



-DRAFT- REVISED

**ULYSSES TOWN BOARD
RESOLUTIONS for July 28, 2020**

4 **Section 5b ++++++**

5 **Resolution # ____ of 2020: Establishing Temporary Town Hall Hours of Operation**

6
7 *WHEREAS the COVID-10 Pandemic Emergency has created a situation in which the Town offices have had changing hours*
8 *of operations and have not been open to the public since the beginning of the State-wide quarantine in March of this*
9 *year, and*

10
11 *WHEREAS residents are encouraged to directly contact the office from which they are seeking services and Town staff*
12 *have been accommodating specific scheduling needs and*

13
14 *WHEREAS, the Ulysses Town Board wants to be as accessible as possible to the public while protecting the safety of our*
15 *employees and residents seeking service, and*

16
17 *WHEREAS, the construction project that has been underway since May 2020 is about to conclude,*

18
19 *NOW THEREFORE BE IT*

20
21 *RESOLVED that the Town Hall shall be open to the public for Town-related business and services starting Monday, August*
22 *3rd, 2020 from 10am - 2pm Monday through Friday. Appointments are strongly encouraged. Specific departments will be*
23 *open as follows:*

- 24
- 25 • *The Town Clerk and Town Court will be available Monday through Friday*
- 26 • *The part-time Building Inspector/Code Enforcement Officer will be available Monday, Wednesday and Friday*
- 27 • *The Planning/Zoning Office will be available Tuesday and Thursday and be it further*
- 28

29 *RESOLVED, that the current health protocols designed to protect employees and Town Hall visitors will be continued:*

- 30 • *health screening questions for employees and visitors,*
- 31 • *required use of facial coverings for employees and visitors,*
- 32 • *plexiglass screens at service windows,*
- 33 • *use of hand sanitizer and disinfection of frequently used surfaces and*
- 34 • *required use of contact tracing sign in log at both entrances and further*
- 35

36 *RESOLVED, that the Town Clerk will post these hours and protocols on the website, Town Hall entrances, and the e-*
37 *newsletter the hours of operation including specific offices.*

38
39 **Section 5e ++++++**

40 **RESOLUTION # ____ OF 2020: ADOPTION OF ACTION STEPS TO PROMOTE RACIAL JUSTICE**

41 *WHEREAS, the Town Board adopted a Statement on Racial Justice, Violence and the Role of Local Government on June 9,*
42 *2020 to respond to the injustices highlighted by the death of George Floyd and*

1 WHEREAS, the June 9th statement included several commitments to take action in support of racial justice,

2 Now Therefore Be It

3 RESOLVED, that the Ulysses Town Board begins to honor its commitment to action by taking the proposed next steps:

- 4 1. The Supervisor will send the June 9, 2020 Statement with a letter on behalf of the Town Board to each of the
- 5 local law enforcement agencies responsible for serving and protecting the residents of the Town of Ulysses
- 6 appreciating their efforts and urging them to enact and practice key policing reforms to be more just and
- 7 equitable. Copies will also be sent to those responsible for funding and oversight of the Village, County and State
- 8 law enforcement agencies.
- 9 2. Town staff and Board, with help from the local community and County, will identify and provide educational
- 10 resources to enable our staff and Town Board members to learn more about our own unconscious biases and
- 11 institutional racism. The training will provide a more critical lens through which to view our policies, practices
- 12 and behaviors to assure that the Town of Ulysses is acting in anti-racist and inclusive ways that promote justice
- 13 and equity.
- 14 3. Engage Board, staff, and community members in a systematic review of Town policies and practices to identify
- 15 any racist or exclusionary policies and/or practices and to seek recommendations for ways the Town can become
- 16 more just, equitable, and inclusive.

17
18 **Section 6a** ++++++

19 **RESOLUTION # _____ OF 2020: ADOPTION OF TOWN OF ULYSSES POLICY ON FUND BALANCE AND RESERVE FUNDS**

20 WHEREAS, the State of New York and the Governmental Accounting Standards Board has established by Statement No.

21 54, Fund Balance Reporting and Governmental Fund Type Definitions for fund balance reporting; and

22
23 WHEREAS, reserve funds, essentially a legally authorized savings account for particular specific purposes, are an

24 important component in the Towns financial planning for specific expenses, future projects, acquisitions and other lawful

25 purposes, and

26
27 WHEREAS, the Town may establish and maintain fund balances in accordance with New York State laws, and the Town

28 will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law;

29 and

30
31 WHEREAS, the Town Supervisor and Budget Officer have the authority to reclassify the existing Fund Balance Reserve

32 accounts and establish new financial account numbers to conform with the new Town Reserve Fund Policy; and

33
34 WHEREAS, the Town Reserve Fund Policy shall read as follows:

35
36 In accordance with GASB Statement No. 54 the Town reserve funds must be properly established and maintained to

37 promote the goals of creating an open, transparent and accountable use of public funds. The Town may engage

38 independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal

39 counsel, as necessary to monitor all reserve fund activity and prepare reports that the Town Board may require.

