*Draft- not yet approved* **TOWN BOARD ORGANIZATIONAL MEETING**

Town of Ulysses

January 6, 2020

Audio of the minutes are available on the website at [ulysses.ny.us](file:///\\TOWN\Clerk\MINUTES\2014%20APPROVED%20MINUTES\ulysses.ny.us).

The meeting was held at the Ulysses Town Hall at 10 Elm Street, Trumansburg.

Notice of Town Board meetings are posted on the Town’s website and Clerk’s board.

ATTENDANCE:

TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas

Board members- Nancy Zahler, Richard Goldman, Michael Boggs, Katelin Olson

Town Clerk- Carissa Parlato

Deputy Supervisor- Michelle Wright

Bookkeeper- Gloria Cassetti

Highway Superintendent- Scott Stewart

Attorney for the Town- Khandikile Mvunga Sokoni

OTHERS PRESENT:

*(none)*

CALL TO ORDER:

Ms. Thomas called the meeting to order at 8am.

**RESOLUTION 2020-1: 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.

Moved: Mr. Boggs Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-2: 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.

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-3: 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.

Moved: Mr. Boggs Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-4: MILEAGE**

BE IT RESOLVED mileage at a rate of $0.575 cents per mile, based on the 2020 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).

Moved: Ms. Zahler Seconded: Ms. Olson

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-5: PETTY CASH**

BE IT RESOLVED that the Town Clerk and the Court Clerk’s petty cash funds are each $300 for 2020.

Moved: Mr. Boggs Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-6: CRIME COVERAGE**

BE IT RESOLVED that the purchase of the following crime insurance coverage at the following levels 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:

Deputy Supervisor $650,000

Supervisor $650,000

Tax Collector/Town Clerk $650,000

Deputy Town Clerk $650,000

Bookkeeper $650,000

Includes Faithful Performance

Moved: Mr. Boggs Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-7: FINANCIAL REPORT**

BE IT RESOLVED that an annual financial report be presented to the Town Clerk by the Bookkeeper within 30 days of the end of the fiscal year as required by Town Law Section 29(10). In lieu of the financial report, the Supervisor is hereby authorized to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the annual update document (AUD) to the State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)). 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.

Moved: Ms. Zahler Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-8: 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.

Moved: Ms. Zahler Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-9: 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 Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-10: FINANCIAL AUDIT**

BE IT RESOLVED that the Town Board of Ulysses will perform an audit of the 2019 financials for the Town Court, Town Supervisor and Town Clerk on Friday, Jan. 24 at 8am.

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-11: 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 60 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 Thurs 2/13 at 8am.

Moved: Ms. Thomas Seconded: Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-12: COLLECTION OF BUILDING FEES**

RESOLVED that the Town Board designates the Building Inspector to collect building and code fees and the Fire Inspector to collect fire inspection fees using Town Board approved procedures established by March 31, 2020.

Moved: Mr. Goldman Seconded: Ms. Zahler

*Amended to add “using Town Board approved procedures established by March 31, 2020”.*

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-13 COUNTERSIGNING OF CHECKS**

RESOLVED that checks dispersed by the Town of Ulysses in the amount of $5000 or greater will be signed by both the Town Supervisor and Town Clerk or other designated signatory per Town Law Section 29.

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-14: ESTABLISHMENT OF PAY PERIODS AND SALARIES**

BE IT RESOLVED the Town Board hereby establishes the following payroll periods beginning on December 29, 2019 and going through December 26, 2020:

Annually: Historian, Planning Board, Board of Zoning Appeals

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, 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.

