

## **ORGANIZATIONAL MEETING of the TOWN BOARD**

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Town of Ulysses

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January 5, 2022

### **RESOLUTION 2022-1: 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 7:00 p.m. While NYS executive order or legislative action allows, meetings will continue virtually. If that expires, the board will meet at the Town Hall at 10 Elm Street.

### **RESOLUTION 2022-2: 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 2022-3: 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 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, and further

RESOLVED that when meetings are held by videoconference, the platform's "chat" record will be saved along with the minutes, and further

RESOLVED that an audio records of minutes will be saved for one year, and that further resolved that additional video records of meetings may be posted online in an effort to expand public access to meetings.

### **RESOLUTION 2022-4: MILEAGE**

BE IT RESOLVED mileage at a rate of \$0.585 cents per mile, based on the 2022 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 2022-5: 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 2022-6: CRIME COVERAGE**

BE IT RESOLVED that the following crime insurance coverage through Houston Casualty 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 \$100,000 (\$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  
(Includes Faithful Performance).

**RESOLUTION 2022-7: 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 2022-8: 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 2022-9: 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 2022-10: 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 will perform an audit of the 2021 financial records for the Town Court, Town Supervisor and Town Clerk at \_\_\_\_\_ on \_\_/\_\_/\_\_ (before 1/20/22) at the Ulysses Town Hall. The 2022 audit committee will be “the entire Town Board” –or– “\_\_\_\_\_ and \_\_\_\_\_ on behalf of the Town Board,” and

FURTHER RESOLVED, that the audit committee shall report their recommendations to the full Town Board.

**RESOLUTION 2022-11: TOWN INTERNAL ALL STAFF 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 90 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 \_\_\_\_\_ at \_\_\_\_\_ am/pm.

**RESOLUTION 2022-12: 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 discouraged 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, and further

RESOLVED that the Town Clerk will give reports to the Bookkeeper for reconciling.

**RESOLUTION 2022-13 COUNTERSIGNING AND MAILING 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, 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 2022-14: ESTABLISHMENT OF PAY PERIODS AND SALARIES**

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 26, 2021 and going through December 26, 2022:

**Annually:** Historian, Planning Board, Board of Zoning Appeals at the first meeting in December 2022.

**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, Support staff, Water Department staff and other staff otherwise not mentioned that are later added to this list.

**RESOLUTION 2022-15: 2022 PAY RATES**

<i>Position</i>	<i>2022 Budgeted Appropriation</i>	<i>Hourly rate, if applicable</i>
<b>Town Board</b>		
Town Supervisor	\$37,440	-
Budget Officer	\$45,445	
Bookkeeper to the Supervisor	\$35,504	-
Councilperson	\$5,065 each	-
<b>Clerk</b>		
Town Clerk	\$59,126	-
Deputy Town Clerk		TBD
<b>Court</b>		
Town Justice	\$19,629 each	-
Court Clerk	\$51,470	-
<b>Recreation</b>		
Director of Recreation (part-time or seasonal)	-	\$23.23 / hour
<b>Planning, Zoning, Building</b>		
Enforcement Officer for Building Code and Zoning	\$49,856	-
Planner	TBD	-
Code/Fire Enforcement Officer (part-time)	-	\$23.40 / hour

Typist (part-time)		\$17.83-\$21.17/hour
<b>Highway</b>		
Highway Superintendent	\$67,460	-
Motor Equipment Operator	-	\$24.50 / hour Per Union Contract
Deputy Highway Superintendent	-	\$25.00 / hour Per Union Contract
MEO/Water/Sewer Maintenance Worker	-	\$24.75 / hour Per Union Contract

**RESOLUTION 2022-16: 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
Budget Officer	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	Budget Officer	19
Enforcement Officer for Building Code & Zoning	Town Supervisor	35
Deputy Enforcement Officer	Enforcement Officer	5
Zoning Officer/Planner	Town Supervisor	TBD
Planning and Zoning Clerk	Zoning Officer/Planner	Various
Deputy Highway Superintendent	Highway Superintendent	40
Motor Equipment 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 2022-17: INSURANCE**

