

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

Town of Ulysses

Jan. 4, 2024

RESOLUTION 2024-1: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for Jan. 4, 2024.

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

RESOLUTION 2-6:

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'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 annually must approve expenditures for the maintenance of the roads, and

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

RESOLVED that the Ulysses Town Board approves the attached Agreement for the Expenditure of Highway Moneys as presented by the Ulysses Highway Superintendent at the January 5, 2024 Town Board Organizational meeting.

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

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.

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.

RESOLUTION 2024-9: MINUTES & OTHER MEETING RECORDS

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval, and further

RESOLVED in accordance with the Open Meetings Law, draft meeting minutes will be available to the public through the Town Clerk's Office and posted publicly with clear demarcation as "Draft" until approved by the Town Board and further

RESOLVED that the digital versions are hereby designated as the official minutes, and further

FURTHER RESOLVED that video records of meetings be posted online in an effort to expand public access to meetings, and otherwise in accordance with the Open Meetings Law.

RESOLUTION 2024-10: MILEAGE

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).

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.

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, 2023.

BE IT RESOLVED that the Town Board of Ulysses has scheduled the annual court audit for _____ at _____.

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 the Clerk or Court bank accounts) are as follows: Katelin Olson, Carissa Parlato, Mary Bouchard; and

RESOLVED that checks dispersed by the Town of Ulysses in the amount of \$5,000 or more will be signed by both the Town Supervisor and Town Clerk or other designated signatory per Town Law Section 29, and further

RESOLVED, that as an internal policy for security and due to slow-downs in the United States Postal Service, checks over \$15,000 will be sent via certified mail.

RESOLUTION 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:

Start	End	Processing Date	Pay Date
12/24/2023	1/6/2024	1/8/2024	1/11/2024
1/7/2024	1/20/2024	1/22/2024	1/25/2024
1/21/2024	2/3/2024	2/5/2024	2/8/2024
2/4/2024	2/17/2024	2/19/2024	2/22/2024
2/18/2024	3/2/2024	3/4/2024	3/7/2024
3/3/2024	3/16/2024	3/18/2024	3/21/2024
3/17/2024	3/30/2024	4/1/2024	4/4/2024
3/31/2024	4/13/2024	4/15/2024	4/18/2024
4/14/2024	4/27/2024	4/29/2024	5/2/2024
4/28/2024	5/11/2024	5/13/2024	5/16/2024
5/12/2024	5/25/2024	5/27/2024	5/30/2024
5/26/2024	6/8/2024	6/10/2024	6/13/2024
6/9/2024	6/22/2024	6/24/2024	6/27/2024
6/23/2024	7/6/2024	7/8/2024	7/11/2024
7/7/2024	7/20/2024	7/22/2024	7/25/2024
7/21/2024	8/3/2024	8/5/2024	8/8/2024
8/4/2024	8/17/2024	8/19/2024	8/22/2024
8/18/2024	8/31/2024	9/2/2024	9/5/2024
9/1/2024	9/14/2024	9/16/2024	9/19/2024
9/15/2024	9/28/2024	9/30/2024	10/3/2024
9/29/2024	10/12/2024	10/14/2024	10/17/2024
10/13/2024	10/26/2024	10/28/2024	10/31/2024
10/27/2024	11/9/2024	11/11/2024	11/14/2024
11/10/2024	11/23/2024	11/25/2024	11/28/2024
11/24/2024	12/7/2024	12/9/2024	12/12/2024
12/8/2024	12/21/2024	12/23/2024	12/26/2024

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	\$5,425	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
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	\$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

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

RESOLUTION 2024-22: INSURANCE

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

<i>Insurance type</i>	<i>Carrier</i>	<i>Town contribution</i>	<i>Policy or rate exp.</i>
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

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.

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)	Rich Goldman, Michael Boggs (alternate)
D. Board of Zoning Appeals Liaison	Rich Goldman, Mary Bouchard (alternate)	Rich Goldman, Mary Bouchard (alternate)
E. Fire Department Liaison	Michael Boggs	Michael Boggs
F. Town Court Liaison	Katelin Olson	Katelin Olson
G. Trumansburg/Ulysses Youth Commission- Rec. Department Member	Katelin Olson, Mary Bouchard (alternate)	Katelin Olson, Mary Bouchard (alternate)
H. Village EMS & EMS Billing Oversight Committee Member	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. Tree Advisory Committee & Bee Committee Member	Mary Bouchard (chair)	Mary Bouchard (chair)
S. 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 Blix Taetzsch	Michelle E. Wright and Blix 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

RESOLUTION 2024-25: 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:

	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	<i>Project Assistant (TBD)</i>	Mollie Duell
E. Clerk for Planning Board	<i>Project Assistant (TBD)</i>	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
K. Tompkins County Youth Services Board	<i>(Vacant)</i>	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, Carissa Parlato

S. Cyber & IT	Linda Little, Michelle Wright, Carissa Parlato	Katelin Olson, Michelle E. Wright, Carissa Parlato, Linda Little, 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

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.

