

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

Town of Ulysses

May 28, 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--q9CpHlxdk9YxZyPw>.*

CALL TO ORDER:

Ms. Olson called the meeting to order at 7:01pm.

ATTENDANCE:

TOWN OFFICIALS:

Supervisor- Katelin Olson

Board members- Mary Bouchard, Liz Weatherby, Rich Goldman

Town Clerk- Carissa Parlato

ABSENT: Michael Boggs

MEMBERS OF THE PUBLIC:

In person-

Roxanne Marino, Matt McKenna (MRB Engineer)

Via Zoom-

Linda Liddle, Anne Koreman

APPROVAL OF AGENDA:

Motion:

Mr. Goldman requested to add the topic of the Community Preservation Fund (CPF). Ms. Olson requested to add a resolution to waive the 30-day review period for a business' liquor license.

Mr. Goldman moved to approve the agenda as amended. This was seconded by Ms. Weatherby and passed unanimously.

PRIVILEGE OF THE FLOOR:

Ms. Marino noted that she just received information for the CPF today and shared it with the board and it is currently under legislation with the state.

PRESENTATION: NPS ENGINEERING REPORT CULVERT PROJECT UPDATE FROM MRB

Ms. Olson said that MRB was asked to assess Culverts. The assessment is the first step in getting on the state's list to apply for funding. Mr. McKenna said that they visited 6 priority culverts along with the Highway Superintendent and Stormwater Engineer to gather GPS and hydraulic datapoints and check each's capacity for stormwater.

Highlights:

- Maplewood- needs complete replacement
- Garrett Rd- poor hydraulic conditions- has some structural needs
- Agard Rd- undersized
- Curry Rd- (is actually a bridge so may be able to be taken over by county)- not friendly to aquatic life due to drop off/elevation difference from culvert to stream
- Reynolds Rd near Podunk- corroded & undersized
- Iradell Rd- lowest priority

The group discussed priorities and potential funding sources.

Mr. McKenna said that the average cost of a culvert project is \$700K-\$2million.

The Town has ~600 culverts.

NEW BUSINESS:

GATE KEEPER AUTHORIZATION FOR CFA GARRETT ROAD WQIP

RESOLUTION #88 OF 2024: GATEKEEPER RESOLUTION FOR APPLICATION THROUGH THE CONSOLIDATED FUNDING APPLICATION (CFA) TO THE WATER QUALITY IMPROVEMENT PROGRAM (WQIP) FOR REPLACEMENT OF GARRETT ROAD CULVERT

WHEREAS, an engineering report was completed with partial funding through the Department of Environmental Conservation (DEC) Nonpoint Source Planning Grant for six high priority culverts on Town roads; and

WHEREAS, the strategy and context for pursuing funding for this culvert in this funding program is outlined in the MRB Group proposal dated May 22, 2024 and included in the agenda packet; and

WHEREAS, if awarded and accepted the Town will be responsible for the 25% local match; and

NOW, THEREFORE BE IT RESOLVED, that the Ulysses Town Board authorizes the Town Supervisor to submit an application to the WQIP.

Moved: Mr. Goldman Seconded: Ms. Bouchard

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

AUTHORIZATION TO PROCURE CFA APPLICATION WITH MRB

RESOLUTION #89 OF 2024: MRB GROUP CONTRACT AUTHORIZATION FOR PROFESSIONAL SERVICES TO COMPLETE THE APPLICATION TO THE WATER QUALITY IMPROVEMENT PROGRAM (WQIP) FOR REPLACEMENT OF GARRETT ROAD CULVERT

RESOLVED, that the Ulysses Town Board authorizes the Town Supervisor to execute the proposal from MRB Group to complete the WQIP grant application for a flat fee of \$5,200.

Moved: Mr. Goldman

Seconded: Ms. Weatherby

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

OLD BUSINESS:

FUND BALANCE POLICY

RESOLUTION #90 OF 2024: ADOPTION OF THE 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 an update to the 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 specific purposes, are an important component in the Town's 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 (see Appendix);

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.

Moved: Ms. Olson

Seconded: Ms. Weatherby

Olson aye
Boggs absent
Bouchard aye
Goldman aye
Weatherby aye

Vote: 4-0
Date Adopted: 5/28/24

REQUEST FOR QUALIFICATIONS (RFQ) FOR PARKING LOT PROJECT

The group discussed the timeline for the process. Ms. Weatherby suggested that the deadline to submit the Intent to Submit notification be moved to 6/17.