RESOLVED the Town of Ulysses make the following insurance choices in 2022:

<b><i>Insurance type</i></b>	<b><i>Carrier</i></b>	<b><i>Town contribution</i></b>	<b><i>Policy or rate exp.</i></b>
Health insurance	Greater Tompkins County Health Insurance Consortium Gold Plan through Excellus BCBS	90% for Class A employees 50% for Class B employees	12/31/22
Dental insurance	Excellus BCBS	50% of the premium	12/31/22
Medicare insurance	Excellus BCBS	<i>Dependent upon experience and employee class (see Personnel Policy for details)</i>	12/31/22
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	12/31/22
Short Term Disability	Shelter Point	100% of premium	12/31/22

Long Term Disability	Unum	100% of premium	12/31/22
General Liability	Houston Casualty	100% of premium	12/31/22
Cyber & Data Security	Hiscox	100% of premium	12/31/22

RESOLVED that the following table presents the 2022 premiums for Health-related insurances:

Plan Type	Monthly Premium
Health Insurance (Single Policy)	\$623.28
Health Insurance (Family Policy)	\$1,620.51
Dental Insurance (Single Policy)	\$46.55
Dental Insurance (Subscriber & Child Policy)	\$86.65
Dental Insurance (Subscriber & Spouse Policy)	\$93.09
Dental Insurance (Family Policy)	\$140.97
Medicare Policy	\$408.01

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 2022; 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 15 days of the new employee opening an HSA account.

**RESOLUTION 2022-18: 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, 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 people who hold the positions of Code/Zoning Enforcement Officer, Highway Superintendent, and MEO Water/Sewer Maintenance Worker 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 COMMITTEES & 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:

	<b>2021</b>	<b>2022</b>
A. Highway Department	Katelin Olson	Katelin Olson
B. Finance	N/A	Rich Goldman, Mary Bouchard
C. Planning Board	Rich Goldman, Michael Boggs (alternate)	Rich Goldman, Michael Boggs (alternate)
D. Board of Zoning Appeals	Katelin Olson, Mary Bouchard (alternate)	Rich Goldman, Mary Bouchard (alternate)
E. Fire Department	Michael Boggs	Michael Boggs
F. Town Court	Nancy Zahler	Katelin Olson
G. Trumansburg/Ulysses Youth Commission- Rec. Department	Katelin Olson, Mary Bouchard (alternate)	Katelin Olson, Mary Bouchard (alternate)
H. Village EMS & EMS Billing Oversight Committee	Michael Boggs, Mary Bouchard	Michael Boggs, Mary Bouchard



I. Town Hall Maintenance	Nancy Zahler, Michael Boggs, (alternate)	Katelin Olson ,Michael Boggs, (alternate)
J. Sustainability Committee	Mary Bouchard	Mary Bouchard
K. Trumansburg Village Board	Mary Bouchard, Katelin Olson (alternate)	Mary Bouchard
L. Records Advisory Board	Nancy Zahler	Katelin Olson
M. Safety Committee	Michael Boggs, John Zepko (alternate)	Michael Boggs, Town Planner (TBD) (alternate)
N. Agricultural Committee	Katelin Olson, Mary Bouchard	Katelin Olson, Mary Bouchard
O. Infrastructure Committee	N/A	Katelin Olson, Michelle Wright
P. Cyber and IT Committee	N/A	Linda Little, Michelle Wright
Q. Comprehensive Plan Committee	N/A	Katelin Olson, Michael Boggs, Rich Goldman (alternate)
R. Tree Advisory Committee	N/A	Mary Bouchard
S. Voucher Review	Rich Goldman and Katelin Olson (Jan.-June); Michael Boggs and Mary Bouchard (July-December)	Rich Goldman and Mary Bouchard (January-June); Michael Boggs and TBD (July-December)

