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

Town of Ulysses

December 10, 2019

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, John Hertzler

Town Clerk- Carissa Parlato

Project Assistant- Michelle Wright

Bookkeeper- Gloria Cassetti

Planner- John Zepko

Code Officer- Tom Myers

OTHERS PRESENT:

Anne Koreman (Tompkins County Legislator), Linda Liddle, Roxanne Marino, Lawrence & Cheryl McCann

CALL TO ORDER:

Ms. Thomas called the meeting to order at 7pm.

APPROVAL OF MEETING AGENDA

RESOLUTION 2019-209: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for December 10, 2019 with the additions of an executive session to discuss the promotion of a particular person, a bank agreement and hazardous material survey; and removal of the resolution to appoint a First and Second Deputy Supervisor.

Moved: Ms. Thomas Seconded: Mr. Hertzler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

PRIVILEGE OF THE FLOOR:

Ms. Marino commented on zoning local law. She requested that the board amend the resolution to reflect that the draft contains many things that were not recommended by ZUSC (Zoning Update Steering Committee), such as deletion of the subdivision restrictions and failure to increase the conservation zone. She would like the resolution to show that the board chose to reject those items. Further, she feels that if the board continues to reject advisory committee input, it could become difficult in the future to recruit for those committees.

Mr. McCann believes that the proposed zoning law is spot zoning and has no benefit for the greater good. The limitation on a building footprint in the lake shore and conservation zones interferes with constitutional rights, fails to have public purpose, and opens the town to litigation. Also, it discriminates against the disabled and is diminutive to property values. He had anticipated building a 2700 sq. ft. home but cannot if the new law passes.

**REPORTS FROM REPRESENTATIVES:**

Ms. Koreman reported the following Tompkins County updates:

* Hearing held on residency requirement for county department heads
* Passed the 5 cent paper bag fee
* Airport bond will be paid by airport facility charges rather than tax payers
* Will start an affordable housing task force & landlord support for landlords
* Approved parks & trail grants for up to $5000 for another year. The JCA can apply again but priority will go to those who didn’t get a grant in 2019
* Seeking new HR, diversity office, and PR directors
* The county will continue without Local Assessment Boards for 3 years as trial basis
* A new tax abatement will help those who make home repairs

**TOWN REPORTS:**

*Mr. Stewart gave his report (see Appendix) and was excused.*

NEW BUSINESS:

AUTHORIZATION TO ACQUIRE HAZARDOUS MATERIAL SURVEY SERVICES

Mr. Myers and Ms. Wright shared background information on this project. A hazardous material survey has never been done for the town but needs to in advance of the heat system upgrade.

Two quotes were received. Board members asked clarifying questions.

Mr. Boggs felt that since the upgrade will not disturb the roof or the floor, it was not necessary to test those.

Ms. Wright said that since we are paying to have a test we should do it for posterity and future renovations.

RESOLUTION 2019-210: AUTHORIZATION TO ACQUIRE HAZARDOUS MATERIAL SURVEY SERVICES

WHEREAS, the design engineers for the HVAC/Heat pump project have stated the need for a hazardous material survey for the Town Hall prior to releasing a bid document for the project; and

WHEREAS, there is no documentation for a previously conducted hazardous material survey for the Town Hall; and

WHEREAS, two quotes have been obtained for this service and therefore compliant with the Town's procurement policy, now therefore be it

RESOLVED, that the Ulysses Town Board authorizes town staff to commence acquiring a hazardous material survey services from Paradigm, not to exceed $3800.

Moved: Ms. Thomas Seconded: Mr. Boggs

DISCUSSION:

Ms. Zahler asked whether this would be required for other contractors in the future.

Mr. Myers summarized that although it is required, it is not generally enforced.

Mr. Goldman felt that the bids are not equal. Ms. Wright responded that they were not successful in finding another company that could offer the same comprehensive services.

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

**TOWN REPORTS:**

*Mr. Myers gave his report at this time (see Appendix) and was excused.*

*Mr. Zepko gave his report.*

**OLD BUSINESS:**

**ZONING LAW**

RESOLUTION 2019-211: LOCAL LAW #3 OF 2019 REPEALING IN ITS ENTIRETY THE TOWN OF ULYSSES ZONING LAW AS ADOPTED BY LOCAL LAW NUMBER 3 OF 2013 AMENDED FROM TIME TO TIME, AND CODIFIED AS CHAPTER 212 OF THE LAWS OF THE TOWN OF ULYSSES, AND IN ITS PLACE ADOPTING A NEW ZONING LAW

**WHEREAS,** the Ulysses Town Board (“the Town Board”) adopted a Comprehensive Plan for the Town of Ulysses on September 28, 2009; and

**WHEREAS**, in this enactment the Town Board seeks to promote the health, safety, and general welfare of the community; to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent overuse of land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements, under and pursuant to Chapter 62, Articles 9 and 16, of the Consolidated Laws of New York State. This law also seeks to regulate and restrict, the form, height, area and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, the density of population, and the use of buildings, structures and land for trade, industry, residence or other purposes; and

**WHEREAS**, through this the law and in accordance with parts of the Comprehensive Plan, the Town Board further seeks to provide land use restrictions and regulations in order to preserve, foster and enhance the native beauty and rural character of one of the most picturesque and charming communities in the Finger Lakes region of New York State. Ulysses is a community well-known for its fine vistas of farmland, hills and Cayuga Lake. This zoning law shall provide appropriate controls over the use of buildings, structures and land; and

**WHEREAS**, the Town Board has determined that a repeal and re-enactment of the Town’s Zoning Law is necessary to achieve and implement the objectives and guidelines outlined in:

* Ulysses Comprehensive Plan (2009)
* Ulysses Agriculture and Farmland Protection plan (2013)
* Building Vibrant Communities in Tompkins County, a Development Focus Area Strategy (October 2012)
* Southern Tier Regional Sustainability Plan (May 2013)
* Tompkins Comprehensive Plan (2015),
* Tompkins County Farmland Protection Plan. (2015)
* Route 96 corridor management study (2012),
* Tompkins County Conservation Strategy (2012)
* Cayuga Lake Watershed Restoration & Protection Plan (2017)
* NYS Ag and Markets law—article 25AA
* National “smart growth” goals