RESOLUTION # 91 OF 2024: ACKNOWLEDGING REQUEST FOR QUOTES FOR CONCEPTUAL DESIGN, FINAL DESIGN, AND CONSTRUCTION INSPECTION

WHEREAS, resolution 2024-65 directed the Town Supervisor to oversee the investigation of potential projects for the use of ARPA funds; and

WHEREAS, time is of the essence as all ARPA funds must be spent or obligated by contract by December 31st, 2024; and

WHEREAS, the renovation of the Town Hall parking lot is a high priority of the Town Board on April 13, 2024, and resolution 2024-77 directed the Town Supervisor to oversee the contractual and scoping work necessary for a renovation project;

NOW, THEREFORE BE IT

RESOLVED, that the Ulysses Town Board directs the Town Supervisor to advance this project and approves of the draft request for quotes (RFQ) document for conceptual design, final design and construction inspection, (with an alteration to the deadline to submit Intention to Submit to 6/17) upon final approval from Ulysses Town Board.

Moved: Mr. Goldman Seconded: Ms. Bouchard

Olson aye
Boggs absent
Bouchard aye
Goldman aye
Weatherby aye

Vote: 4-0
Date Adopted: 5/28/24

RECREATION SUPERVISOR POSITION DISCUSSION:

Ms. Olson noted that this job is currently temporary (for 18 months) and is set to expire. Creation of the new position of Recreation Supervisor would make it a permanent non-competitive position with no budget implications. A resolution to approve this will be on a future agenda.

COMMUNITY PRESERVATION FUND (CPF):

This information was shared by Ms. Marino. The CPF is a program where up to a 2% tax is added to property sales by the Town. The funds then go toward preservation.

Ms. Marino added that the Town would need to form a citizen advisory board to help make the decisions about projects. A local law subject to permissive referendum is necessary to allow it.

The program is still in legislation so the resolution is just to show support to the state and does not bind the town to creating a fund. If it gets passed by the state, the board will continue the discussion.

RESOLUTION #92 OF 2024: APPROVAL TO SUPPORT CREATION OF A CPF:

RESOLVED that the Ulysses Town Board approves the Town Supervisor to sign the NY Preservation Act memorandum in support.

Moved: Ms. Olson Seconded: Ms. Weatherby

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

ADD CITIZEN PRUNER AGREEMENT ADD TO AGENDA

Ms. Olson moved to add the Citizen Pruner contract to the agenda. This was seconded by Ms. Bouchard and passed unanimously.

WAIVER OF 30-DAY NOTIFICATION PERIOD FOR SLA

RESOLUTION #93 OF 2024: WAIVER OF 30-DAY NOTIFICATION PERIOD FOR SLA

RESOLVED that the Town of Ulysses waives its 30-day review process for the proposed liquor license from New Park Event Venue.

Moved: Mr. Goldman Seconded: Ms. Weatherby

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

CITIZEN PRUNER AGREEMENT

Ms. Olson noted that Cornell Cooperative Extension will train people to do this on Town property and not on roadways. The Village will pay \$1200 (half) for village folks who may want to take part.

The group discussed program logistics- training plus work sessions and administration needs.

The Attorney for the Town has indicated that Mr. Hillman can lead it and it will likely take place at the Salo Habitat Preserve. Pruners will sign a waiver.

RESOLUTION #94 OF 2024: CITIZEN PRUNERS CONTRACT AUTHORIZATION PENDING LEGAL REVIEW

RESOLVED, that the Town of Ulysses approves the Citizen Pruners Contact with Cornell Cooperative Extension, subject to changes and approval by the Town Attorney; and be it

FURTHER RESOLVED, that the Town Clerk is directed to invoice the Village of Trumansburg by the end of May 2024 for \$1200 for their contribution to the program.

Moved: Ms. Olson Seconded: Mr. Goldman

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

UPCOMING EVENTS

June 6 –Training (Public Officials/Staff mandatory training 8:30am-10:30am @ Town Hall and via Zoom)

June 6- Youth Services Open House 6-7:30pm @ Ulysses Philomathic Library

June 11 – Regular Meeting, 7pm @ Town Hall

APPROVAL OF MINUTES:

RESOLUTION #95 OF 2024: APPROVAL OF MINUTES:

RESOLVED, that the Ulysses Town Board approve the meeting minutes as presented from 5/18/24 Regular Meeting.

Moved: Ms. Weatherby Seconded: Ms. Bouchard

Olson	aye
Boggs	absent
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 4-0

Date Adopted: 5/28/24

BOARD NOTIFICATIONS:

IT CONSULTANT

Ms. Olson reiterated that we have been working with a 3rd party consultant to assist with billing issues and IT knowledge. He was able to get us some credits as a result. Now that we are going above \$3,000 contract amount with the 3rd party, the Supervisor is notifying the board. We will continue to use this person for the phone update project.

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

Mr. Goldman announced that the Planning Board needs a new chair and some alternates.

