
Town of Ulysses Organizational Meeting

January 6, 2021

RESOLUTION 2021-1: DATES OF MEETINGS

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A second monthly meeting will be held on the 4th Tuesday of each month at 7 p.m. While NYS Executive Order 202 of 2020 prohibiting public bodies from meeting in person continues, the Ulysses Town Board will meet virtually via Zoom. Details for public access will be posted with meeting materials on the Town's website.

RESOLUTION 2021-2: 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.

FURTHER RESOLVED 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 2021-3: MINUTES

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, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office but not posted on the website until approved by the Town Board, and further

RESOLVED that the printed minutes books are hereby designated as the official minutes.

RESOLUTION 2021-4: MILEAGE

BE IT RESOLVED mileage at a rate of \$0.56 cents per mile, based on the 2021 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 on the official town form (available from the Town Clerk).

RESOLUTION 2021-5: PETTY CASH

BE IT RESOLVED that the petty cash amount for the Town Clerk is \$300 and the amount for the Court Clerk is \$150.

RESOLUTION 2021-6: CRIME COVERAGE

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

Money inside premises \$100,000 (\$1,000 deductible)

Money outside premises \$100,000 (\$1,000 deductible)
Forgery and alteration \$100,000 (\$1,000 deductible)
Employee Theft - Per Loss \$50,000 (\$2,500 deductible)
Excess Coverage:

First Deputy Supervisor \$650,000
Supervisor \$650,000
Tax Collector/Town Clerk \$650,000
Deputy Town Clerk \$650,000
Bookkeeper \$650,000
Court Clerk \$650,000
Building/Code/Zoning Enforcement ?

Includes Faithful Performance.

RESOLUTION 2021-7: FINANCIAL REPORT

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 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 2021-8: 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 the results shall be reported quarterly to the Town Board.

RESOLUTION 2021-9: FINANCIAL INSTITUTIONS

BE IT RESOLVED that Tompkins Trust Company 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 2021-10: FINANCIAL AUDIT

BE IT RESOLVED that the Town Board of Ulysses will perform an audit of the 2020 financial records for the Town Court, Town Supervisor and Town Clerk on _____ at _____ am at the Ulysses Town Hall. The 2021 audit committee will be Richard Goldman and Mary Bouchard on behalf of the Town Board and
FURTHER RESOLVED, that the audit committee shall report their recommendations to the full Town Board.

RESOLUTION 2021-11: TOWN INTERNAL EMERGENCY PREPAREDNESS MEETING

WHEREAS the Town’s Safety Committee has identified a need for an annual internal emergency preparedness meeting;

BE IT RESOLVED that this meeting be held within the first 45 days of each year, and

BE IT FURTHER RESOLVED that the Town Board of Ulysses schedules a meeting with all Town elected officials and staff to review emergency procedures on **Wed., Feb. 10 at 9am.**

RESOLUTION 2021-12: COLLECTION OF BUILDING FEES

RESOLVED that when payments cannot be made directly to the Clerk’s office, the Town Board designates the Building/ Code & Zoning Enforcement Officer to collect building and code fees and the Fire Inspector to collect fire inspection fees. **All fees collected shall be turned over with documents listing required fees to the Clerk’s office for recording and for issuing receipts. The Clerk’s office shall then transfer the funds to the Bookkeeper’s office for deposit and accounting.**

RESOLUTION 2021-13 COUNTERSIGNING OF CHECKS

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.

For security and due to slow-downs in the United States Postal Service, checks over \$20,000 will be sent via certified mail.

RESOLUTION 2021-14: ESTABLISHMENT OF PAY PERIODS AND SALARIES

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 27, 2020 and going through December 25, 2021:

Annually: Historian, Planning Board, Board of Zoning Appeals **at the first meeting in December 2021.**

Monthly: Councilpersons

Bi-weekly:

Town Supervisor, Highway Superintendent, Town Clerk, Justices, Deputy Town Clerk, Deputy Highway Superintendent, Deputy Supervisor, Highway Department Staff, Bookkeeper, Code Enforcement Officer, Zoning Officer, Planning and Zoning Staff, Court Clerk, Recreation Staff, Temporary student and other employees, part-time Clerical, Administrative, and Support staff, Water Department staff and other staff otherwise not mentioned that are later added to this list.

