

**Town of Ulysses
Organizational Meeting
January 6, 2012**

Supervisor Marino called the Organizational Meeting to order at 8:30 a.m.

Resolution 1: BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second Tuesday of each month at 7:00 p.m. at the Ulysses Town Hall at 10 Elm Street, Trumansburg, NY. A monthly working meeting will be held on the 4th Tuesday of each month at 7:00 p.m.

Moved: Roxanne Marino Seconded: Lucia Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	absent
Mr. Romer	aye

Adopted

Resolution 2: BE IT RESOLVED, the Town Board will use the following procedure for review and audit of the monthly claims before presentation for Board approval at the Regular Monthly Meeting of the Ulysses Town Board:

1. Invoices are received in the Town Clerk's Office, through the mail, electronically, or personally delivered.
2. Town Clerk obtains approval of the expense, which is evidenced on the invoice with the initials or signature of the department head or person who gave rise to the claim. The Town Clerk or the department head also indicates on the invoice the general ledger account that should be charged for the expense and checks to see that each invoice is properly itemized, mathematically accurate, and contains sufficient detail to ensure that the Board members auditing the claim can determine whether the proposed payment is proper and just.
3. Town Clerk gives invoices to the Bookkeeper who inputs the invoices into the accounting software and produces a listing of all vouchers (Abstract of Vouchers) for Town Board approval at the Regular Monthly meeting. The Bookkeeper keeps an updated file of claims to be audited before the meeting, which the Town Board members can access. All claims to be submitted for approval by Board vote at the Regular Meeting shall if at all possible be processed and in the file of claims by the end of the day on the Monday before the Regular Meeting.

4. In addition to the Supervisor, a sub-committee of 2 Town Board members will audit the vouchers on behalf of the full Board. Any other Town Board members who wish to audit the claims are welcome to do so as well. The sub-committee will rotate membership every 6 months (January to June, July to December) as appointed by the Supervisor. Each sub-committee member will initial each invoice after review is complete. Any questions should be brought to the attention of the Town Supervisor or Bookkeeper.
5. Audit by the Town Board does not have to happen all at once. Invoices will be entered throughout the month and can be approved periodically throughout the month. All claims shall be audited as in (4) above by 9:00 a.m. on the day of the Regular Board meeting.
6. The Bookkeeper produces a final Abstract of Vouchers the day of the Town Board meeting, after audit of claims is completed. The Town Clerk will review the Abstract of Vouchers for accuracy against the claims, and initial it as such before presentation to the Town Board at the Regular meeting.
7. After Town Board votes to approve payment of the claims, the Town Clerk signs the Abstract of Vouchers and the Bookkeeper cuts checks.
8. Supervisor signs checks.
9. Invoices are then filed by vendor, most recent payment in front of the file.

All claims must be approved for payment by the Town Board except for: (1) fixed salaries or compensation for services of offices or employees regularly engaged at agreed wages by the hour, day, week, or year; (2) principal or interest on indebtedness; (3) amounts becoming due on lawful contracts for periods exceeding one year; (4) certain welfare payments (Town Law 125 & Social Services Law 86); (5) payments made pursuant to a court order; (6) mandatory payments to the State Comptroller for retirement.

FURTHER RESOLVED that the Town Board authorizes the Supervisor to pay in advance of audit of claims for utilities, postage, and approved contractual agreements which if delayed may result in loss of discounts, the accrual of service charges, or cancellation of service. All such claims shall be presented at the next regular meeting, as per Town Law section 118.

Moved : Marino

Seconded: Thomas

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 3: 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 Town of Ulysses.

Moved Marino, seconded by Thomas

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 4: BE IT RESOLVED, copies of the official minutes of the Town Board, prepared and distributed by the Town Clerk, shall be distributed electronically unless otherwise requested to each Town Board member, Town Justices, Highway Superintendent, Building Inspector/Code Enforcement Officer, Environmental Planner/Zoning Officer, Chair of the Planning Board, County Representative, Attorney for the Town, and posted on the Town Clerk's Bulletin Board and on the Town of Ulysses Website within 4 days of approval by the Town Board. In accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available through the Town Clerk's Office and distributed to Town Board members for review within 14 days of the date of the meeting.