40
41 **Government Fund Type Assignment (GASB-54)**

42
43 The Town shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York

44 and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and

1 *Governmental Fund Types Definitions. The Board authorizes the Town Supervisor to complete the following actions as*
2 *necessary to comply with the requirements of GASB Statement No. 54:*

3
4 **A. Restricted Fund Balances**-*Restricted fund balances consist of amounts that are subject to externally enforceable legal*
5 *purpose restrictions imposed by creditors, grantors, contributors or laws and regulations of other governments; or*
6 *through constitutional provisions or enabling legislation. This category of fund balance refers to all reserves in the A*
7 *Fund.*

8
9 **B. Committed Fund Balances**-*Committed fund balances consist of amounts that are subject to a purpose constraint*
10 *imposed by formal action of the Town Board. This category refers to appropriated fund balance for the fiscal year for*
11 *funds outside of the A fund.*

12
13
14 **C. Assigned Fund Balances**-*Assigned fund balances consist of amounts that are subject to a purpose constraint that*
15 *represent an intended use established by the Town Board or Town Supervisor. The Town Board authorizes the Town*
16 *Supervisor to make a determination of the assigned amounts of fund balance. Assigned funds represent amounts*
17 *intended to be used for a specific purpose. Assigned fund balances require same level of authority to remove the*
18 *constraint. This category includes what is called "appropriated fund balance" in the A fund in the budget document as*
19 *well as reserves in all funds outside of the A Fund.*

20
21
22 **D. Unassigned Fund Balances** – *Any amounts that are available for any purpose. This is essentially the remainder of*
23 *funds in Town of Ulysses savings not designated for other purposes.*

24
25 **Funding Policy for Restricted or Committed and Assigned Fund Balances**

26
27 *The formal actions and amounts deemed necessary by the Town Board that restrict, commit*
28 *or assign fund balances to a specific purpose may occur prior to the end of the reporting*
29 *period, however, may be determined in the subsequent period.*

30
31 **Spending Policy for Fund Balances**

32
33 *The Town Board and Budge Officer will assess the current financial condition of the Town and then determine the order*
34 *of application of expenditures to which fund balance classification will be charged.*

35
36 **Periodic Review and Annual Report**

37
38 *The Town Board and management will periodically review all restricted, committed and assigned fund balances. The*
39 *Board shall utilize the information to discuss reserve fund balances and to adequately maintain necessary funds for the*
40 *Towns long-term financial planning. The Board will be mindful of its role and responsibility as a fiduciary of public funds*
41 *when acting on reserve fund issues.*

42
43 *NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town of Ulysses, Tompkins County, New York, That the*
44 *Town Board of the Town Ulysses adopts the Fund Balance and Reserve Fund Policy, and be it*

45
46 *FURTHER RESOLVED, that, by the adoption of this resolution, the Town Board of the Town of Ulysses does adopt the*
47 *Town of Ulysses Reserve Fund Policy in accordance with GASB-54 and that such reserve fund policy shall remain in full*
48 *force and effect and shall be followed with respect to all reserve funds maintained by the Town of Ulysses.*

1 **Section 6b ++++++**

2 **RESOLUTION # ___ of 2020: RE-ESTABLISHING THE “DA233/DA878 HIGHWAY EQUIPMENT RESERVE FUND” OF THE**
3 **TOWN OF ULYSSES AS A TYPE CAPITAL RESERVE FUND FOR HIGHWAY EQUIPMENT UNDER SECTION 6-c OF THE**
4 **GENERAL MUNICIPAL LAW**

5
6 *WHEREAS, the Town of Ulysses (“Town”) has various “reserve funds” for which it has not been able to locate resolutions*
7 *establishing those reserve funds, and*

8
9 *WHEREAS, out of an abundance of caution, the Town Board deems it prudent to re-establish any such reserve funds that*
10 *may have previously been established to ensure clarity including clearly identifying the (1) category of reserve fund (i.e.*
11 *whether it is a “type reserve fund” or “specific reserve fund”) and (2) purpose for which money may be expended from*
12 *such reserve fund, and*

13
14 *WHEREAS, the historic intent and purpose of these reserve funds is understood and will be preserved during the re-*
15 *establishment process, and*

16
17 *WHEREAS, there is no requirement to state an estimated maximum cost of the equipment or improvement in the*
18 *resolution establishing a Type Capital Reserve Fund, and*

19
20 *WHEREAS, the Town has funds in the sum of \$204,452 already set aside for equipment for the Highway Department,*
21 *which funds are denoted as “DA233/DA878 Equipment Reserve”, now therefore be it*

22
23 *RESOLVED by the Town Board of the Town of Ulysses, duly convened in regular session as follows:*