**WHEREAS**, the provisions of this Zoning Law are in accordance with the Town’s Comprehensive Plan, including the following specific objectives outlined in the Comprehensive Plan:

* Preserve and protect the town’s natural and environmental resources (objective 1.1 page 19)
* Protect existing water resources and maintain water quality (objective 1.2 page 20)
* Review and revise the existing Town regulations to more adequately protect streams in the Town through buffer zones, setbacks, or other protection mechanisms such as a stream protection overlay zone (objective 1.2a)
* Ensure to the extent possible that animal agriculture operations in the Town are managed so as to protect the health and safety of the citizens of the Town. (objective 1.2 Action H. page 20 and 1.3 action A)
* Provide a high quality of life for all residents through the proactive planning that supports the goals of the local community, complements the existing rural character or the Town, and protects the value of natural and environmental resources. (Objective #2.1 page 22).
* Update the Town’s Zoning Law to better align with the Future Land Use Plan. (objective 2.2 Action B. page 23)
* Incorporate architectural design guidelines or standards into the Town’s Zoning Law to ensure new commercial and mixed land use development is consistent with the vision of the Town. (objective 2.1 Action C. page 22)
* Incorporate the Route 96 Corridor Management Plan recommendations to maintain the rural corridor character along Route 96 with nodes at the Village of Trumansburg and the hamlet of Jacksonville. (objective 2.1 Action A. page 22)
* Incorporate land use tools in the Zoning Law that encourage the clustering of residential development to preserve existing rural character and efficient use of municipal services. (objective 2.5 Action F. page 25)
* Allow a limited amount of cluster and road frontage development in the Agricultural Priority Area of the Future Land Use Plan. (objective 2.6 Action C. page 26)
* Preserve and Protect the Town’s rural characteristics and agricultural lands. (Objective #2.6 page 26)
* Allow farm-related businesses on farms as long as they remain secondary to the farm operation. (objective 3.1 Action G. page 27)
* Revise the existing sign ordinance to ensure consistent and aesthetic sign design and to include appropriate sign regulations on the Cayuga Lake Scenic Byway. (objective 5.2 Action B. page 34, and Community Character Survey Results (appendix 4, page 160).
* Revise the existing outdoor lighting ordinance to prevent light pollution. (objective 5.2 Action C. page 34).
* Limit building sizes based on the results from the Community Character Survey (appendix 4, page 160)
* Include landscaping requirements for new commercial and residential developments where appropriate. (objective 5.2 Action D. page 34)
* Include parking design standards based on the Community Character Survey Results (appendix 4, page 151 and 160).

**WHEREAS,** the provisions of this Zoning Law are in accordance with the Town’s Agriculture and Farmland Protection Plan, including the following specific objectives:

* Employ best practices in subdivision/site design including the following: vegetated buffers adjacent to streams and wetlands (section 4.2.4B).
* Develop design standards for special permits for confined animal feedlot operations (CAFO’s) as defined by the US EPA or the NYS DEC (section 4.2.4L).
* Expand Purpose Statement for Article V, §212-23-A/R Zone to focus on the contribution of agriculture (Appendix D).
* Expand uses in the A/R Zone to expand profitability of farms (appendix D).
* Streams leading to Cayuga Lake should not carry polluting material or sediment in their downstream flow. The AFPP recommended adding, “No buildings, other structures, or parking areas shall be located within 50 feet of a stream or wetland.” (Appendix D).
* Expand specific agricultural related types of commerce (Appendix D).
* The Zoning Map was modified to reflect the boundaries of the future land use Agricultural Priority Area. This extended the boundaries of the existing Agricultural area to reflect areas the community identified as important agricultural lands during the Comprehensive Planning Process. (Appendix D2).

**WHEREAS,** at a meeting on October 22, 2019, a resolution was duly adopted by the Town Board scheduling a public hearing to be held by said Town Board on November 18, 2019 at 7:00 at the Ulysses Fire Station located at 74 W. Main Street, Trumansburg, NY to hear all interested parties on a proposed Local Law entitled “Local Law No. 3 of 2019, Repealing in its Entirety the Town of Ulysses Zoning Law as Adopted by Local Law Number 3 of 2013, Amended from Time to Time, and Codified as Chapter 212 of the Laws of the Town of Ulysses, and in its Place Adopting a New Zoning Law”;. and

**WHEREAS**, notice of said public hearing was duly published in the Ithaca Journal, that being the official newspaper of the Town, on November 1, 2019, more than ten days prior to the scheduled public hearing, and on the Town of Ulysses website on November 1, 2019, and posted on the Town Clerk’s bulletin board and on the town website on November 1, 2019 and

**WHEREAS**, said public hearing was duly held on November 18, 2019 at 7:00 at the Trumansburg Fire Hall, 74 West Main St. Trumansburg, NY and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof, and

**WHEREAS**, the Tompkins County Department of Planning on November 1, 2019 pursuant to section 239-m of the General Municipal Law, recommended changes to increase buffer areas for perennial and intermittent streams and also to include provisions to allow development of wind energy facilities, and the Town Board decided to address these issues in a future amendment of the zoning rather than revise this version, and

**WHEREAS**, the New York State Department of Agriculture reviewed the Zoning Law and submitted recommendations that were duly reviewed and deliberated, and the Ulysses Town Board is satisfied that the proposed Zoning Law is justified by the town, and

**WHEREAS**, due to concerns over water quality issues, and the proximity of much of the Town of Ulysses Agricultural District to Cayuga Lake, and because the Town is responsible for the health, safety and welfare for all its residents, the Town is justified to include design standards for animal waste storage facilities and Concentrated Animal Feeding Operations (CAFO) and to require a special permit for these in order to ensure placement of these facilities does not negatively impact waters in the Cayuga Lake Watershed, and