RESOLUTION 2021-15: 2021 PAY RATES

<i>Position</i>	<i>2021 Budgeted Appropriation</i>	<i>Hourly rate, if applicable</i>
Town Board		
Supervisor	\$26,000	-
Budget Officer 1220.131 (Supervisor)	\$10,000	-
Budget Officer 1220.132 (2nd Deputy)	\$21,848	

Second Deputy Supervisor	\$21,848	-
Bookkeeper	\$34,138	-
Councilperson	\$4,870 each	-
Clerk		
Town Clerk	\$56,852	-
Deputy Town Clerk		\$20.81 / hour
2nd Deputy Town Clerk	-	\$16.97 / hour
Court		
Town Justice	\$18,874 each	-
Court Clerk	\$49,490	-
Planning, Zoning, Building		
Enforcement Officer for Building Code and Zoning	\$36,981	-
Planner	\$63,630	-
Deputy Enforcement Officer	-	\$22.50 / hour
Highway		
Superintendent	\$63,047	-
MEO	-	\$23.00 / hour Per Union Contract MOA
Deputy Highway Superintendent	-	\$23.25 / hour Per Union Contract
Laborer part-time and/or seasonal		\$18.50/hour

RESOLUTION 2021-16: TIME RECORDS

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses time card by the end of the last day of the pay period. Salaried employees and eligible elected officials 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. 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. **COVID precautions allow submission of electronic timecards.** 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. Salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off. It is the responsibility of the employee’s supervisor to assure the time card is accurate.

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 Bookkeeper who will maintain records. Elected officials must have the Town Supervisor or other Town Board member sign their time card.

Employee	Employee Supervisor	Hours/ Week
Town Supervisor	Town Board	30
2nd Deputy Town Supervisor	Town Supervisor	32
Highway Superintendent	Town Supervisor or Town Board	40
Town Clerk	Town Supervisor or Town Board	40
Deputy Town Clerk	Town Clerk	30
Court Clerk	Town Justices	40
Bookkeeper	2 nd Deputy Town Supervisor	25
Enforcement Officer for Building Code & Zoning	Town Supervisor	27
Deputy Enforcement Officer	Enforcement Officer	5
Zoning Officer/Planner	Town Supervisor	40
Planning and Zoning Clerk	Zoning Officer/Planner	Various
Deputy Highway Superintendent	Highway Superintendent	40 (combined)
Highway Machine Equip. Operators	Highway Superintendent	40/ various
Highway Laborer	Highway Superintendent	Various
Water Dist. & Maintenance Operator	Highway Superintendent	40 (combined with highway work)
Water District Laborer	Highway Superintendent	hourly up to 40
Recreation Director	Town Supervisor	Varies seasonally
Recreation Department Employees	Recreation Director	Various

RESOLUTION 2021-17: INSURANCE

RESOLVED the Town of Ulysses make the following insurance choices in 2021:

<i>insurance type</i>	<i>Carrier</i>	<i>Town contribution</i>	<i>policy or rate expiration</i>
Health insurance	Greater Tompkins County Health Insurance Consortium Gold Plan through Excellus BCBS	90% for Class A employees 50% for Class B employees	12/31/21
Dental insurance	Excellus BCBS	50% of the premium	12/31/21
Medicare insurance	Excellus BCBS	<i>Dependent upon experience and employee class (see Personnel Policy for details)</i>	12/31/21
Health Savings Account (HSA)	through Tompkins Trust Company	single plan-\$1,750 family plan-\$3,500	n/a
Worker's Compensation	Comp Alliance	100% of premium	12/31/21
General liability	NYMIR	100% of premium	12/31/21

RESOLVED that the following table presents the 2021 premiums for Health Related Insurances:

Plan Type	Monthly Premium
Health Insurance (Single Policy)	\$593.60
Health Insurance (Family Policy)	\$1543.35
Dental Insurance (Single Policy)	\$47.36
Dental Insurance (Subscriber & Spouse Policy)	\$94.71
Dental Insurance (Family Policy)	\$143.12
Medicare Policy	\$390.24

RESOLVED that the per Town Personnel Policy, the Town shall pay 50% of the in-network out of pocket maximum as outlined in the current Gold Plan Health Insurance for employees enrolled in either a family or individual plan and further

RESOLVED that Town Board requests that the Bookkeeper transfer the HSA contributions to eligible employees' Health Savings Accounts within the first 14 days of 2021; and

FURTHER RESOLVED that the Town Board directs the Bookkeeper that for any new employee who is eligible and chooses to enroll in Town provided health insurance to transfer a prorated amount to the new employee's Health Savings Accounts within 30 days of the new employee opening an HSA account.