**RESOLUTION 2021-20: TOWN BOARD ANNUAL 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:

	<b><i>2021</i></b>	<b><i>2022</i></b>
A. Health Consortium Board	Mary Bouchard, Rich Goldman (alternate)	Rich Goldman , Mary Bouchard, (alternate)
B. Planning Board Chairperson	Linda Little	Pete Angie
C. Board of Zoning Appeals Chair	Steven Morreale	Steven Morreale
D. Clerk for Board of Zoning Appeals	Louis DiPietro	Louis DiPietro
E. Clerk for Planning Board	Maria Barry	Maria Barry

	<b>2021</b>	<b>2022</b>
F. Tompkins County Environmental Mgmt Council	Cait Darfler	Marc Devokaitis
G. Tompkins County Stormwater Coalition	John Zepko	<i>Town Planner TBD</i>
H. Stormwater Officer	John Zepko	<i>Town Planner TBD</i>
I. Trumansburg/Ulysses Youth Commission Reps.	Zaun Marshburn, <i>(Vacant)</i>	Zaun Marshburn, Linnea Burgevin
J. Recreation Partnership rep.	Mary Bouchard, Katelin Olson (alternate)	Mary Bouchard
K. Tompkins County Youth Services Board	<i>(Vacant)</i>	<i>(Vacant)</i>
L. Ithaca/Tompkins County Transportation Council Planning & Policy Committees	Michelle E. Wright, Katelin Olson (alternate)	Michelle E. Wright, Katelin Olson (alternate)
M. Tompkins County Council of Governments	Nancy Zahler, Katelin Olson (alternate)	Katelin Olson, Rich Goldman (alternate)
N. Broadband Study Advisory Comm	<i>(vacant)</i>	Linda Little
O. Fair Board liaison	Michelle E Wright	Michelle E. Wright
P. Historian	John Wertis	John Wertis
Q. Tompkins County Animal Control	Carissa Parlato, Nancy Zahler (alternate)	Carissa Parlato, Katelin Olson (alternate)
R. Cayuga Lake Water Shed Intermunicipal Org. (IO)	Liz Thomas, Roxanne Marino (alternate)	Liz Thomas, Roxanne Marino (alternate)
S. Chamber of Commerce	Katelin Olson, Rich Goldman (alternate)	Rich Goldman
T Board of Assessment Review	N/A	Cheryl Thompson, David Means
U. Diversity, Equity, and Inclusion Officer	Katelin Olson (as of July 2021)	Katelin Olson

**RESOLUTION 2021-21: 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>
<b>BOARD OF ZONING APPEALS</b>		
STEPHEN MORREALE, Chair ( <i>One year term</i> ) <a href="mailto:Sjm11@cornell.edu">Sjm11@cornell.edu</a> (Member Term 5 years)	1/5/2022	12/31/2022
	1/5/2021	12/31/2025
CHERYL THOMPSON <a href="mailto:cherylthompsonarchitect@gmail.com">cherylthompsonarchitect@gmail.com</a>	1/4/2018	12/31/2022
ROBERT HOWARTH howarth@cornell.edu	1/28/2020	12/31/2024
DAVID TYLER <a href="mailto:Datyler123@gmail.com">Datyler123@gmail.com</a>	1/5/2022	12/31/2027
ANDREW HILLMAN <a href="mailto:andrew.hillman@davey.com">andrew.hillman@davey.com</a>	1/10/2019	12/31/2023
THOMAS BUTLER ( <i>alternate</i> ) <a href="mailto:Tom_Ryan@twcny.rr.com">Tom_Ryan@twcny.rr.com</a>	1/5/2022	12/31/2022
LOUIS DIPIETRO (Clerk) <a href="mailto:Dipietro.louis@gmail.com">Dipietro.louis@gmail.com</a>	1/5/2021	12/31/2022
<b>PLANNING BOARD</b>		
Chair –One year appointment PETE ANGIE <a href="mailto:PeteAngie3138@gmail.com">PeteAngie3138@gmail.com</a>	1/5/2022	12/31/2022
Members-5 year terms	1/5/2022	12/31/2027
REBECCA SCHNEIDER <a href="mailto:rls11@cornell.edu">rls11@cornell.edu</a>	1/10/19	12/31/2023
JOHN WERTIS bwwfarmtoday@aol.com	1/6/2021	12/31/2022
RODNEY BENT <a href="mailto:rodney.bent86@gmail.com">rodney.bent86@gmail.com</a>	1/6/2021	12/31/2025
MORRIS KLEIN moxie@dr.com	12/10/2019	12/31/2024