<i>Name / email</i>	<i>Date Appointed</i>	<i>Term Expiration</i>
BOARD OF ZONING APPEALS		
STEPHEN MORREALE Chair (One year term)	1/4/2023	12/31/2024
Member (5 year term)	1/5/2021	12/31/2025
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	12/31/2029
<i>(alternate)</i>		
<i>(alternate)</i>		
MOLLIE DUELL	1/5/2024	12/31/2024
PLANNING BOARD		
PETE ANGIE, Chair (One year term)	1/4/2024	12/31/2024
Member (5 year term)	1/5/2022	12/31/2026
REBECCA SCHNEIDER	1/4/2024	12/31/2029
LINDA LIDDLE	1/5/2023	12/31/2027
BART GREGG	7/2023	12/31/2025
MORRIS KLEIN	12/10/2019	12/31/2024

KARL KLANKOWSKI	1/4/2024	12/31/2024
<i>Vacant (2nd ALTERNATE)</i>		12/31/2023
MOLLIE DUELL	1/4/2024	12/31/2024

RESOLUTION 2024-27: 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.

RESOLUTION 2024-28: POLICIES

RESOLVED that the Ulysses Town board acknowledges the following policies:

<i>Policy</i>	<i>Last updated</i>	<i>Notes</i>	<i>Required by Whom</i>
Asset & Inventory Policy	2023		
Diversity, Equity and Inclusion Policy	7/13/21		
Fund Balance & Reserves Policy			
Personnel	various sections updated 2015-2019	Includes insurance & retiree benefits	

*Alcohol and Controlled Substance Testing	2015	(for Highway employees only) included in Personnel Policy; <i>will consider updating in 2024 to refer to legalized marijuana</i>	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: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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		<i>Town does not have this policy</i>	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.

RESOLUTION 2024-29: 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 Blix Taetzsch as the Town's Title VI Coordinator through December 31, 2024.

RESOLUTION 2024-30: 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 otherized 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.

<u>Item</u>	<u>Training</u>	<u>Who must participate</u>
Code of Ethics policy	Required by NYS	All staff, appointed, elected, boards and committees
Workplace Violence policy	Required by NYS	All staff, appointed, elected, boards and committees
Harassment & Discrimination policy	Required by NYS	All staff, appointed, elected, boards and committees

Sexual Harassment Prevention policy	Required by NYS	All staff, appointed, elected, boards and committees
Planning Board and Zoning Board Training	4 hours/year as per Town policy. Training provided by a municipality, regional or county planning goffice 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 1 st of 2024.	All staff

RESOLUTION 2024-31: 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 2024-32: 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 2024-33: 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.

RESOLUTION 2024-34: 2024 FEES and PENALTIES

RESOLVED that the Town Board practices fiscal prudence by raising fees annually at a percentage to mirror inflation, 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	2023 Fees	Proposed 2024 Fees
REZONES		
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*
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	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

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
Removed and replaced with two categories BLS or ALS Treat and Release (no transport)	\$75
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	Per Town code §66-16

	\$75 for 3rd offense	
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	<i>no fee</i>	set by NYS
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Disabled Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	Maximum allowed by NYS

WATER:

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:

<i>Activity</i>	<i>Penalty</i>	<i>Resolution/Law</i>	<i>Notes</i>
<i>OPERATING PERMITS</i>			
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	
<i>CODE (Building and Zoning)</i>			
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 person who willfully violates any provision of this article or any final determination or administrative order of the Water District Operator made in accordance with this article shall be guilty of a Class A Misdemeanor and, upon conviction thereof	not less than \$500 nor more than \$1,000, or imprisonment not to exceed one year, or both. Each offense shall be a separate and distinct offense, and, in the case of a continuing offense, each day's continuance thereof shall be deemed a separate and distinct offense	LL1 of 2003	GC 200-14B(3)
CRIMINAL PENALTIES: Any user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan or other document filed or required to be	not more than \$1,000 per violation per day or imprisonment for not	LL1 of 2003	

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	more than one year, or both.		
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RESOLUTION 2024-35: 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:

<u>COMMITTEE</u>	<u>MEMBERS</u>	<u>TERM END</u>	<u>NOTES</u>
CONSERVATION & SUSTAINABILITY ADVISORY (CSAC)	Roxanne Marino	2024	Chair – appointment expires 12/31/24
	Bara Hotchkiss	2024	
	Terry Carroll	2025	
	Andrew Hillmann	2025	
	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 appointment)	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	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 Basillus		Ag committee member
	<i>(vacant)</i>		Ag committee member
	Diana 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

RESOLUTION 2024-36: 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.

RESOLUTION 2024-37-38:

RESOLUTION 2024-37: 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 2024-38: 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 2024-39: 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:

a. Direct Service Contracts

<i>Entity</i>	<i>Contract Amt approved for 2024 budget</i>	<i>Contract not to Exceed Amt for 2024</i>	<i>Notes Regarding Payment</i>
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)	<i>No fee- just contract amendments to include new members, etc.</i>	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

b. 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 2024-40: 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:

<i>Job title:</i>	<i>Name of appointee:</i>	<i>Appointed by:</i>
Bookkeeper to the Supervisor	Blixy Taetzsch	Town Supervisor
1st Deputy Supervisor	Richard Goldman	Town Supervisor
Budget Officer & 2 nd 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 2024-41: DESIGNATING A DELEGATE TO AOT MEETING

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

RESOLUTION 2024-41:AUTHORIZATION FOR A DELEGATE TO VOTE AT AOT MEETING

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

PRIVILEGE OF THE FLOOR (3 min limit per person)

ADJOURN