RESOLUTION 2021-18: CELL PHONE REIMBURSEMENT FOR CODE/ZONING ENFORCEMENT AND HIGHWAY DEPARTMENTS

WHEREAS the Building/Code & Zoning Enforcement Officer and both the Highway Superintendent and Water District Operator are frequently out of their offices and away from their stationary phones during their regular duty hours, and

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response.

THEREFORE BE IT RESOLVED that the Town of Ulysses hereby allows people who hold the positions of Code/Zoning Enforcement Officer, Highway Superintendent, and Water District Operator to either have and use a town-owned cell phone at the town's expense which will only be used only for town purposes OR be reimbursed for part of the cost of their personal cell phone at the rate of \$40/month; and

RESOLVED that if the Code/Zoning Enforcement Officer, Highway Superintendent and Water District Operator elect to be reimbursed for their personal cell phone they will provide the Bookkeeper with proof of each monthly expense via invoice or bill along with the submission of the reimbursement form; and

RESOLVED that the Town Clerk will provide a copy of this resolution to each of the three people to whom this resolution refers.

RESOLUTION 2021-19: TOWN BOARD MEMBER LIAISONS

BE IT RESOLVED that the Town Board makes the following liaison appointments and requests that each appointee report to the Town Board at least annually:

	Updated 4/28/2020	2021
A. Highway Department	Nancy Zahler, Katelin Olson	
B. Personnel	Nancy Zahler, Rich Goldman	
C. Planning Board	Rich Goldman, Marc Devokaitis (alternate)	
D Board of Zoning Appeals	Katelin Olson, Michael Boggs	
E. Fire Department	Michael Boggs	
F. Town Court	N/A (new for 2021)	

G. Tburg Ulysses Youth Commission/Recreation Department	Katelin Olson, Nancy Zahler (alternate)	
H. Village EMS & EMS Billing Oversight Committee	Michael Boggs, Katelin Olson	
I. Town Hall Maintenance	Nancy Zahler, Michael Boggs (alternate)	
J. Sustainability Committee	Marc Devokaitis	
K. Trumansburg Village Board	Marc Devokaitis, Katelin Olson (alternate)	
L. Records Advisory Board	Nancy Zahler	
M. Safety Committee	Michael Boggs, John Zepko (alternate)	
N. Union negotiations	Rich Goldman, Nancy Zahler	
O. Agricultural Committee	Katelin Olson, Marc Devokaitis	
P. Water Liaison	N/A (created in 2021)	

RESOLUTION 2021-20: TOWN BOARD APPOINTMENTS

BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee report to the Town Board at least annually:

	Updated 4/28/2020	2021
A. Health Consortium Board	Rich Goldman	
B. Planning Board Chairperson	Linda Liddle	
C. Board of Zoning Appeals Chairperson	Steven Morreale	
D. Clerk for Board of Zoning Appeals	Louis DiPietro	
E. Clerk for Planning Board	Maria Barry	
F. Tompkins County Environmental Mgmt Council	Cait Darfler, Marc Devokaitis (alternate)	
G. Tompkins County Stormwater Coalition	John Zepko	

