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ULYSSES TOWN BOARD

RESOLUTIONS & INFORMATION for March 23, 2021

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

Section 2 ++++++

RESOLUTION # _____ OF 2021 APPROVAL OF AGENDA

RESOLVED that the Ulysses Town Board agenda for March 23, 2021 is approved as presented/amended.

Section 4 UPDATES ++++++

- 1. **AUD** – The AUD report and notes are attached to the Town Board meeting materials were prepared by Insero, as planned, using Town of Ulysses data prepared by the Budget Officer. Michelle E. Wright will provide summaries of the findings of the AUD before the 3/23 meeting. Both the report and the analyses are provided as background information with this agenda in preparation for a discussion at the April 13th Town Board meeting.
- 2. **Zero-Turn Mower** – In 2020 all departments were asked to find new innovative ways to operate more efficiently during COVID. Highway Superintendent Scott Stewart proposed to the Town Board that a 2021 investment in a zero-turn lawn mower for Highway employees to use to mow our cemeteries (a required function previously contracted out) and town owned properties and the Jacksonville Park. Within a year, using this mower, the Town would be saving funds on contracted services that could be provided by town employees.

The Town Board appreciated the Superintendent’s efficiency proposal and approved the 2021 Town Budget and budgeted \$7,500 to buy a zero-turn mower and trailer. The Town’s procurement policy allows the Highway Superintendent to spend pre-approved funds to make authorized purchases after seeking bids to assure best use of public funds. The Highway Superintendent obtained 3 quotes and has selected the mower that seems most appropriate for the intended uses at a cost of \$5,200 from Little’s Lawn Equipment, an amount approximately \$1,000 less than the two other bids.

Since the Highway Superintendent has the authority to order the equipment based on our procurement policy and the Town Board’s approval of this expense in the 2021 budget, the Town Board is being notified of the intended purchase. Any members wishing more details on the equipment or plans should contact the Superintendent directly.

- 3. **Federal Rescue Plan Funding Updates** Information as of 3/18 has been provided. This will be a brief update for the public and may include new information if it is available. Preliminary allocation for the Town is \$530,000 but the Village’s allocation will be deducted from this, leaving an estimated \$350,000 for the Town to use for prescribed purposes.

Section 5a ++++++

RESOLUTION 2021 - _____ A-C: Approval of March 23, 2021 Consent Agenda Items

Consent Agenda Items:

A) Acknowledging the Upcoming Bid Process for Cemetery Road Bridge (BIN 3210360) Replacement Project and Commitment to Match Bid Opening Date as Advertised

WHEREAS, advertisement for bids for the Cemetery Road Bridge Replacement Project partially funded by the BRIDGE NY program will be posted per Town Procurement Policy and New York State Law; and

WHEREAS, the NYSDOT will provide the Authorization to Advertise required to go out to bid; and

WHEREAS, at the time of this meeting, NYSDOT Authorization to Advertise is imminent; and

WHEREAS, it is necessary to advertise as soon as possible once Authorization is received; and

WHEREAS, the bid packet must include the bid opening date, which is subject to open meetings law;

Now therefore be it

RESOLVED, that the Ulysses Town Board acknowledges the upcoming bid process for the Cemetery Road Bridge Replacement Project; and

FURTHER RESOLVED, that the Town Board, in order to ensure timely bid advertisement, authorizes the Town Supervisor to schedule the bid opening date in coordination with the Town Clerk and design engineers upon receipt of the Authorization to Advertise; and

FURTHER RESOLVED, that at the April 13th Town Board meeting the Town Board will officially set the bid opening date to match the date that listed in the bid packet as advertised.

b) Acknowledging Supervisor's Part-time, Temporary Appointment of Debby Kelley as Bookkeeper

WHEREAS, the Ulysses Town Supervisor is authorized by NYS Town Law to appoint a Bookkeeper to assist with bookkeeping, payroll, and employee benefits management and

WHEREAS, while the Supervisor's office is searching for a new Bookkeeper, there are routine accounting functions that can be done by a part-time, temporary bookkeeper to keep the Town's finances up to date and

WHEREAS, the Second Deputy Supervisor has found a well-qualified bookkeeper with experience in the Town's accounting software and the Supervisor has appointed Deborah Kelley to the position of Bookkeeper on a part-time, temporary basis as of March 17, 2021 for up to 15 hours/week at an hourly rate of \$24/hour to prepare monthly financial reports and other accounting duties as assigned,

Now therefore be it

RESOLVED, that the Ulysses Town Board acknowledges the Supervisor's appointment of Deborah Kelley as Bookkeeper on a part-time temporary basis starting March 17, 2021 at a salary of \$24.00/hour for up to 15 hours per week, which does not include any paid time off benefits or health insurance.

Section 6 NEW BUSINESS ++++++

a) Acknowledging the Professional Engineer Consultant Selected to Assist with the 2021 BRIDGE NY Applications

WHEREAS, resolutions 2021-66 and 2021-71 authorized the pursuit of engineering firms to assist in the preparation for the 2021 BRIDGE-NY round of funding applications for two culverts and a bridge; and

WHEREAS, all fifteen engineering firms on the NYSDOT Local Design Services Agreement (LDSA) list for region 3 were contacted to solicit expressions of interest; and

WHEREAS, all eleven firms that submitted interest were evaluated using the standard matrix provided in Chapter 6 of the Procedures for Locally Administered Federal Aid Projects (LAFAP); and

WHEREAS, the four highest scoring engineering firms were contacted to confirm their ability to meet the application deadlines, including the pre-submission review deadline; and efforts were made to check references;

Now therefore be it

RESOLVED, that the Ulysses Town Board confirms that the engineering firm _____ is selected to assist the Town in applying for the 2021 BRIDGE-NY funding.

Section 6 b Zoning Presentations ++++++

b) See attached materials related to Zoning Change Requested by David Gould for Sunbeam Candle Factor:

- Letter from Mr. Gould
- Photo of Parcel from Planner/Zoning Officer John Zepko
- Review of Sunbeam Factory Options by Planner/Zoning Officer John Zepko
- Review of Options for Sky Tent Project by Planner/Zoning Officer John Zepko
- Re-sending the Development District language from our Zoning & Process Flow Chart from last meeting

c) Criteria for Consideration of Zoning Change

- See attached Draft Criteria for Recommending Step #2

Section 7 ++++++

a) EV Charging Station Fees Update- More information may be available by 3/23

b) Work plans – See attached draft of 2021 work plan originally introduced in January and the draft 2020 work plan generated by Supervisor Thomas

Section 9 ++++++

RESOLUTION # ____ OF 2021: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from Town Board meeting March 9, 2021