**WHEREAS**, notice of the proposed zoning enactment pursuant to Town Law Section 264 was served on the following neighboring municipalities:

* Town of Covert
* Town of Hector
* Town of Enfield
* Town of Lansing
* Town of Ithaca
* Village of Trumansburg
* Tompkins County Department of Planning
* Tompkins County
* Seneca County
* Schuyler County
* N.Y. State Commissioner of Agriculture and Markets
* N.Y. State Commissioner of Environmental Conservation
* N.Y. State Office of Parks, Recreation and Historic Preservation
* The Ulysses Planning Board
* The Ulysses Zoning Board of Appeals
* Building and Code Inspector of the Town of Ulysses

**WHEREAS**, pursuant to part 617 of the implementing regulations pertaining to article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law, the Town Board, as lead agency, has on November 26, 2019, made a negative declaration of environmental significance after having reviewed and accepted the Full /Environmental Assessment Form Parts 1, 2 and 3 prepared by the Town Planning Staff, and

**WHEREAS** this local law was drafted with input from the Zoning Update Steering Committee, which included one representative from each the Planning Board, Board of Zoning Appeals, Conservation and Sustainability Advisory Committee, Agricultural Committee; and the Jacksonville Community Association; and was reviewed by the Town of Ulysses Planning Board, and

**WHEREAS** the following public outreach activities were conducted in connection with this enactment:

* 2/27/2016 - Trumansburg Fire Hall, General Kick-off meeting.
* 4/14/2016 - Outreach and input meeting for ag and ag land owners.
* 6/6/16 - Outreach meeting for Jacksonville.
* 1/19/17 - Outreach meeting for Jacksonville.
* 10/24/17 - present draft of Ag/Rural to Town Board.
* 11/30/17 - Public Information sessions on all parts of the zoning.
* 1/11 -2/16/18 – Public comment period
* 4/19/2018 - Presentation to local Rotary
* 8/20/2018 - Open House held at Town Hall 10:00 am to 1:00 pm
* 8/22/2018 - Open House held at Town Hall 7:00 pm to 9:00 pm
* 8/23/2018 - Open House held at Town Hall 4:00 pm to 6:00 pm
* 8/30/2018 - Public Information Meeting at Trumansburg Fire Hall
* 8/30/2018 to 10/5/2018 – Comment period #2
* 2/8/2019 - Open House held at Town Hall
* 2/13/2019 - Open House held at Town Hall
* 1/25/2019 to 2/18/2019 – Comment period #3
* 4/23/2019 – Town Board refers draft to the Ulysses Planning Board for review.
* 10/22/2019-Town Board declaration of Lead Agency and notification to Interested Agencies, and sent to Tompkins County for 239 review
* 10/28/2019 – Open house held at Town Hall
* 10/29/2019 – Open house held at Town Hall
* 10/30/2019 – Open house held at Town Hall
* 11/18/2019 – Public Hearing held at Trumansburg Fire Station.
* 11/20 and 11/25/19- Town Board discussion of comments from 239 review, Ag & Markets, and citizens
* 11/26/2019- Pass SEQR

**WHEREAS,** while many substantive aspects of the prior Zoning Law are not changed by this law, the substantive changes to the Zoning Law that will be effected by this enactment include but are not limited to the following:

* This local law increases the minimum required lot size and frontage in areas that were formerly zoned Rural Residence and Moderate Density Residence districts, and reduces the residential and commercial development potential of these areas; and
* Reducing the land available for development furthers the aims of preserving and encouraging agriculture on viable lands and preserving both open space and the rural character of the Town; and
* Preserving natural and environmental resources and protecting both surface and ground water quality; and
* Ensuring that future commercial development is consistent with the Community’s vision through the use of design guidelines; and

**WHEREAS** on March 12, 2019 at a duly convened Town Board meeting the Town was served with Protest Petitions by purported owners of tracts of land in the Town, protesting the adoption of a Section 212.29.1 regarding Limitations on Subdivisions of Parent Tracts, which proposed change has since been eliminated from the Zoning Local Law now being adopted, and therefore the Town of Ulysses has not made any further investigations into the validity and merits or lack thereof of the said Protest Petition which has been rendered moot; and

**WHEREAS** on April 9, 2019 the Town Clerk was served with a Protest Petition by purported owners of tracts of land in the Town, protesting the expansion of the Conservation Zone on the land use map, which proposed change has since been eliminated from the Zoning Local Law now being adopted, and therefore the Town of Ulysses has not made any further investigations into the validity and merits or lack thereof of the said Protest Petition which has been rendered moot; and

**WHEREAS**, the Town Board of the Town of Ulysses, after due deliberation, finds it in the best interest of the Town to adopt said Local Law,

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Ulysses hereby adopts said Local Law as Local Law No. 3 of 2019, Repealing in its Entirety The Town of Ulysses Zoning Law As Adopted By Local Law Number 3 of 2013 Amended from Time to Time, and Codified as Chapter 212 of the Laws of the Town of Ulysses, and in its Place Adopting a New Zoning Local Law, a copy of which is attached hereto and made a part hereof, and the Town Clerk be, and hereby is, directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Ulysses, and to file said Local Law with the Secretary of State.

Moved: Mr. Boggs Seconded: Ms. Thomas

DISCUSSION:

Ms. Zahler acknowledged Ms. Marino’s earlier comments and suggested an amendment to the 15th “whereas” paragraph to clarify that this local law was with drafted “with input” from the ZUSC. All agreed.

Ms. Thomas stated that this has been very long process, with the grant being applied for in 2014. In 2015, consultants were hired and the steering committee appointed. She went on to thank all of the volunteers, staff, committees, attorneys, and Town Clerk who put so much time into this and also the community who has paid close attention.

She continued to add that it is difficult to come to decisions when so many perspectives are involved. She leans on the guiding documents (the Comprehensive Plan, Ag and Farmland Protection Plan, County plans, and American Farmland Trust) and the residents who gave input into those documents, and believes in making decisions based on facts and data.