	Updated 4/28/2020	2021
H. Stormwater Officer	John Zepko	
I. Tburg Ulysses Youth Commission Reps	Sharon Bilotta, Reanna Lavine As of 11/2020: Zaun Marshburn & vacancy	
J. Rec Partnership rep.	Durand Van Doren, (alt)/ Katelin Olson	
K. Tompkins County Youth Services Board	Vacant	
L. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Michelle E. Wright / Katelin Olson (alternate)	
M. Tompkins County Council of Governments	Nancy Zahler, Michael Boggs (alternate)	
N. Broadband Study Advisory Comm	N/A	
O. Fair Board liaison	Michelle E Wright	
P. Historian	John Wertis	
Q. Tompkins County Animal Control	Carissa Parlato, Nancy Zahler (alternate)	
R. Cayuga Lake Water Shed Intermunicipal Org. (IO)	Liz Thomas Rep Roxanne Marino (alternate)	
S. Chamber of Commerce	Katelin Olson/Rich Goldman (alternate)	
T. Voucher Reviews	Rich Goldman & Katelin (through June) Michael Boggs and Marc Devokaitis (July-Dec)	

RESOLUTION 2021-21: 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 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 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 maintain sufficient liability coverage to protect the town in such joint efforts.

RESOLUTION 2021-22: 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 6, 2021 Town Board Organizational meeting

RESOLUTION 2021-23: 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 and MAY 1st – SEPT 30th: 6:00 am until 4:30 pm (Please note MONDAY thru THURSDAY, with flexible scheduling to cover water and emergencies.)**

RESOLUTION 2021-24: 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 2020 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 <i>(One year term)</i> Sjm11@cornell.edu	1/6/2021	12/31/2021
Member Term 5 years	1/6/2021	12/31/2025
CHERYL THOMPSON cherylthompsonarchitect@gmail.com	1/4/2018	12/31/2022
ROBERT HOWARTH howarth@cornell.edu	1/28/2020	12/31/2024

DAVID TYLER Datyler123@gmail.com	2/27/2018 To complete term ending 2021	12/31/2021
ANDREW HILLMAN andrew.hillman@davey.com	1/10/2019	12/31/2023
THOMAS BUTLER Tom_Ryan@twcny.rr.com (ALTERNATE)	1/6/2021	12/31/2021
LOUIS DIPIETRO (Clerk) Dipietro.louis@gmail.com	1/6/2021	12/31/21
PLANNING BOARD		
Chair –One year term LINDA LIDDLE liddlela@verizon.net Member term 5 years	1/6/2021 1/2017	12/31/2021 12/31/2021
REBECCA SCHNEIDER rls11@cornell.edu	1/10/19	12/31/2023
JONATHAN FERRARI jonaferrari@gmail.com	2/27/18	12/31/2022
RODNEY BENT rodney.bent86@gmail.com	1/6/2021	12/31/2025
MORRIS KLEIN moxie@dr.com	12/10/2019	12/31/2024
JOHN WERTIS (1 st ALTERNATE) bwwfarmtoday@aol.com	1/6/2021	12/31/2021
PETE ANGIE (2 nd ALTERNATE) PeteAngie3138@gmail.com	1/6/2021	12/31/2021
MARIA BARRY – Clerk planningboardclerk@gmail.com	1/6/2021	12/31/2021

RESOLUTION 2021-25: POLICIES

WHEREAS the Town of Ulysses has adopted the following policies:

<i>Policy*</i>	<i>Last updated</i>	<i>Notes</i>
Personnel	various sections updated 2015-2019	Incl: insurance & retiree benefits
Alcohol and Controlled Substance Testing	2015	(for Highway employees only) included in Personnel Policy
*Code of Ethics	2009	included in Personnel Policy
* Workplace Violence	2015	included in Personnel Policy
* Harassment & Discrimination	2019	included in Personnel Policy
* Sexual Harassment Prevention	2019	included in Personnel Policy
* Sick, vacation, overtime, and leave	2019	included in Personnel Policy
* Expense reimbursements (for mileage, travel, food and lodging)	2017	included in Personnel Policy
* Procurement	2010	*must be reviewed annually
* Use of Municipal Equipment (town-owned vehicles; computer use; municipally issued cell phones/smart phones/tablets/computers; social media)	2015	included in Personnel Policy
Claims	2012	
* Computer System Security (aka IT Breach Notification)	2012	
* 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

Meeting Rules and Procedures	2018	
*Investment	1994	
Planning Board and Zoning Board Attendance and Training	2012	
Records Management	2017	
* Local Comprehensive Emergency Management Plans (Emergency Preparedness)	1993	
EMS Ambulance Billing	2019	
Mailbox Replacement for Highway Dept.	2019	

*indicates policy is required by law

BE IT RESOLVED that these documents, as shared with the Town Board on 12/28/20 using the location: <https://www.ulysses.ny.us/documents/documents-policies/>, shall be maintained on the town website, and also provided in print upon request, and further

RESOLVED that each employee and elected or appointed official 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 and

FURTHER RESOLVED that the Town Board will develop the following policies during 2021 to comply with New York State legal requirements for towns:

- Title IV Anti-discrimination Plan
- Defense and Indemnification
- Capital Asset Policy

FURTHER RESOLVED, that the Town Board shall review and update existing policies as needed during 2021.