Ms. Marino said that we have qualified to apply for \$10k through the Clean Energy Communities and will likely be able to get \$50k more. She met with Ms. Wright and the Highway Superintendent to determine if any clean energy improvement can be made to the Town Barn.

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
6/17/24*

APPENDIX:

TOWN OF ULYSSES FUND BALANCE AND RESERVE FUND POLICY

In accordance with GASB Statement No. 54 the Town reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Town may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Town Board may require.

Government Fund Type Assignment (GASB-54)

The Town shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Types Definitions. The Board authorizes the Town Supervisor to complete the following actions as necessary to comply with the requirements of GASB Statement No. 54:

A. Restricted Fund Balances- Restricted fund balances consist of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments; or through constitutional provisions or enabling legislation. This category of fund balance refers to all reserves in any fund.

B. Committed Fund Balances-Committed fund balances consist of amounts that are subject to a purpose constraint imposed by formal action of the Town Board. This category refers to informal reserves in the A fund.

C. Assigned Fund Balances-Assigned fund balances consist of amounts that are subject to a purpose constraint that represent an intended use established by the Town Board or Town Supervisor. The Town Board authorizes the Town Supervisor to make a determination of the assigned fund balance amounts. Assigned fund balances represent amounts intended to be used for a specific purpose. Assigned fund balances require same level of authority to remove the constraint. This category includes what is called "appropriated fund balance" in the A fund in the budget document, "appropriated fund balance". Outside of the A Fund (i.e. B, DA, DB, and the Water District Funds), the category "Assigned Fund Balance" refers to unappropriated fund balance within the fund, aka "Assigned Unappropriated Fund Balance." "Assigned Appropriated Fund Balance" is appropriated fund balance in any fund outside of the A Fund.

D. Unassigned Fund Balances – Any amounts that are available for any purpose. This category refers to unappropriated fund balance in the A Fund.

E. Unappropriated Fund Balance – cash resources for the purpose of protecting the Town from unanticipated fluctuations in revenues and expenses.

Funding Policy for Restricted or Committed and Assigned Fund Balances

The formal actions and amounts deemed necessary by the Town Board that restrict, commit or assign fund balances to a specific purpose may occur prior to the end of the reporting period, however, they may also be determined in the subsequent period.

Spending Policy for Fund Balances

The Town Board and Budget Officer will assess the current financial condition of the Town and then determine the order of application of expenditures to which fund balance classification will be charged.

Periodic Review and Annual Report

The Town Board and management will periodically review all restricted, committed and assigned fund balances. The Board shall utilize the information to discuss reserve fund balances and to adequately maintain necessary funds for the Towns long-term financial planning. The Board will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues.

Targets for Unappropriated Fund Balance and Assigned Unappropriated Fund Balance

When fund balance estimates are outside of the below identified percentage ranges, the Town’s Finance Committee, or Board Designated delegate(s), will develop a recommendation on the disposition of these funds and bring it to the entire Town Board. If trying to reach a target, the solution might be a multi-year process. Unappropriated fund balance may exceed target range in instances in which funds are ear marked for particular use and not delineated within the reserve funds.

Fund	Target Range: % Unappropriated Fund Balance (UAFB) to Operational Budget	Strategic Planning Notes Regarding Intention of Method
All Funds	n/a see below	<ul style="list-style-type: none"> The goal for UAFB is to use it as a resource in two ways: financing single-time expenses during the budgeting process or for emergency events (example: unexpected loss in revenue) to mitigate the impact on Town services and functionality. These uses are supported by capital planning and multi-year project planning.
A (Town-wide General)	20 – 30%	<ul style="list-style-type: none"> Broad ability to save via reserves, other funds are more restricted as to what you can create reserves for. Consider difficult to predict revenue streams (sales tax, mortgage tax).
B (Town outside Village General)	25 - 35%	<ul style="list-style-type: none"> Less control over fund revenue sources UAFB earmarked annually for Comp Plan update; water-related temporary loans and/or costs associated with engineering services for water district inquiries.
DA (Town-wide Highway)	20 - 30%	<ul style="list-style-type: none"> Target accounts for unpredictable weather events (snow, extreme weather) that could impact salary lines (OT, benefits based on salary [NYSLRS, FICA]). Related budgeting notes: expense and salary lines related to machinery repair must always be budgeted to assume worst case scenario.
DB (Town outside Village Highway)	25 - 35%	<ul style="list-style-type: none"> Less control over fund revenue sources Emergency and capital reserves in place.
SM (Ambulance)	15 – 25%	<ul style="list-style-type: none"> UAFB earmarked to smooth tax levy increases and costs of potential planning studies.
SW3 (Water District 3)	25 – 35%	<ul style="list-style-type: none"> UAFB earmarked for engineering related needs in the future.