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-15: PAY RATES**

|  |  |  |
| --- | --- | --- |
| ***Position*** | ***2020 Budgeted Appropriation*** | ***Hourly rate, if applicable*** |
| **Town Board** | | |
| Supervisor | $18,970 | ~~-~~ |
| Budget Officer | $20,280 | - |
| Deputy Supervisor | $20,280 | - |
| Bookkeeper | $40,560 | - |
| Councilperson | $4,822 each | - |
| **Clerk** | | |
| Town Clerk | $56,290 | - |
| Deputy Town Clerk |  | $20.60 / hour |
| 2nd Deputy Town Clerk | - | $16.97 / hour |
| **Court** | | |
| Town Justice | $18,687 each | - |
| Court Clerk | $49,000 | - |
| **Planning, Zoning, Building** | | |
| Enforcement Officer for Building Code | $31,194 | - |
| Planner | $63,000 | - |
| Deputy Enforcement Officer | - | $22.28 / hour |
| **Highway** | | |
| Superintendent | $61,810 | - |
| MEO | - | See Union Contract |
| Deputy Highway Superintendent | - | See Union Contract |

Moved: Ms. Zahler Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-16: 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. 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 | 30 |
| 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 | Town Supervisor | 30 |
| Enforcement Officer for Building Code | Town Supervisor | 23 |
| Deputy Enforcement Officer | Enforcement Officer | 10 |
| 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 | Water Dist. Operator | 40 (combined with highway work) |

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-17: INSURANCE**

RESOLVED the Town of Ulysses make the following insurance choices in 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| ***insurance item*** | ***carrier*** | ***Town contribution*** | ***policy expiration date*** |
| Health insurance | Greater Tompkins County Health Insurance Consortium Gold Plan through Excellus BCBS | 90% for Class A employees  50% for Class B employees |  |
| Dental insurance | Excellus BCBS | 50% of the premium | 12/31/20 |
| Medicare insurance | Excellus BCBS | *Dependent upon experience and employee class (see Personnel Policy for details)* | 12/31/20 |
| Health Savings Account (HSA) | through Tompkins Trust Company | single plan-$1,500  family plan-$3,000 | n/a |
| Worker’s Compensation | PERMA | 100% of premium | 12/31/20 |
| General liability | NYMIR | 100% of premium | 12/31/20 |
| Disability (including Paid Family Leave) | Shelter point | 100% of premium |  |

RESOLVED that the following table presents the 2020 premiums for Health Related Insurances:

|  |  |
| --- | --- |
| Plan Type | Monthly Premium |
| Health Insurance (Single Policy) | $571.79 |
| Health Insurance (Family Policy) | $1,486.56 |
| Dental Insurance (Single Policy) | $47.36 |
| Dental Insurance (Family Policy) | $117.17 |
| Medicare Policy (single policy) | $386.87 |

RESOLVED that the Town Board requests that the Bookkeeper transfer the HSA contributions to eligible employees’ Health Savings Accounts within the first 14 days of 2020; 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 based on their start date to the new employee’s Health Savings Accounts within 30 days of the new employee opening an HSA account.

Moved: Mr. Goldman Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-18: CELL PHONE REIMBURSEMENT FOR CODE ENFORCEMENT AND HIGHWAY DEPARTMENTS**

WHEREAS the Code 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 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 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.

Moved: Ms. Olson Seconded: Ms. Thomas

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-19: 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:

|  |  |  |
| --- | --- | --- |
|  | 2019 | 2020 |
| 1. Highway Department | Mr. Boggs | Town Supervisor, Deputy Supervisor |
| 1. Personnel | Thomas, Zahler (alternate) | Ms. Zahler, Goldman Either add first name or title. |
| 1. Planning Board | Goldman, Boggs (alternate) | Goldman, Boggs (alternate) |
| 1. BZA | *(was combined with PB liaison)* | Olson, Boggs |
| 1. Fire Department | Boggs, Hertzler (alternate) | Boggs |
| 1. Tburg Ulysses Youth Commission | Zahler | Zahler |
| 1. Village EMS & EMS Billing Oversight Committee | Boggs, Zahler | Boggs, Zahler |
| 1. Town Hall Maintenance | Boggs | Supervisor, Boggs (alt) |
| 1. Sustainability Committee | Zahler | Olson |
| 1. Trumansburg Village Board | Zahler | Zahler |
| 1. Records Advisory Board | Thomas | Supervisor |
| 1. Safety Committee | Boggs/ Zahler (alternate) | Boggs/ Zahler (alternate) |
| 1. Union negotiations | Goldman, Zahler | Goldman, Zahler |
| 1. Agricultural Committee | Zahler, Boggs (alternate) | Olson, Zahler |