RESOLUTION 2021-26 : RECORDS RETENTION SCHEDULE

RESOLVED, that the Town of Ulysses adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

RESOLUTION 2021-27: RECORDS MANAGEMENT OFFICER

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer with the backup Records Management Officer of Sarah Koski. The Town Board shall be notified of Freedom of Information Requests.

RESOLUTION 2021-28: 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 and provide refreshments.

RESOLUTION 2021-29: 2021 FEES and PENALTIES

RESOLVED that the Town Board approves the following fees and penalties for 2021 and

FURTHER RESOLVED that the Town Board directs Planning, Zoning and Code Enforcement staff to research and recommend updated fees for 2022 by August 2021.

PLANNING & ZONING:

ZONING:		Reference
Development District	\$250 + costs	Res. 2007-36
Re-zoning	\$250 + costs	Res. 2007-36
BOARD OF ZONING APPEALS:		Reference
Variance	\$150. (includes legal ad)	LL 2 of 2015

PLANNING BOARD:		
Subdivison- Simple	\$50.00	Res. 2007-36
Subdivison- Minor (3 lots)	\$150.00	Res. 2007-36
Subdivison- Major (4 or more lots)	\$300.00	Res. 2007-36
Site Plan Review- Residential	\$100 + costs	LL 2 of 2015
Site Plan Review- Commercial	\$200. + costs	LL 2 of 2015
Site Plan requiring Special Permit	\$250.00	LL 2 of 2015
OTHER PLANNING & ZONING:		Reference
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36
Copies of Comprehensive Plan, Zoning, Farmland Protection Plan, etc.	\$15/copy of plan	LL 2 of 2015
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	Res. 2007-36

BUILDING/CODE:

OPERATING PERMITS	Fee	Reference
Operating Permit	\$75.00	LL 2 of 2015
Fireworks display	\$150.00	Res. 8/18/10
Special Event Operating Permit- for events with 2000 or more in attendance	\$150/day of event	Res. 2019-32
Special Event Operating Permit- for events requiring a permit with under 2000 in attendance.	\$50/day of event	Res. 2019-32
BUILDING PERMITS	Fee	Reference
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	Res. 2018-25
Unfinished basements	\$.15/sq ft.	Res. 2019-32
Multiple dwelling/Multi-residential	\$225 + \$3/K	Res. 2007-36
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	Res. 2007-36
Alterations, renovations, additions, pools	\$75 + 3/K	LL 2 of 2015
Accessory Building- separate from a main building	\$55 + \$3/K	Res. 2007-36
Accessory Building – attached to 1 & 2	\$0.30/sq. ft.	Res. 2018-25

family residence		
Building Permit Renewal	Half existing building permit fee	Res. 2016-64
Any building begun without a valid building permit	Double normal fee	Res. 2018-25
Solar, wind or alt. energy permit-RESIDENTIAL	\$75.00	LL 3 of 2015
Solar, wind or alt. energy permit-COMMERCIAL	\$75 + \$3/K	LL 3 of 2015
Sign permit	\$50.00	LL 2 of 2015
Woodstove or heating unit	\$50.00	LL 2 of 2015
Demolition	\$2/K (\$65 min)	Res. 2007-36
Fire Inspection (includes one re-inspection if necessary)	\$50/inspection	Res. 2018-25
Additional Fire Inspections (if more than 2 necessary beyond initial inspection(s))	\$50/inspection	Res. 2018-25

EMERGENCY MEDICAL SERVICES:

SERVICE PROVIDED	FEE	REFERENCE
BLS Non-Emergency	\$500	Res. 2020-243
BLS Emergency	\$940	Res. 2020-243
ALS 1 Non-Emergency	\$850	Res. 2020-243
ALS 1 Emergency	\$1405	Res. 2020-243
ALS 2 Emergency	\$1612	Res. 2020-243
Specialty Care Transport	\$n/a	Res. 2020-243
Paramedic Intercept	\$725	Res. 2020-243
Ground Transport Miles	\$25.50	Res. 2020-243

CLERK:

DOG FEES:		Reference
Dog license/renewal (spayed/neutered)	\$13.50	Res. 12/14/10 (LL2 of 2010)
Dog license/renewal (not spayed/neutered)	\$20.50	Res. 12/14/10 (LL2 of 2010)
New dog tag	\$3.00	Res. 12/14/10 (LL2 of 2010)
Purebred license (5-20 purebred dogs)	\$100.00	Res. 12/14/10 (LL2 of 2010)
Purebred license (21 or more purebred dogs)	\$200.00	Res. 12/14/10 (LL2 of 2010)

Dog impoundment fee	\$25 for 1 st offense \$50 for 2 nd offense \$75 for 3 rd offense	Res. 12/14/10 (LL2 of 2010)
Unlicensed dog/Failure to renew license CMP suggests that offenses return to original offense after 3 yrs of no offenses- this may need to be a change to the local law	\$25 for 1 st offense \$50 for 2 nd offense \$75 for 3 rd offense	Res. 12/14/10 (LL2 of 2010)
Dog enumeration fee	\$5.00	Res. 12/14/10 (LL2 of 2010)
OTHER FEES:		Reference
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	LL1 of 1980
Marriage license for active duty military	<i>no fee</i>	Res. 2019-183
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:		Reference
Plumbing permit (up to 5 inspections)	\$240.00	LL 2 of 2015
New contractor registration	\$15.00	Res. 9/15/03
TAPS:		
Main tap (Standard household tap)	Current cost (billed by Bolton Point)	LL 2 of 2015
>1" Tap	Current cost (billed by Bolton Point)	LL 2 of 2015
METERS:		
Standard Household	Based on current cost	LL 2 of 2015
RF Radio Reader	Based on current cost	LL 2 of 2015
Meter: pit type	Based on current cost	LL 2 of 2015
Meter: >3/4"	Based on current cost	LL 2 of 2015
Frosted meter replacement	Cost of meter + 1 hr. labor	LL 2 of 2015
BACKFLOW/CROSS CONNECTION:		Reference
Annual backflow admin fee	\$32/first device; \$16/additional	Based on contract with Bolton Point

Backflow application review	\$80.00	Res. 9/15/03
Backflow certification inspection	\$72.00	Based on contract with Bolton Point
Backflow Inspection	\$72.00	Res. 2007-36
WATER SALES:		Reference
Water sales to users in Districts 1 & 2	Set by the Village of Trumansburg	1.5x the Village rate
Water sales to users in Districts 3 and 4	\$9.66/1000 gallons	Based on Town of Ithaca's 2021 water price of \$8.26/1000 gl +17% for water loss
Water District 3 Out of District Users (only those with valid contracts with the Town of Ulysses may purchase water outside a water district)	1.1x the rate set for regular customers unless otherwise specified in a contract	See contracts

EV CHARGING STATION FEE SCHEDULE To be developed in 2021

CODE AND PLANNING/ZONING PENALTIES:

<i>Activity</i>	<i>Penalty</i>	<i>Resolution/Law</i>	<i>Notes</i>
OPERATING PERMITS			
Penalty for failure to apply for Special Permit- 1st offense	\$1,000.00	LL#1 of 2010	
Penalty for failure to apply for Special Permit- 2nd offense	\$2,000.00	LL#1 of 2011	
CODE (Building and Zoning)			
Code violation	No less than \$100/day and no greater than \$250/day for each day of violation, in addition to penalties prescribed by state law	LL1 of 2016	
PLANNING BOARD			
Non-Compliance	\$100/day and/or Stop Work Order	Res. 2007-36	
STORM WATER			
Storm sewers- 1st offense	up to \$500 and/or imprisonment up to 15 days	LL1 of 2012	each day constitutes a new violation. GC 149-14D
Storm sewers- 2nd offense	up to \$1000 and/or imprisonment up to 15 days	LL1 of 2012	
Stormwater Mgmt and Erosion Sediment Control- 1st offense	up to \$350 and/or imprisonment up to 6 days	LL1 of 2012	each week constitutes a new violation. GC 156-13D