Vacant (1 <sup>st</sup> ALTERNATE)		12/31/2022
Vacant (2 <sup>nd</sup> ALTERNATE)		12/31/2022
MARIA BARRY – Clerk <a href="mailto:planningboardclerk@gmail.com">planningboardclerk@gmail.com</a>	1/5/2022	12/31/2022

**RESOLUTION 2022-22: POLICIES**

WHEREAS the Town of Ulysses has adopted the following policies:

<b><u>Policy*</u></b>	<b><u>Last updated</u></b>	<b><u>Notes</u></b>
Vaccination & Testing	10/12/21	<i>May need to be amended in 2022 to recognize shifting definitions of what constitutes full vaccination and testing rates per Tompkins County.</i>
Diversity, Equity and Inclusion Policy	7/13/21	
Personnel	various sections updated 2015-2019	Includes insurance & retiree benefits
*Alcohol and Controlled Substance Testing	2015	<i>(for Highway employees only) included in Personnel Policy; will need to be updated in 2022 to refer to legalized marijuana</i>
* 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"> <li>● Use of and Access to Personal, Private and Sensitive Information</li> <li>● Wireless Security Policy</li> <li>● Password Security Policy</li> <li>● Internet, Email, and Personal Computer Use</li> <li>● Mobile Computing and Storage Device Policy</li> <li>● Online Banking</li> </ul>	2015, 2017	Pieces included in both Personnel Policy and Records Mgmt policies with the exception of: <ul style="list-style-type: none"> <li>● Wireless Security Policy</li> <li>● Mobile Computing and Storage Device Policy</li> <li>● Online Banking</li> </ul>
Meeting Rules and Procedures	2018 <span style="color: red;">2021</span>	
*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	
*Title IV Anti-discrimination Plan		<i>Town does not have this policy</i>
* Defense and Indemnification		<i>Town does not have this policy</i>
* Capital Asset Policy		<i>Town does not have this policy</i>

\*indicates policy is required by law

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\* 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.

*\*\*Town Justices not subject to these as they report to/are overseen by NYS OCA*

**RESOLUTION 2022-23: 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 2022-24: 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, 2022 Town Board Organizational meeting.

**RESOLUTION 2022-25: 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 1<sup>st</sup> - April 30<sup>th</sup>: 6:00 am until 2:30 pm, Monday- Friday; and May 1<sup>st</sup> – Sept. 30<sup>th</sup>: 6:00 am until 4:30pm, Monday through Thursday, with flexible scheduling to cover water and emergencies.

**RESOLUTION 2022-26: RECORDS MANAGEMENT OFFICER**

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

**RESOLUTION 2022-27: 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 2022-28: 2022 FEES and PENALTIES**

RESOLVED that the Town Board approves the following fees and penalties for 2022 and

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

**PLANNING & ZONING:**

<b>ZONING:</b>		<b>NOTES:</b>
Development District	\$250 + costs	
Re-zoning	\$250 + costs	
<b>BOARD OF ZONING APPEALS:</b>		
Variance	\$150. (includes legal ad)	
<b>PLANNING BOARD:</b>		
Subdivison- Simple	\$50.00	
Subdivison- Minor (3 lots)	\$150.00	
Subdivison- Major (4 or more lots)	\$300.00	
Site Plan Review- Residential	\$100 + costs	
Site Plan Review- Commercial	\$200. + costs	
Site Plan requiring Special Permit	\$250.00	
<b>OTHER PLANNING &amp; ZONING:</b>		
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	
Copies of Comprehensive Plan, Zoning, Farmland Protection Plan, etc.	\$15/copy of plan	
SWPPP Review 3	\$100+ engineering and Soil & Water Conservation Service Fees	