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-20: 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:

|  | 2019 | 2020 |
| --- | --- | --- |
| 1. Health Consortium Board | Goldman, Zahler (alt) | Either add first name or title. Goldman, Zahler (alt) |
| 1. Planning Board Chairperson | Olson | Linda Liddle |
| 1. Board of Zoning Appeals Chairperson | Howarth | Robert Howarth |
| 1. Clerk for Board of Zoning Appeals | Louis DiPietro | Louis DiPietro |
| 1. Clerk for Planning Board | Maria Barry | Maria Barry |
| 1. Tompkins County Environmental Mgmt Council | Cait Darfler, Ms. Thomas (alternate) | Cait Darfler, Ms. Olson (alternate) |
| 1. Tompkins County Water Resources Council (WRC) | Liz Thomas serving in an “at-large” position. | Liz Thomas serving in an “at-large” position. |
| 1. Tompkins County Stormwater Coalition | Zepko | Zepko |
| 1. Stormwater Officer | Zepko | Zepko |
| 1. Tburg Ulysses Youth Commission Reps | Sharon Bilotta, Reanna Levine | Sharon Bilotta, Reanna Levine |
| 1. Rec Partnership rep. | Zahler | Durand Van Doren, Ms. Zahler (alt) |
| 1. Tompkins County Youth Services Board | Pete Angie | *vacant* |
| 1. Ithaca/Tompkins County Transportation Council Planning & Policy Committees | Wright | Michelle E. Wright |
| 1. Tompkins County Council of Governments | Thomas & Zahler (alternate) | Supervisor & Deputy Supervisor |
| 1. Fair Board liaison | Hertzler | Michelle E. Wright |
| 1. Historian | John Wertis | John Wertis |
| 1. Tompkins County Animal Control | Thomas, Parlato (alt) | Supervisor, Clerk (alt) |
| 1. Cayuga Lake Water Shed Intermunicipal Org. (IO) | Boggs (Thomas alternate) | Supervisor, Boggs (alt) |
| 1. Chamber of Commerce | Zahler/ Goldman (alt) | Zahler/ Mr. Goldman (alt) |
| 1. Voucher Reviews | Zahler & Goldman (Jan-Jun)  Boggs & Hertzler (July-Dec) | Zahler & Goldman (Jan-Jun)  Boggs & Olson (July-Dec) |

Moved: Mr. Goldman Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-21: 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.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-22: 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 Agreement for the Expenditure of Highway Moneys as presented by the Ulysses Highway Superintendent at the January 6, 2020 Town Board Organizational meeting

Moved: Ms. Thomas Seconded: Ms. Olson

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-23: TOWN HIGHWAY DEPARTMENT HOURS OF OPERATION**

BE IT RESOLVED that the hours for the Town Highway Department, set by the Town Highway Superintendent, are 6:30am-3pm year-round.