She reminded the Town Board that their job is to protect the health, safety and wellbeing of all residents. This is difficult because it makes some people unhappy.

Extensive outreach was done for this update (15 outreach events) even though by law, only one public hearing is required.

She added that many compromises have been made, and she is upset about the lack of land preservation, but there are many good updates such as parking regulations, adherence to dark sky standards, expanded uses in the ag district, clarifications to signage, ecotourism, water protection, and clarifications to subdivision standards.

She recommended that this chapter be closed. The law is a living document that can be amended.

She reminded the board of the items on its docket to amend: wind power, multifamily housing, natural resources overlay, abandoned businesses overlay, development districts, and others.

Ms. Zahler thanked all those who provided guidance, and went on to say, “I intend to vote for the resolution tonight because I believe the law as proposed includes many significant and positive changes to support and diversify the types of agriculture allowed in the Town while enacting a number of protections for the health and safety of our residents and water ways.

I recognize that it does not fully respond to all of the requests and recommendations made by regulatory agencies and members of the public and I know that is both disappointing and frustrating to many who have advocated for more changes now.

Zoning is a living document that can be changed. Like any complex piece of legislation, after adoption, there will be more changes needed to make sure it is a code that can work for citizens as well as Town staff and the committees responsible for implementation.

In January I am committed to re-visiting several discreet sections to reconsider:

* The square footage limits added in the Lakeshore and Conservation zones
* Ag & Markets recommendations that do not adversely affect the health and safety of our residents with the exception of CAFO and Manure Storage Facilities which I do believe protect the health and safety of residents.
* Our definitions of setbacks, buffers and vegetative buffers to make sure all definitions are clear and consistently applied to provide guidance to our Planning Board and Board of Zoning Appeals and
* How to reconcile the contradictory advice from the County Planning Board and Ag and Markets regarding setbacks and buffers

I think there are a number of discreet changes that can be considered and resolved quickly and there are some that will take a narrow but in-depth look to make sure we’re all on the same page.

And because planning is an on-going process, I think we need to begin research on a wind turbine law and I intend to make recommendations during 2020 to outline a process for updating both the data in our Comprehensive Plan and Agriculture and Farmland Protection Plan. We also need to develop our capacity to more systematically track development and land conversion with a data set we can all accept and use to consider future changes.

And since zoning is only one tool available to the Town to protect our water quality, I will also be interested in working with our Town Board, the Highway Department, and committees to: explore other strategies to protect our water quality such as:

* implementing best practices in ditching to reduce and cleanse runoff;
* exploration of a pilot septic system inspection program to protect against dangerous contamination and
* a public-private buffer protection initiative

I understand that some would like us to make these changes now, but any changes in one or more parts of the whole code leave the whole code open for endless changes. If we adopt what we have now, we can re-open specific sections to make improvements in a timely way. This has been a long process and I have learned a great deal that I hope to use as we move forward.”

Mr. Goldman reiterated that this has been a long & arduous process and thanked all who took the time and energy to share their thoughts, observations, and recommendations.

He will vote for the law because it has many beneficial changes including supporting agriculture and health & safety concerns. He also recognizes that the document does not fulfill some of the requests of folks who worked on it but the votes were not there.

In addition, there are some provisions that need to be looked at as soon as possible, including the square footage restrictions for the lakeshore and conservation zones, clarifying the definitions of setbacks and buffers, and reconciling the contradicting recommendations of Ag & Markets and county planning.

He believes that passing the law now is a better plan than re-opening the whole process.

Mr. Boggs thanked all those who spent so many hours on this law. He also feels conflicted with the document. There are many good updates but some not so. Overall it is a good document. He is anxious to move on and look at changes.

Mr. Hertzler stated that he agrees with these points.

*The clerk took a roll call vote:*

Mr. Hertzler aye

Mr. Goldman aye

Ms. Thomas aye

Ms. Zahler aye

Mr. Boggs aye

Vote: 5-0

Date Adopted: 12/10/19

*Mr. Zepko was excused at this time (8:23pm).*

**TOWN REPORTS:**

*(See Appendix)*

**NEW BUSINESS:**

APPOINTMENT OF FIRST AND SECOND DEPUTY SUPERVISORS

Ms. Thomas thanked Mr. Boggs for his time as Second Deputy Supervisor. She has appointed Ms. Wright as the new Second Deputy Supervisor. She noted that no board action was needed.

**APPOINTMENTS OF MEMBERS OF VARIOUS TOWN OF ULYSSES BOARDS AND ADVISORY COMMITTEES FOR 2020**

RESOLUTION 2019-212: APPOINTMENTS OF MEMBERS OF VARIOUS TOWN OF ULYSSES BOARDS AND ADVISORY COMMITTEES FOR 2020

RESOLVED that the Ulysses Town Board appoints Morris Klein for another 5-year term on the **Planning Board** beginning 1/1/2020 and ending 12/31/2024, and further

RESOLVED that the Ulysses Town Board appoints Rodney Bent for 1-year term as Alternate to the **Planning Board** beginning 1/1/2020 and ending 12/31/2020, and further

RESOLVED that the Ulysses Town Board appoints Bob Howarth for another 5-year term on the **Board of Zoning Appeals** beginning 1/1/2020 and ending 12/31/2024, and further

RESOLVED that the Ulysses Town Board appoints Thomas Butler for 1-year term as Alternate to the **Board of Zoning Appeals** beginning 1/1/2020 and ending 12/31/2020, and further

RESOLVED that the Ulysses Town Board appoints the following people to be members of the Ulysses Conservation and Sustainability Advisory Committee for 1-year terms beginning 1/1/2020 and ending 12/31/2020: Roxanne Marino (chair), Bara Hotchkiss, Robert Oswald, Terry Carroll, Don Ellis, and Andy Hillman.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

RESOLUTION 2019-213: AUTHORIZATION TO SIGN CONFLICT OF INTEREST DOCUMENT

RESOLVED that the Town Board of Ulysses authorizes the Town Supervisor to sign the Consent to Dual Representation of Taitem Engineering and Town of Ulysses provided by the Attorney for the Town of Ulysses, True, Walsh and Sokoni, LLP.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