**BUILDING/CODE:**

<b>OPERATING PERMITS</b>	<b>Fee</b>	
Operating Permit	\$75.00	
Fireworks display	\$150.00	
Special Event Operating Permit- for events with 2000 or more in attendance	\$150/day of event	Planned adjustment in 2022



Special Event Operating Permit- for events requiring a permit with under 2000 in attendance.	\$50/day of event	Planned adjustment in 2022
<b>BUILDING PERMITS</b>	<b>Fee</b>	
1 & 2 Family Residences, includes finished basements	\$.30/sq ft or \$3/thousand, whichever is greater.	
<b>Modular</b>	<b>\$.20/sq ft</b>	Suggested by code officer
Unfinished basements	\$.15/sq ft.	
Multiple dwelling/Multi-residential	\$225 + \$3/K	
Commercial bldgs., bridges, tanks, and towers	\$425 + \$4/K	
Alterations, renovations, additions, pools	\$75 + 3/K	
Accessory Building- separate from a main building	\$55 + \$3/K	
Accessory Building – attached to 1 & 2 family residence	\$0.30/sq. ft.	
Building Permit Renewal	Half existing building permit fee	
Any building begun without a valid building permit	Double normal fee	
Solar, wind or alt. energy permit- RESIDENTIAL	\$75.00	
Solar, wind or alt. energy permit- COMMERCIAL	\$75 + \$3/K	
Sign permit	\$50.00	
Woodstove or heating unit	\$50.00	
Demolition	\$2/K (\$65 min)	
Fire Inspection (includes one re-inspection if necessary)	\$50/inspection	
Additional Fire Inspections (if more than 2 necessary beyond initial inspection(s))	\$50/inspection	

**EMERGENCY MEDICAL SERVICES:**

<b>SERVICE PROVIDED</b>	<b>FEE</b>	
BLS Non-Emergency	\$500	
BLS Emergency	\$940	

ALS 1 Non-Emergency	\$850	
ALS 1 Emergency	\$1405	
ALS 2 Emergency	\$1612	
Specialty Care Transport	\$n/a	
Paramedic Intercept	\$725	
<b>Specialty Care</b>	<b>\$500</b>	
Ground Transport Miles	\$25.50	

**CLERK:**

<b>DOG FEES:</b>		
Dog license/renewal (spayed/neutered)	\$13.50	
Dog license/renewal (not spayed/neutered)	\$20.50	
New dog tag	\$3.00	
Purebred license (5-20 purebred dogs)	\$100.00	
Purebred license (21 or more purebred dogs)	\$200.00	
Dog impoundment fee	\$25 for 1 <sup>st</sup> offense \$50 for 2 <sup>nd</sup> offense \$75 for 3 <sup>rd</sup> offense	
Unlicensed dog/Failure to renew license	\$25 for 1 <sup>st</sup> offense \$50 for 2 <sup>nd</sup> offense \$75 for 3 <sup>rd</sup> offense	2022- after 3 years of no offense, customer is cleared of any priors and begins with \$25
Dog enumeration fee	\$5.00	
<b>OTHER FEES:</b>		<b>NOTES:</b>
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	
Marriage license for active duty military	<i>no fee</i>	
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:**

<b>PERMITS &amp; HOOK-UPS:</b>	

Plumbing permit (up to 5 inspections)	\$240.00	
New contractor registration	\$15.00	
Engineering fees for out-of-district/extension requests	Based on engineer's estimate.	
<b>TAPS:</b>		
Main tap (Standard household tap)	Current cost (billed by Bolton Point)	
>1" Tap	Current cost (billed by Bolton Point)	
<b>METERS:</b>		
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	
<b>BACKFLOW/CROSS CONNECTION:</b>		
Backflow application review	\$80.00	
Backflow Inspection	\$72.00	
<b>WATER SALES:</b>		<b>NOTES:</b>
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	\$9.91/1000 gallons	Based on Town of Ithaca's 2022 water price of \$8.51/1000 gl, + 14% for water loss
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:**