Moved: Mr. Goldman Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-24: 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 2019 may be either replaced or reappointed. The following members being reappointed for 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| *Name /email* | *Date Appointed* | *Date of Oath* | *Term Expiration* |
| **BOARD OF ZONING APPEALS** | | | |
| ROBERT HOWARTH, Chair  [howarth@cornell.edu](mailto:howarth@cornell.edu)  *(Chair appts are for one year)* | 12/10/2019 |  | 12/31/2024 |
| CHERYL THOMPSON  [cherylthompsonarchitect@gmail.com](mailto:cherylthompsonarchitect@gmail.com) | 1/4/2018 | 1/23/2018 | 12/31/2022 |
| STEPHEN MORREALE  [Sjm11@cornell.edu](mailto:Sjm11@cornell.edu) | 12/9/2014 | 1/28/2015 | 12/31/2020 |
| DAVID TYLER  [Datyler123@gmail.com](mailto:Datyler123@gmail.com) | 2/27/2018 | 3/16/2018 | 12/31/2021 |
| ANDREW HILLMAN  [andrew.hillman@davey.com](mailto:andrew.hillman@davey.com) | 1/10/2019 | 3/25/2019 | 12/31/2023 |
| THOMAS BUTLER  [Tom\_Ryan@twcny.rr.com](mailto:Tom_Ryan@twcny.rr.com)  *(alternate)* | 12/10/19 |  | 12/31/2020 |
| LOUIS DIPIETRO *(Clerk)*  [Dipietro.louis@gmail.com](mailto:Dipietro.louis@gmail.com) | 1/6/2020 |  | 12/31/20 |
| **PLANNING BOARD** | | | |
| REBECCA SCHNEIDER [rls11@cornell.edu](mailto:csalino48@gmail.com) | 1/10/19 | 04/16/19 | 12/31/2023 |
| JONATHAN FERRARI  [jonaferrari@gmail.com](mailto:jonaferrari@gmail.com) | 2/27/18 | 2/29/18 | 12/31/2022 |
| LINDA LIDDLE, Chair [liddlela@verizon.net](mailto:liddlela@verizon.net)  *(Chair appts are for one year)* | 1/6/2020 |  | 12/31/2021 |
| MORRIS KLEIN  [moxie@dr.com](mailto:moxie@dr.com) | 1/6/2020 |  | 12/31/2024 |
| RODNEY BENT [rodney.bent86@gmail.com](mailto:rodney.bent86@gmail.com) | 1/6/2020 |  | 12/31/2020 |
| *Vacant (alternate)* |  |  | 12/31/2020 |
| MARIA BARRY *(Clerk)*  [planningboardclerk@gmail.com](mailto:planningboardclerk@gmail.com) | 1/6/2020 | 1/16/19 | 12/31/2020 |

Moved: Ms. Zahler Seconded: Ms. Thomas

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-25: POLICIES**

WHEREAS the Town of Ulysses has adopted the following policies:

|  |  |  |
| --- | --- | --- |
| ***Policy*** | ***Last updated*** | ***Notes*** |
| Personnel | various sections updated at various times | includes vacation, sick leave, and holiday 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 |
| Procurement | 2010 |  |
| Claims | 2012 |  |
| Computer System Security (aka IT Breach Notification) | 2012 |  |
| Meeting Rules and Procedures | 2018 |  |
| Investment | 1994 |  |
| Planning Board and Zoning Board Attendance and Training | 2012 |  |
| Records Management | 2017 |  |
| Emergency Preparedness | 1993 |  |
| EMS Ambulance Billing | 2019 |  |
| Mailbox Replacement for Highway Dept. | 2019 |  |

BE IT RESOLVED that these documents 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
* Harassment & Discrimination, and

FURTHER RESOLVED that ANNUALLY all employees and elected or appointed officials shall sign off that they have read and understand the following policies:

* Code of Ethics
* Workplace Violence
* Harassment & Discrimination

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.

Moved: Zahler Seconded: Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-26: 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.

Moved: Zahler Seconded: Olson

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-27: GIFTS**

WHEREAS, the Town Code of Ethics guides receipt of gifts to town staff & elected officials,

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.

Moved: Ms. Zahler Seconded: Ms. Thomas

*Amended to include “WHEREAS, the Town Code of Ethics guides receipt of gifts to town staff & elected officials,”*

Moved: Ms. Zahler Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-28: FEE SCHEDULE 2020**

RESOLVED that the Town Board approves the following fees for 2020:

**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 family residence | $0.30/sq. ft. | Res. 2018-25 |
| 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 are necessary beyond initial inspection(s)) | $50/inspection | Res. 2018-25 |

**EMERGENCY MEDICAL SERVICES:**

|  |  |  |
| --- | --- | --- |
| ***SERVICE PROVIDED*** | ***FEE*** | ***REFERENCE*** |
| BLS Non-Emergency | $500 | Res. 2018-75 |
| BLS Emergency | $800 | Res. 2018-75 |
| ALS 1 Non-Emergency | $850 | Res. 2018-75 |
| ALS 1 Emergency | $1050 | Res. 2018-75 |
| ALS 2 Emergency | $1150 | Res. 2018-75 |
| Specialty Care Transport | $500 | Res. 2018-75 |
| Paramedic Intercept | $325 | Res. 2018-75 |
| Ground Transport Miles | $20.00/mi | Res. 2018-75 |

**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 1st offense  $50 for 2nd offense  $75 for 3rd 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 |
| Games of Chance license | $50.00 | set by NYS |
| Hunting Licenses | *(varies by license)* | set by NYS |
| Handicap Parking | *no fee* | 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 customers in Districts 3 and 4) | $7.97/1000 gallons | | Based on Town of Ithaca’s 2020 water price |
| 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 |

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-29: 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.