CONSIDER NECESSITY FOR DECEMBER 16 MEETING

RESOLUTION 2019-214: CANCELLATION OF RESCHEDULED MEETING

RESOLVED that the Ulysses Town Board cancels the Town Board meeting scheduled for 12/16/2019.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

RESOLUTION 2019-215: RECOGNIZING COUNCILPERSON HERTZLER FOR HIS SERVICE

WHEREAS John Hertzler was elected to the town board in 2013 for a term beginning in 2014, and

WHEREAS Councilperson Hertzler was appointed as liaison to Fire Department, Fair Board, Sustainability Committee, and Environmental Management Committee, and

WHEREAS Councilperson Hertzler is an actor by trade and has brought a sense of humor to the board by turning resolutions into monologues, and

WHEREAS the Councilperson Hertzler would grace Town Hall with his song,

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board thanks John Hertzler for his 6 years of service on the Ulysses Town Board and wishes him well in his future endeavors.

Moved: Mr. Goldman Seconded: Ms. Zahler

DISCUSSION:

Mr. Hertzler stated that he has always offered opinions in support of the “little guy”. He has learned a lot during his term and is grateful for the leadership and equanimity of the Town Supervisor and the rest of the board.

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler abstain

Mr. Boggs aye

Mr. Goldman aye

Vote: 4-0

Date Adopted: 12/10/19

RESOLUTION 2019-216: APPROVAL OF COMMENTS ON THE HEALTH CONSORTIUM’S MUNICIPAL COOPERATION AGREEMENT

WHEREAS, the Ulysses Town Board is required to review the Health Consortium's Municipal Cooperation Agreement (MCA) every five years and provide feedback to the Consortium before December 31, 2019 and

WHEREAS, the Town's representatives to the Consortium have reviewed the current MCA and have made recommendations for changes and comments on operation of the Consortium,

NOW THEREFORE BE IT

RESOLVED, that the Ulysses Town Board approve the attached/amended recommended changes and comments and forward those to the Executive Director of the Health Consortium with a certified resolution.

Moved: Ms. Zahler Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

BANK AGREEMENT

RESOLUTION 2019-217: AUTHORIZATION TO SIGN BANK AGREEMENT

WHEREAS, Town Counsel has negotiated, edited and finalized an updated bank agreement with Tompkins Trust Company, to cover both deposits in general and also investments.

RESOLVED, that the Ulysses Town Board authorizes the Town Supervisor to sign the updated bank agreement.

Moved: Ms. Thomas Seconded: Ms. Zahler

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

**PRIVILEGE OF THE FLOOR:**

Ms. Liddle said that she was happy to have been here for the completion of the zoning law. This project is what motivated her to come to meetings and get more involved in the town.

Ms. Marino thanked the board for approving the hazardous material survey for the HVAC update.

She also thanked Mr. Zepko for his work on the zoning law and congratulated the town board and encouraged them to keep the guiding documents in mind.

**MONTHLY BUSINESS:**

APPROVAL OF MINUTES

RESOLUTION 2019-218: APPROVAL OF MINUTES

RESOLVED that the Ulysses Town Board approves the minutes from the public hearing on 11/18/19, the Special Town Board meeting on 11/25, and the Regular Town Board meeting on 11/26.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

APPROVAL OF BUDGET MODIFICATIONS

RESOLUTION 2019-219: APPROVAL OF BUDGET MODIFICATIONS

**RESOLVED** that the Ulysses Town Board approves the budget modifications as presented at the Town Board meeting on 12/10/2019.

**A FUND BUDGET MODIFICATIONS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A1220.4 | Supervisor CE | | | INCREASE | | | $2,259.34 | |
| *Increased appropriations due to onboarding of and training expenses for new Bookkeeper as well as purchase of new computer for Michelle.* | | | | | | | | |
| A1450.4 | Elections CE | | DECREASE | | | | $2,259.34 | |
| *No planned expenses out of this line for the 2019 financial year.* | | | | | | | | |
| A7110.4 | | PARKS - CONTRACTUAL | | | | INCREASE | | $861.96 |
| *Increased expenditures due to Jacksonville Park project related expenses.* | | | | | | | | |
| A915 / A236.21 | Assigned Fund / Informal Reserves (Recreation/Parks) | | | | DECREASE | | | $861.96 |
| *Planned use of this reserve per discussion during 2020 budget creation season.* | | | | | | | | |

**SW1 BUDGET MODIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Create SW1-1420.4 | Attorney CE | | INCREASE | | $260.00 | |
| *Ongoing expenses due to CARS related project and contract with ToU.* | | | | | | |
| SW1-915 | | Fund Balance | | DECREASE | | $260.00 | |
| *Fund balance at the beginning of 2019 was 1,033.30.* | | | | | | | |

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

RESOLUTION 2019-220: APPROVAL OF THE CLAIMS

**RESOLVED** that the Ulysses Town Board has reviewed claims #539 through 607 in the amount of $333,007.07 and also voucher #8 for $2028.

Moved: Ms. Thomas Seconded: Mr. Goldman

Ms. Thomas aye

Ms. Zahler aye

Mr. Hertzler aye

Mr. Boggs aye

Mr. Goldman aye

Vote: 5-0

Date Adopted: 12/10/19

**EXECUTIVE SESSION:**

Mr. Goldman made a motion to go into Executive Session at 9:10pm to discuss the promotion of a particular person. This was seconded by Ms. Zahler and passed unanimously.

Mr. Goldman made a motion to end Executive Session at 9:51pm. This was seconded by Mr. Hertzler

**ADJOURN**:

Ms. Zahler moved to adjourn the meeting at 9:51pm. This was seconded by Mr. Boggs and passed unanimously.