Stormwater Mgmt and Erosion Sediment Control- 2nd offense	\$350-700 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
Stormwater Mgmt and Erosion Sediment Control- 3rd offense	\$700-1000 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
OTHER			
Flood damage prevention: No structure shall hereafter be constructed, located, extended, converted, or altered and no land shall be excavated or filled without full compliance with the terms of this chapter and any other applicable regulations.	up to \$250; or imprisoned up to 15 days	LL2 of 1987	GC 89-8
Radio communications protection: to prevent interference with the countywide public safety radio communications system which is used by emergency service providers in this municipality and throughout Tompkins County.	up to \$250	LL2 of 2007	GC 129
Watercraft	73-c of the New York State Navigation Law	4/13/2004	GC 205-7
Zoning	No less than \$100/day and no greater than \$250/day for each day of violation, in addition to penalties prescribed by state law	2017-59	GC 212-4 E

WATER PENALTIES:

WATER			
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 maintained pursuant to this article, or permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this article shall be guilty of a Class A Misdemeanor and, upon conviction, shall be punished by a fine of	not more than \$1,000 per violation per day or imprisonment for not more than one year, or both.	LL1 of 2003	
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RESOLUTION 2021-30: MANDATORY JUSTICE SCHOOLING

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for approved expenses provided the funding is available.

RESOLUTION 2021-31: 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.

RESOLUTION 2021-32: COMMITTEES APPOINTED BY THE TOWN BOARD

The following working groups or committees are appointed by the Town Board for specific purposes and may or may not have terms of office:

COMMITTEE	MEMBERS	E-MAIL	TERM
SUSTAINABILITY & CONSERVATION ADVISORY BOARD	Roxanne Marino - Chair Bara Hotchkiss Robert Oswald Andy Hillman Terry Carroll Marc Devokaitis	Rmm3@cornell.edu baraHotchkiss@gmail.com reo1@cornell.edu andrew.hillman@davey.com tc629@cornell.edu mdevokaitis@gmail.com	All members appointed through 2021. New terms to be proposed in 2021 for 2022
YOUTH COMMISSION	Jon Gregory– Chair 1 yr term Zaun Marshburn- Town <i>Vacant- Town</i> <i>Vacant – Village</i> Ben Carver – Village Trustee Katelin Olson – Town Board	jgregory@ithaca.edu zaun001@gmail.com Carver@trumansburg-ny.gov Olson@ulysses.ny.us	Through 2022 12/31/2022 12/31/21 12/31/21 1/6/-12/31/21

	Paul Pennock – School Kate Shanks-Booth County	ppennock@tburg.k12.ny.us Kshanks@tompkins-co.org	Ex-officio staff support
HABITAT NATURE PRESERVE COMMITTEE	[REDACTED], Chair Carissa Parlato Bara Hotchkiss (alternate) Aaron Rovitz Marvin Pritts Kira Lallas Marc Devokaitis	Town Board Liaison clerk@ulysses.ny.us barahotchkiss@gmail.com arovi25@gmail.com mpp3@cornell.edu kiralallas@yahoo.com mdevokaitis@gmail.com	One year terms through 12/31/2021
SAFETY COMMITTEE	Scott Stewart– Highway Carissa Parlato – Safety Coord. Michelle Wright– HR Michael Boggs – TB Angela Champion – Court Steve Manciocchi– Union (Nancy Zahler – TB Alternate)	highway@ulysses.ny.us clerk@ulysses.ny.us michelle@ulysses.ny.us boggs@ulysses.ny.us achampion@nycourts.gov highway@ulysses.ny.us supervisor@ulysses.ny.us	

Resolution 2021-33: 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 effective immediately it is required policy in the Town of Ulysses that any application (full or partial, new or revised) for grant funding or financing, 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 the Town Board before it is submitted to the appropriate agency, 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 authorized, 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. 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 2021-34: TOWN BOARD ACCESS TO ATTORNEY SERVICES

