overall permit fees |

**EMERGENCY MEDICAL SERVICES:**

|  |  |
| --- | --- |
| ***SERVICE PROVIDED*** | ***FEE*** |
| Motor Vehicle Accident (MVA Surcharge), including non-transport | $450 |
| BLS Non-Emergency | $500 |
| BLS Emergency | $1,050 |
| \*2024 new fee type\* BLS Treat and Release | $100 |
| ALS 1 Non-Emergency  | $950 |
| \*2024 new fee type\* ALS Treat and Release | $850 |
| ALS 1 Emergency | $1,405 |
| ALS 2 Emergency | $1,612 |
| Specialty Care Transport | $500 |
| Paramedic Intercept | $1,200 |
| Ground Transport per Mile | $35.00 |

**CLERK:**

|  |  |  |
| --- | --- | --- |
| **DOG FEES:** |  | **NOTES:** |
| Dog license/renewal (spayed/neutered) | $15.00 | Updated 2024 |
| Dog license/renewal (not spayed/neutered) | $25.00 | Updated 2024 |
| New dog tag | $5.00 | Updated 2024 |
| Purebred license (5-20 purebred dogs) | $100.00 |  |
| Purebred license (21 or more purebred dogs) | $200.00 |  |
| Dog impoundment fee | $25 for 1st offense$50 for 2nd offense$75 for 3rd offense | Per Town code §66-16 |
| Unlicensed dog/Failure to renew license | $25 for 1st offense$50 for 2nd offense$75 for 3rd offense |  |
| Dog enumeration fee | $25.00 |  |
| **OTHER FEES:** |  | **NOTES:** |
| Certified Copy of Marriage Certificate | $10.00 | set by NYS |
| Marriage license | $40.00 |  set by NYS |
| Marriage license for active-duty military | *no fee* |  set by NYS |
| Games of Chance license | $50.00 | set by NYS |
| Hunting Licenses | *(varies by license)* | set by NYS |
| Disabled Parking | *no fee* | set by NYS |
| Returned check fee | $20.00 | Maximum allowed by NYS |

**WATER:**

|  |  |  |
| --- | --- | --- |
| **PERMITS & HOOK-UPS:**  |  | **NOTES:** |
| Plumbing permit (up to 5 inspections) | $260.00 | Updated 2024 |
| New contractor registration | $25.00 | Updated 2024 |
| Engineering fees for out-of-district/extension requests | Based on engineer’s estimate. |  |
| **TAPS:** |  |
| Main tap (Standard household tap) |  (Billed by Bolton Point) |  |
| >1" Tap | (Billed by Bolton Point) |  |
| **METERS:** |  |
| 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 |  |
| **BACKFLOW/CROSS CONNECTION:** |  |  |
| Backflow application review | (handled by Bolton Pt) |  |
| **WATER SALES:** |  | **NOTES:** |
| 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 in 2023 |
| Water sales to users in Districts 3 and 4 | $10.84/1000 gallons | Based on Town of Ithaca’s 2024 water price of $9.33/1000 gl with a percentage added to account for water loss |
| Water District 3 Bulk User rate | 1.1x Town of Ulysses rate ($11.92) |  |
| Water District 3 Out of District Users  | 1.1x the rate set for regular customers unless otherwise specified in a contract  | See contracts  |

**CODE AND PLANNING/ZONING PENALTIES:**

|  |  |  |  |
| --- | --- | --- | --- |
|  ***Activity***  | ***Penalty*** | ***Resolution/Law*** | ***Notes*** |
| ***OPERATING PERMITS*** |
| 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 |  |
| ***CODE (Building and Zoning)*** |  |
| 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 |  |
| ***PLANNING BOARD*** |  |
| Non-Compliance | $100/day and/or Stop Work Order | Res. 2007-36 |  |
| ***STORM WATER*** |  |
| Storm sewers- 1st offense | up to $500 and/or imprisonment up to 15 days | LL1 of 2012 | each day constitutes a 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 |
| ***OTHER*** |  |  |
| 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 personwho 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 |  |

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-34: 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:

|  |  |  |  |
| --- | --- | --- | --- |
| ***COMMITTEE*** | ***MEMBERS*** | ***TERM END***  | ***NOTES*** |
| **CONSERVATION & SUSTAINABILITY ADVISORY (CSAC)** | Roxanne Marino  | 2024 | Chair – appointment expires 12/31/24 |
| Bara Hotchkiss | 2024 |  |
| Terry Carroll | 2025 |  |
| Andrew Hillmann | 2025 |  |
| Cait Darfler |  |  |
| Christine Collins |  |  |
| Marissa Nolan | 2024 |  |
| **YOUTH COMMISSION (annual appointments)** | Paul Pennock (chair) | 2024 | School liaison |
| Molly Kraus | 2024 | Town rep |
| Elizabeth Weatherby | 2024 | Town rep |
| Katelin Olson | 2024 | Town board liaison |
| Rick Alvord | 2024 | County liaison |
| Ben Carver | 2024 | Village board liaison |
| Michael Darfler | 2024 | Village rep |
| Keith Hannon | 2024 | Village rep |
| **HABITAT NATURE PRESERVE COMMITTEE (annual appointment)** | Carissa Parlato (chair) | 2024 | Town liaison |
| Marvin Pritts | 2024 |  |
| Aaron Rovitz | 2024 |  |
| Kira Lallas | 2024 | Neighbor |
| Marc Devokaitis | 2024 | neighbor |
| Mary Bouchard | 2024 | Town board liaison |
| **TREE ADVISORY COMMITTEE** | Andy Hillmann | 2025 |  |
| Don Ellis | 2025 |  |
| Greg Peck | 2026 |  |
| Pamela Markham | 2026 |  |
| Marvin Pritts | 2024 |  |
| John Wertis | 2024 |  |
| **BEE COMMITTEE****(annual appointments)** | George Myers | 2024 |  |
| Brooke Palmer | 2024 |  |
| Gail Shapiro | 2024 |  |
| Paul Rack | 2024 |  |
| Achula Wali | 2024 |  |
| Gunther Keil | 2024 |  |
| Alison James | 2024 |  |
| Bridget Brewer | 2024 |  |
| Mary Bouchard (chair) | 2024 |  |
| **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 |  |
| Michael Boggs (liaison) | 12/31/2024 |  |
| **COMPREHENSIVE PLAN UPDATE COMMITTEE** | Ann DiPetta (chair) | Through project completion | Community member |
| Rebecca Schneider | Through project completion | Planning Board committee member |
| Roxanne Marino | Through project completion | CSAC committee member |
| Katelin Olson | 12/31/2024 | Town Board committee member |
| Elizabeth Weatherby | 12/31/2024 | Town Board Liaison and Committee Member Alternate |
| Moe Klein |  | Planning Board/BZA committee member |
| Allison Weaver |  | Business owner member |
| Tai Basilius |  | Ag committee member |
| Karl Klankowski (*appointed on 1/9/24)* |  | Lakeshore member |
| Diane Cohen |  | Community member |
| Rose Hansen |  | Village CPZR liaison |
| **SAFETY & EMERGENCY COMMITTEE****(annual appointment)** | Carissa Parlato (co-chair) | 2024 |  |
| Michelle E. Wright (co-chair) | 2024 |  |
| Michael Boggs | 2024 | Town Board liaison |
| Dave Snyder | 2024 | Union rep |
| Elizabeth Weatherby | 2024 | Town Board liaison |
| Scott Stewart | 2024 | DPW |
|  | Blixy Taetszch |  |  |

Moved: Mr. Boggs Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 2024-35: 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 of any amount shall be evaluated for future impact on Town staff time and resources by the Town Supervisor and any applicable staff 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.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

**RESOLUTION 36-40:**

RESOLUTION 2024-36: 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 2024-37: 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 2024-38: CONTRACTS AND ANNUAL PAYMENTS *–COMM ORGS VS. SERVICE CONTRACTS*

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

1. **DIRECT SERVICE CONTRACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Entity*** | ***Contract Amt approved for 2024 budget*** | ***Contract not to Exceed Amt for 2024*** | ***Notes Regarding Payment*** |
| Armory Associates | $2,400 | $2,400 | GASB 75 Reporting |
| Advance 2000 IT Support Services | $685.60/month | See budget | Bronze level |
| Attorney for the Town– Nathan D. VanWhy, Coughlin and Gerhart, LLP | $280/hr Attorney$255/hr Special Counsel$230/hr Associate,$185/hr Paralegal | See budget | As invoiced |
| BAS software annual agreement for clerk program | $738.13 | $738.13 | Annually |
| BAS software annual agreement for on-line dog module | $413.44 | 413.44 | Annually |
| Board of Zoning Appeals | $325 – chair$215- members | n/a | Annually in Dec. |
| Cayuga Lake Watershed Intermunicipal Organization | $2,729 | $2,729 | Annual fee |
| Charge Point Fees (EV charging station) | $3,321  | $3,321 | 3 yr warranty paid in 2021 |
| Cleaning- Weekends | $600/month + annual floor wax @ about $900 |  | monthly |
| Eldorado Water Billing Software | $2,100 | $2,100 | Invoiced quarterly |
| Engineering – MRB | See Current rate schedule | Not to exceed rate schedule | As invoiced |
| General Code | $1,200 | Annual fee  | Annual fee |
| GTCHIC (Health Consortium) | *No fee- just contract amendments to include new members, etc.* | n/a | n/a |
| Historian | $1,826 | n/a | Annually in Dec. |
| Insero | $17,000 | $17,000 | Annual Audit |
| IT Services | See contract | n/a | Per contract |
| Planning Board | $325 – chair$215- members | n/a | Annually in Dec.  |
| RecDesk Software Subscription | $4,100 | $4,100 | Annually |
| Stormwater Coalition | $1,600 | n/a | As invoiced |
| Neptune Water Meter Reading Software | $1,298 | $1,298 | Annual Fee |
| Tompkins County Animal Control | $18,134 | $18,134 | Monthly |
| Tompkins County Recreation Partnership | $11,377 | $11,377 | Annual fee |
| Tompkins County Soil & Water | $60/hr | n/a | Final rate coming 1/8; As invoiced |
| Village of Trumansburg Sidewalk Maintenance | Based on Village hourly rates | n/a | As invoiced |
| Williamson Law – Accounting Software | $1,366 | $1,435 | Annually |
| Williamson Law Book- Tax Glance software program | $163 | n/a | As invoiced |
| Youth – Library Summer reading program | $4,000 | $4,000 | By 5/31 |
| Ixom Water Tank Aerator Service contract |  |  |  |