**APPENDIX I:**

**TOWN REPORTS:**

**HIGHWAY SUPERINTENDENT- Submitted by Mr. Stewart**

* Chris Stevenson has been the Water Operator for our water district for 4 years and has done so without any backup. Recently, Chris has trained Scott Stewart to be the backup. We are happy to report that Scott Stewart and Chris Stevenson attended Water School the week of Oct 11th. Scott is now a certified Class C and D water operator. While Chris who already had a Class D, Has been certified for Class C.
* I submitted the CHIPS and EWR reimbursement. We will receive reimbursement in December The total amount is roughly $104,000.00
* Truck 10 and Truck 53- Each truck had some repair work done and both trucks passed NYS inspections
* We all Attended Training at the town Hall on Oct 24th. This training covered Sexual Harassment, Workplace Violence, Hazard Communications / Right to know Recognizing Unsafe Conditions
* Met with Becky Sims from the Health Dept at the Jacksonville Park. Dug Holes with our Backhoe for perk tests. The JCA is looking to possibly put a sewer at this site.
* Met with Dave Allen and assisted with removal of Brush and Wire in front of the fairgrounds.
* 3 Snow events where we had to Salt and Plow
* Water Main Break on Colegrove Road

Mr. Stewart further added that:

* The new employee is working out really well
* The highway crew did great work during the storms. He thanked them.

**CODE REPORT- Submitted by Mr. Myers**

|  |  |
| --- | --- |
| Building Permits issued | 7 |
| Plan Reviews | 3 |
| Certificate of Occupancy issued | 0 |
| Certificate of Compliance issued | 13 |
| Complaints Received | 0 |
| Complaints Resolved | 0 |
| Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.) | 43 |
| New Site Inspections | 5 |
| Building Review Consultations (pre-plan meetings, Future Building/Remodeling) | 7 |
| Fire Safety Inspections | Not in yet |
| Code Training Seminars | 0 |
| County Assessment, Town, DOS Reports | 3 |
| Open property in violation cases | 5 |
| Property violations resolved | 0 |

Value of Permits issued: $390,374

Building Permit fees collected for month: $1,459

Permit renewal fees collected: $154

In November I issued 7 Building Permits. The total value for new Permits issued is $390,374.

Total fees collected for these permits is $1,459

13 Certificates of Compliance and 0 Certificates of Occupancy were issued in November. There are 77 open Building Permits. I have started keeping track of Permit renewal fees. In November I collected $154 for Permit renewals

Building activity slowed down during the summer months. It is now back on pace. In November, I issued one new house Permit and have reviewed plans for 3 more.

I continue to find projects that have been started without the contractor/property owner having applied for a Building Permit. It seems to average 3 or 4 a month. In November there were 3. It has been helpful to have the penalty fee added into the fee structure. At this point, there have not been any second offenders.

I have been reviewing record keeping software with John Zepko and Michelle Wright. I am optimistic that once something is purchased and customized, I will be able to spend more time pursuing properties on my Derelict Properties spreadsheet.

**PLANNING/ZONING OFFICER-Submitted by Mr. Zepko:**

**Planning Board**

* No November Meeting

**Board of Zoning Appeals**

* Staffed 20 Nov 2019 meeting

**Zoning Update**

* 18 Nov 2019 Attended Town Board Meeting
* 25 Nov 2019 Attended Town Board Meeting
* 26 Nov 2019 Attended Town Board Meeting

**Planner Activity**

* Responded to approximately 15 phone requests for information
* Five meetings to discuss future building/zoning projects or zoning
* Reviewed 7 building permit applications for zoning compliance
* 26 Nov 2019 Attended a demonstration for municipal permitting software – BAS Integrated Parcel System

**Zoning Enforcement**

* Resolved – one violation of more than two unregistered vehicles on a property

**BOOKKEEPER- Submitted by Ms. Cassetti**

**September 2019**

Training for my new position began in mid-September with a series of webinars via the NYS Comptroller’s website. The webinars were centered on governmental accounting as well as procedure guidelines for accounting in this setting.

**October 2019**

Completed Training Items:

* Williamson Software training
* Payroll Reporting: PR 22
* Payroll Reconciliation and Posting PR #19-22
* Pre-payment vouchers and approval process
* Manual check (TA Account) process and tracking
* Month End Closing Process
* Completion of September Month End
* Retirement/Union/Health Insurance management & payments
* Completed the NYS Governmental Advanced Accounting Class. Certificate of Completion issued and filed with Clerk’s office
* Online Banking Direct Deposit training completed and access established
* Email and access to server accounting program etc. established
* Introduction to a variety of Excel documents designed to provide funding allocations for PR and a variety of voucher payments
* Introduction to Voucher prep
* Banks transfers and deposits made and recorded accordingly

**November 2019**

Normal Duties

* Performed and completed month end closings for September and October 2019
* September and October financials emailed to Board et. al.
* Payroll Reporting PR 23 & 24
* PRP Reconciliation and Posting PR 23 &24
* Audited the Abstracts for board meeting (Michelle was lead on this)
* Attended first board meeting
* Bank Deposits and transfers
* Begin entering November month end data into Williamson
* Pre-payments processing and distribution
* Year End Prep meeting with Michelle and Sarah
* Employee onboarding process meeting with Michelle and Carissa

**Training Items**

* Filed October NYSLRS report online
* Retiree insurance reimbursement management
* Completed the NYS Governmental Beginning Accounting Class. Certificate of Completion issued and filed with Clerk’s office
* Completed Sexual Harassment training online. Certificate of Completion issued and given to the Clerk’s office
* Budget Modification process with Michelle

**Ongoing Projects and Goals**

November 2019 to Present

* Board Financial Dashboard
* Departmental Dashboard
* Budget vs. Actual Quick Glance by Fund
* Streamline Payroll Recon Report
* Streamline Month End Process
* Reconfigure paper files
* Begin Prepping for Fiscal Year End