<b>Activity</b>	<b>Penalty</b>	<b>Resolution/Law</b>	<b>Notes</b>
<b>OPERATING PERMITS</b>			
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	
<b>CODE (Building and Zoning)</b>			
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	
<b>PLANNING BOARD</b>			
Non-Compliance	\$100/day and/or Stop Work Order	Res. 2007-36	
<b>STORM WATER</b>			
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
<b>OTHER</b>			
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
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**WATER PENALTIES:**

<b>WATER</b>			
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,	not more than \$1,000 per violation per day or imprisonment for not more than one year, or both.	LL1 of 2003	

upon conviction, shall be punished by a fine of			
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**RESOLUTION 2022-29: 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 2021-30: 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
CONSERVATION & SUSTAINABILITY ADVISORY BOARD	Roxanne Marino	Rmm3@cornell.edu	12/31/2022
	Bara Hotchkiss	baraHotchkiss@gmail.com	12/31/2022
	Robert Oswald	reo1@cornell.edu	12/31/2023
	Andy Hillman	andrew.hillman@davey.com	12/31/2023
	Terry Carroll	tc629@cornell.edu	12/31/2024
	Marc Devokaitis Mary Bouchard, TB	mdevokaitis@gmail.com	12/31/2024
YOUTH COMMISSION	Paul Pennock– Chair 1 yr term	ppennock@tburg.k12.ny.us	Through 2022
	Zaun Marshburn-Town	zaun001@gmail.com	12/31/2022
	Linnea Burgevin - Town	linnea@learning-web.org	12/31/2022
	<i>Vacant – Village appt</i>		12/31/2022
	Ben Carver – Village Trustee	Carver@trumansburg-ny.gov	12/31/2022
	Katelin Olson – Town Board	Olson@ulysses.ny.us	12/31/2022
	Meghan Lyons - County	mlyons@tompkins-co.org	Ex-officio staff support

<p>HABITAT NATURE PRESERVE COMMITTEE</p>	<p>Carissa Parlato, chair Mary Bouchard, TB Aaron Rovitz Marvin Pritts Kira Lallas Marc Devokaitis</p>	<p><a href="mailto:arovi25@gmail.com">arovi25@gmail.com</a> <a href="mailto:mpp3@cornell.edu">mpp3@cornell.edu</a> <a href="mailto:kiralallas@yahoo.com">kiralallas@yahoo.com</a> <a href="mailto:mdevokaitis@gmail.com">mdevokaitis@gmail.com</a></p>	<p>12/31/22</p>
<p>TREE ADVISORY COMMITTEE</p>	<p>Don Ellis Andrew Hillman Greg Peck Pamela Markham Marv Pritts John Wertis</p>	<p><a href="mailto:don@lakepassage.com">don@lakepassage.com</a> <a href="mailto:andrewhillman5@icloud.com">andrewhillman5@icloud.com</a> <a href="mailto:greg.m.peck@gmail.com">greg.m.peck@gmail.com</a> <a href="mailto:pamelakaymarkham@gmail.com">pamelakaymarkham@gmail.com</a> <a href="mailto:mpp3@cornell.edu">mpp3@cornell.edu</a> <a href="mailto:Bwwfarmtoday@aol.com">Bwwfarmtoday@aol.com</a></p>	<p>12/31/2025 12/31/2025 12/31/2023 12/31/2023 12/31/2024 12/31/2024</p>
<p>SAFETY &amp; EMERGENCY COMMITTEE</p>	<p>Scott Stewart– Highway Carissa Parlato – Co-chair Michelle Wright– Co-chair Michael Boggs – TB Steve Manciocchi– Union (Katelin Olson – TB Alternate)</p>	<p><a href="mailto:highway@ulysses.ny.us">highway@ulysses.ny.us</a> <a href="mailto:clerk@ulysses.ny.us">clerk@ulysses.ny.us</a> <a href="mailto:michelle@ulysses.ny.us">michelle@ulysses.ny.us</a> <a href="mailto:boggs@ulysses.ny.us">boggs@ulysses.ny.us</a> <a href="mailto:highway@ulysses.ny.us">highway@ulysses.ny.us</a> <a href="mailto:supervisor@ulysses.ny.us">supervisor@ulysses.ny.us</a></p>	<p>12/31/2022</p>