Moved: Thomas Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-30: VEHICLE BENEFIT:**

RESOLVED, that because the Highway Superintendent and Water District Operator are on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of town vehicles for travel to and from work, provided they are not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk quarterly and shared with the Highway Department liaison.

Moved: Mr. Boggs Seconded: Ms. Olson

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-31: 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 | [Rmm3@cornell.edu](mailto:Rmm3@cornell.edu) | All members appointed through 2020 (appointed on 12/10/19) |
| Bara Hotchkiss | [baraHotchkiss@gmail.com](mailto:baraHotchkiss@gmail.com) |
| Robert Oswald | [reo1@cornell.edu](mailto:reo1@cornell.edu) |
| Don Ellis | [don@lakepassage.com](mailto:don@lakepassage.com) |
| Andy Hillman  Terry Carroll | [andrew.hillman@davey.com](mailto:andrew.hillman@davey.com)  tc629@cornell.edu |
| YOUTH COMMISSION | Sharon Bilotta – Chair  (town appointment) | [seb@fltg.net](mailto:seb@fltg.net) | Through 2020 |
|  | Reanna Levine – Town (town appointment) | reabug@gmail.com | Through 2020 |
|  | John Gregory - Village | [jgregory@ithaca.edu](mailto:jgregory@ithaca.edu) |  |
|  | Ben Carver – Village Trustee | Carver@trumansburg-ny.gov |  |
|  | Nancy Zahler – Town Board liaison | [Zahler@ulysses.ny.us](mailto:Zahler@ulysses.ny.us) | Through 2020 |
|  | *Vacant - County* |  |  |
|  | Paul Pennock – School liaison | [ppennock@tburg.k12.ny.us](mailto:ppennock@tburg.k12.ny.us) |  |
| HABITAT NATURE PRESERVE COMMITTEE | Nancy Zahler  Carissa Parlato  (vacant)  Bara Hotchkiss (alternate)  Aaron Rovitz  Marvin Pritts  Kira Lallas | [zahler@ulysses.ny.us](mailto:zahler@ulysses.ny.us)  [clerk@ulysses.ny.us](mailto:clerk@ulysses.ny.us)  -  [barahotchkiss@gmail.com](mailto:barahotchkiss@gmail.com)  [arovi25@gmail.com](mailto:arovi25@gmail.com)  [mpp3@cornell.edu](mailto:mpp3@cornell.edu)  kiralallas@yahoo.com | Through 2020- All terms set to expire 12/31/2020 |
| SAFETY COMMITTEE (AS REQUIRED BY PERMA) | Scott Stewart– Highway | highway@ulysses.ny.us |  |
| Court  Carissa Parlato – Safety Coord. | clerk@ulysses.ny.us |  |
| Michelle Wright– HR | michelle@ulysses.ny.us |  |
| Michael Boggs – TB | boggs@ulysses.ny.us |  |
| Steve Manciocchi– Union | highway@ulysses.ny.us |  |
| (Nancy Zahler – TB Alternate) | zahler@ulysses.ny.us |  |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-32 GATEKEEPER RESOLUTION (ORIGINALLY ADOPTED 6/26/2006)**

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. It is also hereby the policy of the Town of Ulysses that a copy of this resolution will be provided to any engineering or other consulting firm engaged by the Town, at the time a contract is signed.

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.

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 third parties.

THE TOWN BOARD FURTHER RESOLVES that at the organizational meeting of the Town Board each January, all resolutions passed from this date forward authorizing the Supervisor, individual Town board members, or any other agents or consultants of the Town to act on behalf of the Town will be reviewed. The Supervisor shall provide copies of all such resolutions in effect to seated and incoming Town Board members at least two weeks prior to such meeting.