- 24 *1. That there be and hereby is re-established a capital reserve fund in the amount of \$204,452 to cover the cost of*
25 *future highway equipment.*
- 26
27 *2. Such capital reserve fund is to be known as the “DA233/DA878 Highway Equipment Reserve Fund.”*
- 28
29 *3. That out of the surplus moneys of the Town now on hand for the year 2020 and not otherwise appropriated, the*
30 *sum of \$204,452, be and the same hereby is appropriated for the “DA233/DA878 Highway Equipment Reserve*
31 *Fund” and the Town Supervisor of the Town of Ulysses is hereby authorized, empowered and directed to transfer*
32 *from surplus funds of the Town the sum of \$204,452 to the DA233/DA878 Highway Equipment Reserve Fund.*
- 33
34 *4. Such additional sums as may hereafter be appropriated shall become part of the DA233/DA878 Highway*
35 *Equipment Reserve Fund.*
- 36
37 *5. The Town Supervisor, in her/his discretion, may invest the moneys in the fund in the manner provided in section*
38 *6-f of the General Municipal Law of the State of New York. Any interest earned or capital gains realized on the*
39 *moneys so deposited or invested shall accrue to and become a part of the reserve fund.*
- 40
41 *6. No expenditure shall be made from the reserve fund except by authorization of the Town Board of the Town of*
42 *Ulysses pursuant to the provisions of section 6-c of the General Municipal Law of the State of New York.*
- 43
44 *7. By this Resolution the Town Board specifically supersedes any previous Resolution that established a Highway*
45 *Equipment Reserve Fund in the DA Fund.*
- 46
47 *8. This resolution shall take effect immediately.*

Section 6c+++++

RESOLUTION # _____ OF 2020: AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES DA233/DA878 HIGHWAY EQUIPMENT RESERVE FUND TO PURCHASE HIGHWAY MAINTENANCE AND CONSTRUCTION EQUIPMENT IN 2020

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 11th day of August, 2020, the Town Board of the Town of Ulysses, New York duly adopted Resolution # ___ of 2020, an abstract of which follows below, which is subject to a permissive referendum pursuant to General Municipal Law section 6-c.

The resolution authorizes the Town of Ulysses ("the Town") to use up to \$15,000 from the Town of Ulysses DA233/DA878 Highway Equipment Reserve Fund.

The resolution shall take effect 30 days after adoption, i.e., on September 11, 2020, unless by such date there is filed in the office of the town clerk a petition, signed, and acknowledged or proved, or authenticated by electors of the town qualified to vote upon a proposition to raise and expend money, in number equal to at least five percent of the total vote cast for governor in the Town at the last general election held for the election of state officers, but not be less than 100 in a town of the first class, protesting against the resolution and requesting that it be submitted to the qualified electors of the town, for their approval or disapproval.

Resolution # ___ of 2020:

AUTHORIZING USE OF FUNDS FROM THE TOWN OF ULYSSES DA233/DA878 HIGHWAY EQUIPMENT RESERVE FUND TO PURCHASE HIGHWAY MAINTENANCE AND CONSTRUCTION EQUIPMENT IN 2020

WHEREAS, the Town Board of the Town of Ulysses by resolution adopted on August 11, 2020 a resolution re-establishing the type capital reserve fund to cover the cost of future highway equipment ("DA233/DA878 Highway Equipment Reserve Fund"); and

WHEREAS, the Town Board adopted the 2020 budget for the Town on October 8, 2019 which includes the appropriation of \$86,491 from the Capital Equipment Reserve Fund DA878 for the purpose of purchasing highway equipment in 2020; and

WHEREAS, due to the COVID-19 pandemic emergency, the Town Board and Highway Superintendent decided to purchase less equipment in the 2020 year and have determined that \$15,000 appropriated from the DA233/DA878 Highway Equipment Reserve Fund will help to balance the budget during these unprecedented times; and

WHEREAS, the current balance of the DA233/DA878 Highway Equipment Reserve Fund is \$204,452; and

WHEREAS, pursuant to General Municipal Law §6-c, an expenditure from a capital equipment reserve fund requires authorization by the Town Board, and such authorization is subject to a permissive referendum; and

WHEREAS, the Town needs to purchase the following highway equipment:

2020 Ford F-350 XL Crew Cab in the amount of \$40,943.80;

WHEREAS, the purchase of the above-referenced equipment falls within the purposes for which the DA233/DA878 Highway Equipment Reserve Fund was established;

1 NOW, THEREFORE, BE IT

2 RESOLVED that the Town Board authorizes the following expenditures from the Town of Ulysses DA233/DA878 Highway
3 Equipment Reserve Fund for the purchase of highway equipment: \$15,000 for the 2020 Ford F-350 XL Crew Cab; and be it
4 further

5
6 RESOLVED that, pursuant to General Municipal Law §6-c, this resolution is subject to a permissive referendum; and be it
7 further

8
9 RESOLVED that the Town Clerk will post and publish notice of the permissive referendum in accordance to law and
10 provide a copy of such notice to the Town Supervisor.

11

12

13 Section 8 ++++++

14 RESOLUTION # ____ OF 2020: APPROVAL OF MINUTES

15 RESOLVED that the Ulysses Town Board approves the minutes from the Regular Town Board meetings held July 14, 2020
16 and the Special Town Board meeting held July 21, 2020 to discuss labor negotiations.

17