**RESOLUTION 2022-31: 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 \$1,000**, 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 should be evaluated for future impact on Town staff time and resources 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. 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 2022-32: 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 needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

**RESOLUTION 2022-33: 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 needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

**RESOLUTION 2022-34: CONTRACTS AND ANNUAL PAYMENTS**

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

<b>Entity</b>	<b>Contract Amt approved for 2022 budget</b>	<b>Contract not to Exceed Amt for 2022</b>	<b>Notes Regarding Payment</b>
American Legion (Assistance for Veterans)	\$475	n/a	Annually by 5/31
BAS software annual agreement for water billing	\$721	n/a	annually
BAS software annual agreement for clerk program	\$670	n/a	annually
Cayuga Lake Watershed Intermunicipal Organization	\$1,365	n/a	As invoiced
Cleaning- Wednesdays	\$30/hr; \$75/week		monthly
Cleaning- Weekends	\$20/hr; \$600/month + annual floor wax @ about \$900		monthly
Community Science Institute	\$6,438	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 5/31

Gadabout	\$2,500	n/a	Annually by 5/31
General Code (for annual fee)	\$1,195	n/a	As invoiced
IT Services	\$45/hr to \$90/hr	\$95/hr	As invoiced
Lifelong	\$1,100	n/a	Annually by 5/31
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	\$1,575	\$2,000	As invoiced
Trumansburg Senior Citizens	\$850	n/a	Annually by 5/31
Tompkins County Recreation Partnership	\$7,838	\$8,500	As invoiced
Tompkins County Animal Control	\$18,134	\$18,300	Monthly
Trumansburg Conservatory of Fine Arts	\$4,100	n/a	As invoiced
<del>Town Hall Maintenance</del>	<del>TBD</del>		
Tompkins County Soil & Water	\$50/hr	\$50/hr	As invoiced
Attorney for the Town– <b>Nathan D. VanWhy, Coughlin and Gerhart, LLP</b>	\$200/hr Attorney \$145/hr Paralegal	<b>\$250/hr</b> Attorney <b>\$180/hr</b> Paralegal	As invoiced
Ulysses Historical Society	\$1,000	n/a	Annually by 5/31
Ulysses Philomathic Library	\$12,500	n/a	Annually by 5/31
Williamson Law – Accounting Software	\$1,188	n/a	Annually
Williamson Law Book- Tax Glance software program	\$125	n/a	As invoiced
Village of Trumansburg Sidewalk Maintenance	\$ 32.73/hr	Up to \$35/hr	As invoiced

RecDesk Software Subscription	\$3,480	\$3,500	Annually
Youth – Library Summer reading program	\$4,000	\$4,000	By 5/31
Charge Point Fees (EV charging station)	\$1,778 annual cloud svcs; \$2,064 for 3yr warranty		
Trumansburg Farmers Market	\$3,000		2022 amt payable by 5/31

**RESOLUTION 2022-35: 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:**

<b><i>Job title:</i></b>	<b><i>Name of appointee:</i></b>	<b><i>Appointed by:</i></b>
Bookkeeper to the Supervisor	Blix Taetzsch	Town Supervisor
1 <sup>st</sup> Deputy Supervisor	Richard Goldman	Town Supervisor
Budget Officer	Michelle E. Wright	Town Supervisor
Secretary to the Supervisor	TBD	Town Supervisor
Court Clerk	Angela Champion	Town Justices
Deputy Town Clerk	TBD	Town Clerk
Second Deputy Town Clerk	Michele Mitrani	Town Clerk
Deputy Highway Superintendent	Dave Snyder	Highway Superintendent

**RESOLUTION 2022-36: DESIGNATING MR. BOGGS AS DELEGATE TO AOT MEETING**

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