TOWN CLERK: Submitted by Ms. Parlato

|  |  |
| --- | --- |
| **LICENSES/PERMITS issued:** | **#** |
| Sporting licenses | 49 |
| Disabled parking permits | 6 |
| Dog licenses and renewals | 72 |
| Marriage licenses | 0 |
| Plumbing permits | 1 |
| Address assignments | 0 |
| Notarizations | 6 |
| FOIL requests-received | 0 |
| FOIL requests-completed | 0 |

|  |  |
| --- | --- |
| **FINANCIAL REPORT:** | |
| $2560.00 | TOTAL Collected for fees & licenses |
| $1289.21 | stays in the town |
| $1270.79 | goes to the state |

ROUTINE TASKS:

* Notarizations, ordered supplies, answered inquiries on various topics, attended Town Board meetings and took minutes, kept website current, sent listserv messages to residents (~2/month), mailed and posted dog licenses; issued tickets as needed, scheduling of various meetings, assisted other departments when possible, health/dental insurance updates for staff as needed, vouchering: collecting bills, getting approvals, sorting out billing issues, entering into system

ADDITIONAL ACTIVITIES FOR THIS MONTH:

* Tracked Jacksonville restroom grant expenses
* Continued entering data for asset management
* Facilitated building of hand rail for Town Hall front entrance
* Facilitated security, stenographer, sound system, and location for public hearing
* Started clean-up of upstairs in anticipation of new staff in 2020
* Assist in search for new Recreation Director position

TAX COLLECTION:

* Continued to reconcile tax account to $19.38 due to outstanding rebate checks from the February Gov. Exec. Order that own opted into to issue refunds on penalties due to winter storm.

WATER DISTRICT TASKS:

* Coordinated quarterly water billing
* Informed customers of water main break, tracked expenses
* Updated water spreadsheets with usage and test results
* Create quarterly report for health department

COMMITTEES/ASSOCIATIONS:

* Attended Health Consortium Benefits Clerk training and Joint Committee meeting on 11/7
* Worked with town sub-committee on reviewing consortium agreement

**SUPERVISOR- Submitted by Ms. Thomas**

* Budget related: make sure all finalizing is complete. Double check budget numbers for assessment
* Zoning details (take forever)
* Water quality work for county and watershed
* Finalize contracts EFC (aerator) and Barton and Loguidice (bridge) - Michelle does most of the legwork on these.
* Advise on heat pump grant project (mostly others doing the work)
* WD1-Working on recreating contract with CARS with Khandi
* TCCOG priorities - organize.
* WD3 - Submit 4th quarter progress report to County Health Department
* LED Streetlights - supply more documentation.
* Trails - contribute to Tompkins County Parks and Trails Network work.

**ASSISTANT TO SUPERVISOR- Submitted by Michelle E. Wright**

Work done between: 11/9/2019 – 12/5/2019

**Active Grant Updates**

* NYSERDA Heat Pump Grant
  + Continued work on bid documents
  + Collaboration with Taitem re: verbiage, bid process, hazardous material survey for Town Hall
  + Hazardous material study: Between the time of this report going to the Board, and the 12/10/19 meeting, there should be more information available about this process.
  + Research on State Contract Reporter
* Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)
  + Internal Activities: tracking down fully executed agreement with NYSDOT, request to B&L to allow us to pay current invoice in 2020 so as to wait until we transfer the interfund loan approved by the Town Board (res # 2019-160) from DA fund balance to HB capital fund.
  + Engineer Update: “We are continuing the design report drawings and concurrently preparing the draft design report. Schedule-wise, we’ll send you those preliminary drawings for your review next week, discuss/call/etc. those drawings either next week or whenever you’re ready to, and then from any comments or revisions that may come from our discussion revise the draft design report accordingly. Depending on how things go from a review/comment/revision perspective we’re looking at a draft design report being ready at the end of this month or early into January.” –Ben Werner, B&L
  + Original Project Timeline:

September 2018 Project Awarded Bridge NY Funding Complete

October 2018 Project Added to STIP/TIP Complete

January 2019 State-Local Agreement Executed Complete

January 2019 Design Consultant Contract Executed Complete

May 2019 Public Meeting \*will ask Ben about this\*

October 2019 Design Approval In progress

January 2020 Obtain Necessary Permits

March 2020 ROW Acquisition Completed

March 2020 PS&E Approved by County & State

May 2020 Bid Construction

May 2020 Public Pre-Construction Meeting

June 2020 Begin Construction

November 2020 Complete Construction

* WD #3 WIIA Grant (EFC funded, MRB Engineers)
  + Internal Activities: meeting at Bolton Point on 11/21
  + Engineer Update: “Project updates are minor at this stage as we continue to evaluate the two (2) manufacturers systems…Bill and several from the Town met at Bolton Point to discuss coordination of alarms for Chris as well as a PLC control panel at the Woolf Lane Booster Pump Station. A chlorine analyzer was discussed to be bid as an ‘Alternate’ to the project at the Van Dorn Tank site to help monitor chlorine residual. MRB is working with and evaluating two (2) different manufacturers systems for TTHM Removal Systems.

PAX is repped by Roger Lindor and a system by Medora which was used for basis of the Engineering Reports and it is the system that was installed at the Ithaca’s ‘Trumansburg’ tank near Cayuga Medical Center.” –Matt McKenna, MRB

* + Original Project Timeline (a request is out to MRB for an updated timeline):

8/13/19 Begin Design In progress

10/27/19 Advertise to Town

11/1/19 Plans and Specs Available for Bidders

11/15/19 Pre-bid Meeting

11/26/19 Bid Opening

12/3/19 Provide Bid Tabulation & Summary of Bids to Town

12/10/19 Board Meeting to Award Contracts

1/7/20 Start of Construction

5/1/20 Substantial Completion of Construction (90 days)

6/1/20 Final Completion of Construction (30 days)

**Other Work**

Bank Agreement & 12-Month CD Investment of Select Reserves

* Work with bank and Khandi on updated agreement
* Investment calculations
* Resolution drafting

General Liability Insurance Renewal

* Renewal application communications with insurance reps
* Liability coverage review
* Work with Highway Superintendent on updated inventory

Village Comp Plan Meeting Attendance

Date: 11/21/2019

The Village is asking folks to fill out a survey:

https://www.surveymonkey.com/r/tburgcompplansurvey

Link to video of the 11/21 Comp Plan meeting here:

https://www.youtube.com/watch?v=A\_pbOZXFYwk

* Check out the only question at the end of the presentation on about minute 35:00 for a question from an audience member regarding how the Town of Ulysses plays into the Comp Plan process.