WHEREAS the Town of Ulysses has contracted with Peter Walsh, from True and Walsh for legal services including 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 needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

Resolution 2021-35: TOWN BOARD ACCESS TO ENGINEERING SERVICES

WHEREAS the Town of Ulysses has contracted with MRB 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 needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

RESOLUTION 2021-36: CONTRACTS

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

Entity	Est. Contract Amt for 2021	Contract not to Exceed Amt for 2021	Notes Regarding Payment
American Legion (Assistance for Veterans)	\$475	n/a	Annually by 5/31
BAS software annual agreement for water billing	\$700	n/a	As invoiced
BAS software annual agreement for clerk	\$650	n/a	As invoiced

program			
Cayuga Lake Watershed Intermunicipal Organization	\$900	n/a	As invoiced
Cleaning- Wednesdays	\$30/hr; \$75/week		As invoiced
Cleaning- Weekends	\$20/hr; \$600/month + annual floor wax @ about \$900		As invoiced
Community Science Institute	\$6,312	n/a	As invoiced
Cooperative Extension (Youth Programming)	\$52,766	n/a	As invoiced
Engineering – MRB	See Current rate schedule	Not to exceed rate schedule.	As invoiced
Foodnet	\$2,250	n/a	Annually by May 31st
Gadabout	\$2,000	n/a	Annually by May 31st
General Code (for annual fee)	\$1,195	n/a	As invoiced
IT Services	\$45/hr to \$90/hr	\$95/hr	As invoiced
Lifelong	\$1,000	n/a	Annually by May 31st
Paychex	n/a varies by pay period based on number of employees	n/a price per employee set to increase in Spring of 2020	
Stormwater Coalition	\$1500	\$2,000	As invoiced

Trumansburg Senior Citizens	\$850	n/a	As invoiced
Tompkins County Recreation Partnership	\$8,114	\$8,500	As invoiced
Tompkins County Animal Control	\$18,134	\$18,300	Monthly
Trumansburg Conservatory of Fine Arts	\$1,900	n/a	As invoiced
Town Hall Maintenance	TBD		
Tompkins County Soil & Water	\$ 1500	\$1500	As invoiced
Attorney for the Town– Peter Walsh, at True and Walsh	\$200/hr Attorney \$145/hr Paralegal	\$200/hr Attorney \$145/hr Paralegal	As invoiced
Ulysses Historical Society	\$700	n/a	Annually by May 31st
Ulysses Philomathic Library	\$12,500	n/a	Annually by May 31st
Williamson Law – Accounting Software	\$1059	n/a	As invoiced
Williamson Law Book- Tax Glance software program	\$125	n/a	As invoiced
Village of Trumansburg Police Contract	\$50/hr	\$-750	As invoiced
Village of Trumansburg Sidewalk Maintenance	\$ 32.73/hr	Up to \$35/hr	As invoiced
Youth – Library Summer reading program	\$4,000	\$4,000	By May 31st
Winterfest- TBD	TBD	TBD	
Zoning/Code Software	\$20,000	\$22,000	As invoiced
Zoning/Code Ann. Software subscription	\$2,100	\$2,500	As invoiced
Rec Desk Ann Registration Subscription	\$3,480	\$3,500	As Invoiced

RESOLUTION 2021-37: 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 certified version of the complete Organizational Meeting minutes will be distributed by the Town Clerk to ALL employees and elected officials within 14 days of completion and will be posted to the website.

OTHER ANNUAL APPOINTMENTS, NOT SUBJECT TO TOWN BOARD APPROVAL:

Job title:	Name of appointee:	Appointed by:
Bookkeeper	Gloria Cassetti	Town Supervisor
Deputy Supervisor 1	Katelin Olson	Town Supervisor
Deputy Supervisor 2	Michelle E. Wright	Town Supervisor
Budget Officer 1	Nancy Zahler	Town Supervisor
Budget Officer 2	Michelle E. Wright	Town Supervisor
Court Clerk	Angela Champion	Town Justices
Deputy Town Clerk	Sarah Koski	Town Clerk
Second Deputy Town Clerk	Michele Mitrani	Town Clerk
Deputy Highway Superintendent	Dave Snyder	Highway Superintendent