1. **COMMUNITY ORGANIZATION FUNDING**

|  |  |
| --- | --- |
| ***Entity*** | ***Contract Amt approved for 2024 budget*** |
| American Legion | $475 |
| Community Science Institute (CSI) | $6,698 |
| Foodnet Meals on Wheels | $2,250 |
| Gadabout | $2,500 |
| Lifelong | $3,000 |
| Tburg Chamber (Winterfest) | $1,000 |
| Trumansburg Afterschool Program | $1,500 |
| Trumansburg Conservatory of Fine Arts | $5,000 |
| Trumansburg Farmer's Market | $3,000 |
| Trumansburg Senior Citizens | $900 |
| Ulysses Historical society | $700 |
| Library  | $12,500 |
| Jacksonville Park | $5,000 |
| Food Studies Institute | $1,000 |
| Trumansburg Food Pantry | $1,000 |
| Trumansburg Community Nursery School  | $1,750 |
| Trumansburg Fish and Game | $900 |

**RESOLUTION 2024-39: 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:**

|  |  |  |
| --- | --- | --- |
| ***Job title:*** | ***Name of appointee:*** | ***Appointed by:*** |
| Bookkeeper to the Supervisor | Blixy Taetzsch | Town Supervisor |
| 1st Deputy Supervisor | Richard Goldman | Town Supervisor |
| Budget Officer & 2nd 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 2024-40: AUTHORIZATION FOR A DELEGATE TO VOTE AT AOT MEETING

RESOLVED that Michael Boggs is authorized to vote on behalf of the town at the Associations of Towns’ annual meeting.

Moved: Mr. Boggs Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

RESOLUTION 2024-41: APPROVAL OF PAY RATE FOR NEW HIGHWAY EMPLOYEE

RESOLVED Approve William Conroy at a pay rate retroactive to Jan. 2 2024.

FURTHER RESOLVED that probation is 1 year from date of hire.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/4/24

EXECUTIVE SESSION:

Moved to go into Executive Session at 10:44am for the purpose of discussing the employment of a particular person.

Mr. Goldman moved to come out of Executive Session at 10:48am. This was seconded by Mr. Boggs and passed unanimously.

PRIVILEGE OF THE FLOOR (3 min limit per person)

*(none)*

ADJOURN:

Mr. Goldman made a motion to adjourn at 10:49am. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Carissa Parlato, Town Clerk*

*1/19/24*

**APPENDIX:**

Comment from Ms. Marino:

Dear Town Board members,

I hope that you all had a relaxing and enjoyable holiday time with your families and friends.

Thank you again for all your hard work last year.

I respectfully submit the following for your consideration, regarding one of the draft

resolutions for the organizational meeting tomorrow morning (Res 2024-30, Mandatory

Annual Training). I am unable to attend and share these thoughts during privilege of the floor.

Given all the comments the Board received on the topic of mandated training last year, I offer

the following suggestions with the intent of furthering clarity on what is required, and for

whom.

a) First “Resolved” : As the sentence reads now, it implies that elected and appointed public

officers and members of the CPSC are employees (use of the word “including”), which they /

we are not. A slight modification, to read “Resolved that all employees**,** elected and appointed

officials**,** and members of the CPSC are required… “ would seem to convey the same intent

and be more correct. This phrasing repeats in a a few other Further Resolved and would need

correction in all of those, for consistency.

b) In the 6th and 7th paragraphs (5th & 6th Further Resolveds): the remote training

substitutions aren’t clear, except for the Sexual Harassment training.

Could this paragraph be modified such that it explicitly allows watching a video recording of

the in-person trainings on Civil Rights and Ethics? Please do not require the Mineral training

modules, as I and others raised, they are completely inappropriate for volunteers with no

hiring or supervising responsibilities.

c) In the table specifying requirements to be fulfilled by “Who must participate”: for several

of the items, it lists “all staff, appointed, elected, boards and committees”. This would seem to

say that every member of every appointed committee would need to fulfill the required items.

The items are listed as Policies, so perhaps the requirement is met by reviewing the adopted

town policies and signing as such?

Please clarify if all members of all appointed boards and committees need to do the indicated

trainings, and specify how (for example reviewing Town policies).

d) Please consider scheduling one in-person training session not during the typical work day

hours.

Thank you,

Roxanne