Capital Asset GAAP Compliance & Multi-year Financial Planning

* Continued work with internal data management and collection
* Meeting and communications regarding online database development: scope of work development
* Procurement policy adherence for acquisition of services

Budget Work

* Assistance with last steps of processes: submission of NYS OSC tax cap form and assistance with communications with Tompkins County regarding information on printed tax bills.

Bookkeeper Transition Activities

* Account set up activities for new Bookkeeper
* Voucher payments and other activities while GC was at training
* Continued training regarding: payroll, general vouchering, new employee onboarding, use of reserves and how it plays into the accounting system and the budgeting process, annual budget modeling process, monthly reporting, employee benefit vouchering and fund distribution, etc.

Miscellaneous

* Town Board Meeting: assistance with resolution drafting.
* Facilities: With Clerk and Youth Services Coordinator, clean up of upstairs space in anticipation for multiple work stations.
* Zoning public hearing: assistance with setting up meeting room at Fire House.
* Meeting attendance for ITCTC on 11/19/19.
* Communications with Planning, Zoning, and Code office regarding software acquisition and quantitative comparison between products.

Report on Training and Conferences Attended this Month

1) What: Tier 3

Where: Enfield Fire Hall

When: 11/20/19

Action Items: contact with Safety Committee to request this as an agenda item at their next meeting.

Working on getting some hard copy documents that are particularly pertinent to Town Board members.

[see documents at the end of this report for information most relevant to Town Board members]

2) What: Syracuse University EFC State & Federal Funding Resources for Municipal Infrastructure

Where: Webinar: https://efcnetwork.org/events/webinar-water-financing-strategies-for-new-york-state-communities/

When: 11/26/19

Items of note: As a Climate Smart Community, the Town of Ulysses has access to funding for resiliency plan development; AI’s include: building project priorities into long term financial planning

Upcoming

* Asset database development
* End of year and beginning of year activities
* Long term financial planning organization and scope

MS. ZAHLER submitted the following:

**Village of Trumansburg**

* Interviews for a new emergency services coordinator are scheduled.
* The village adopted a Cold War Veterans’ tax exemption as well as a Housing Trust exemption for property taxes.
* The Village has introduced a Tree Law to protect trees in the public right of way by providing guidelines for planting, maintenance and removal. Information has been sent to TB members.
* The Village is finalizing its 2019 Summer Program expenses and a joint meeting is being scheduled to reconcile actual expenses with the projected budget. There is a ~$10,000 shortfall, due in part to increased costs of busing campers to other state parks when the Harmful Algal Blooms prevented swimming at Taughannock. The updated Memo of Understanding with the Village calls for the Town and Village to share the cost of the agreed upon deficit. An update will be provided after the reconciliation meeting.
* The Village is interviewing new candidates for its EMS coordinator position on Wednesday Dec 11th and I will represent the Town on the joint committee of municipalities served by the ambulance service.
* The Village Policing agreement that allows the Village to respond to calls within the Town when asked to do so by the County Sheriff’s or State Police remains in force for 2020.
* The Snow removal agreement remains in place for 2020 to keep the Town’s sidewalk along Rt 96 to the ShurSave cleared during the winter.
* Fire Service report attached.

**Habitat Nature Preserve on Salo Dr**

* No Hunting signs were posted along with Trail Head sign and guidelines and safety markers.
* The No Parking sign will be installed by a combination of Town Highway and Village DPW and together they will be sure to keep the new parking area clear of deep snow to allow year round access for hikers and skiiers.

**Jacksonville**

* Community Association Park Restroom Project
  + The above ground structure is complete and awaiting a final determination about its location and waste system. The Highway Department did soil excavation which enabled the County Health Department to site and design a septic system if they choose to move in that direction but they are also considering a lower-maintenance approach. Decisions will be made in the Spring.
  + With help from Sarah Koski and Michelle we documented spending and available balance from the 2019 County grant.
  + Since the County Planning Department allowed the Town to use the unspent balance of our $5000 grant to install a waterline to the Park, the Highway Department purchased materials and excavated a trench to lay the water line from the entry on Swamp College up the western side of the parking lot to a terminus near the Pavilion. Kudos to Highway for getting it done right after the big snow storm! The actual water hook up will occur in the Spring and remaining expenses will be covered from the Park Improvement line item budgeted for 2020.
  + The grant expenses and report have been submitted to request the full $5000 in reimbursement from the County. (See separate report attached)
* Inquiry about Town owned parcel in Jacksonville along Rt 96. The Town has received an inquiry from a neighbor about purchasing the Town property. I will be briefing Town Board members and seeking guidance on next steps related to community planning in Jacksonville
* Received two inquiries about the status of the Old Church and will be following up with the owner.

**Recreation Director Position**

* After 2020 Town Budget was adopted worked with Clerk and County Human Resources to post part-time year round position with a deadline of December 6th, with an option to re-post if needed.
* 10 applications have been approved by the County.
* Met with Youth Commission to review process and seek input on selection criteria and interview questions.
* Search Committee notified and getting scheduled to prepare for interviews.
* Thanks to Michelle and Clerk for working with Ethan at Youth Svs to make space for new director.

**Health Consortium**

* Worked with Rich and Carissa to complete the required review of the current Municipal Cooperative Agreement to prepare for a new 5 year update. See 12-10-19 agenda for details on recommended changes and other non-MCA recommendations.

**Zoning**

* Reviewed zoning and feedback to prepare for next steps.

**November Fire Report Received 12/9/19**

**MR. BOGGS shared the following:**

He attended the fire department meeting. They are upgrading their laundry equipment for safety purposes. This will be paid for by donations rather than village funds. They are working on their letters to Santa program.

*Respectfully Submitted by Carissa Parlato,*

*1/7/2020*