***TABLED***

**RESOLUTION 2020-33: TOWN BOARD ACCESS TO ATTORNEY SERVICES**

WHEREAS the Town of Ulysses has contracted with Khandikile Mvunga Sokoni, from True, Walsh, and Sokoni for legal services including attendance at monthly meetings of the Town Board and 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 per topic to resolve needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

Moved: Ms. Zahler Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-34: 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 per project per year to resolve needs to be routed through the Town Supervisor or be authorized by the entire Town Board.

Moved: Ms. Thomas Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs nay

Mr. Goldman aye

Vote: 4-1

Date Adopted: 1/6/20

**RESOLUTION 2020-35: CONTRACTS**

RESOLVED that the Town Board approves the Supervisor to annually sign contracts with the following entities:

|  |  |  |
| --- | --- | --- |
| **Entity** | **Estimated Contract Amount for 2020** | **Contract not to Exceed Amount for 2020** |
| American Legion (Assistance for Veterans) | $475 | $475 |
| BAS software annual agreement for water billing | $700 | $1,000 |
| BAS software annual agreement for clerk program | $650 | $1,000 |
| Cayuga Lake Watershed Intermunicipal Organization (IO) | $900 | $1500 |
| Cemetery and Jacksonville Park Mowing | $2750 & $2411 | $7,000 |
| Cleaning- Wednesdays | $30/hr; $75/week |  |
| Cleaning- Weekends | $20/hr; $600/month + annual floor wax @ about $900 |  |
| Community Science Institute | $6,312 | $6,500 |
| Cooperative Extension (Youth Programming) | $49,177 | $50,000 |
| Engineering - MRB | See 2019 rate schedule | Not to exceed rate schedule. |
| Foodnet | $2,250 | $2,250 |
| Gadabout | $2,000 | $2,000 |
| General Code (for annual fee only, zoning update will be bid separately) | $1,195 | $2,500 |
| IT Services | $45/hr to $90/hr | $95/hr |
| Landscaping | $65/hr | $65/hr |
| Lifelong | $1000 | $1,000 |
| 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 |
| Trumansburg Senior Citizens | $850 | $850 |
| Tompkins County Recreation Partnership | $8,229 | $8,500 |
| Tompkins County Animal Control | $18,134 | $18,300 |
| Trumansburg Conservatory of Fine Arts | $3,800 | $3,800 |
| Town Hall – Mainstay - Plumbing, electric and heating | $42.50 - $60/hr | (As needed) |
| Tompkins County Soil & Water | $1500 | $1500 |
| Attorney for the Town– Khandikile M. Sokoni, at True, Walsh, and Sokoni | $200/hr- Attorney  $145/hr- Paralegal | $200/hr- Attorney  $145/hr- Paralegal |
| Ulysses Historical Society | $700 | $700 |
| Ulysses Philomathic Library | $12,250 | $12,500 |
| Ulysses Philomathic Library – Park Passes | $250 | $300 |
| Williamson Law – Accounting Software | $1100 | $1,500 |
| Williamson Law Book- Tax Glance software program | $124 | $200 |
| Village of Trumansburg Police Contract | $0 | $0 |
| Village of Trumansburg Sidewalk Maintenance | $32.09/hr | Up to $35/hr |
| Youth – Summer reading program | $4,000 | $4,000 |
| Winterfest | $1000 | $1,000 |

Moved: Thomas Seconded: Goldman

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**RESOLUTION 2020-36: 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.

Moved: Mr. Goldman Seconded: Mr. Thomas

Ms. Thomas aye

Ms. Zahler aye

Ms. Olson aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 1/6/20

**OTHER ANNUAL APPOINTMENTS**

Job title: Name of appointee: Appointed by:

|  |  |  |
| --- | --- | --- |
| Bookkeeper | Gloria Cassetti | Town Supervisor |
| Deputy Supervisor 1 | Nancy Zahler | Town Supervisor |
| Deputy Supervisor 2 | Michelle 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 | Chris Stevenson | Highway Superintendent |

**EXECUTIVE SESSION:**

Mr. Goldman moved to go into Executive Session at 10:24am for the purpose of legal advice and a personnel issue related to a particular individual. This was seconded by Ms. Zahler.

*Respectfully Submitted by Carissa Parlato,*

*1/7/2020*