Moved Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 5: BE IT RESOLVED mileage at a rate of \$0.555 cents per mile 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 form provided by the Town Clerk.

Moved Marino, seconded by Romer

Ms. Marino	aye
Ms. Thomas	nay
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 6: BE IT RESOLVED that the Town Clerk's petty cash fund of \$150 is extended for the year 2012.

Moved by Marino, seconded by Thomas

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution #7- Crime Coverage

Ms. Thomas moved, seconded by Ms. Marino the following resolution:

BE IT RESOLVED that the following crime coverage 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 \$250,000 (\$2,500 deductible)
Public Employee Dishonesty \$500,000 (\$2,500 deductible)
Public Employee Faithful Performance of Duty \$500,000 (\$2,500 deductible)
Total premium for 2012: \$2,100

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye

Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 8: BE IT RESOLVED in lieu of the annual financial report required by Town Law Section 29(10), the Supervisor is hereby authorized to submit to the Town Clerk within 60 days after the close of the fiscal year a copy of his/her annual report 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 time for filing the annual report is extended 60 days by the State Comptroller, the Supervisor's time for filing a copy of the report with the Town Clerk is extended for a like period.

Moved by Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 9: BE IT RESOLVED the 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 by the Town Board during the year and revised as necessary.

Moved Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 10: BE IT RESOLVED that the Town Board of the Town of Ulysses will do the Annual Audit of the books for each department on Friday February 10, 2012 at 8:30am

Moved Marino, seconded by Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

PROCUREMENT POLICY FOR THE TOWN OF ULYSSES

Resolution 11: BE IT RESOLVED that the Town Procurement policy as adopted on November 17, 2010 is the guidance document for 2012 purchases. The Town Clerk will direct all department heads and Town Board members to review the Procurement Policy on the internal side of the Town website at <http://ulysses.ny.us/pages/intranet/>.

Moved Marino, seconded by Romer

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

ESTABLISHMENT OF APPOINTED OFFICES AND SALARIES

Resolution 12: BE IT RESOLVED that the Supervisor is authorized to appoint a Town Bookkeeper, with an annual budgeted salary as set by the Town Board. The Supervisor hereby appoints Mary Bouchard, CPA as the Town Bookkeeper.

Moved Marino, seconded by Thomas.

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 13: BE IT RESOLVED that the Town Board has established the Office of first Deputy Supervisor and second Deputy Supervisor in 2012. The first Deputy Supervisor acts for and in place of the Supervisor in her/his absence. The annual budgeted salary of the first Deputy Supervisor and the second Deputy Supervisor is set by the Town Board. In accordance with Town Law, the Supervisor appoints Sue Poelvoorde and Elizabeth Thomas as the Deputy Supervisors.

Moved Marino, seconded by Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 14: BE IT RESOLVED that the Town Board has established the Office of Deputy Town Clerk, to continue in 2012 at an annual budgeted salary as set by the Town Board.

FURTHER RESOLVED Further resolved that the responsibilities of this office are to assist the Town Clerk in carrying out the administrative responsibilities of the office including those related to records management and tax collection, and to act for and in place of the Clerk during her / his absence. Details of the Deputy Clerk job description are set and revised by resolution of the Town Board and are outlined in Section I (Elected Officials and their Appointments) of the Town Manual of Position Descriptions. In accordance with Town Law, the Town Clerk appoints the Deputy Town Clerk. The Town Clerk shall appoint a Deputy Town Clerk by January 9, 2012, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2012.

Moved Marino, seconded by Thomas

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 15: BE IT RESOLVED that the Town Board has established the office of Deputy Highway Superintendent, to continue in 2012. The Deputy Highway Superintendent acts for and in place of the Highway Superintendent in her/his absence. In

accordance with Town Law, the Highway Superintendent appoints the Deputy Highway Superintendent. The Highway Superintendent shall appoint a Deputy Highway Superintendent by January 9, 2012, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2012.

Moved Marino, seconded by Thomas

Ms. Marino	Aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 16: BE IT RESOLVED that the Town Justices are authorized to employ the services of a Court Clerk or Clerks to assist in the administration and bookkeeping, at an annual budgeted salary as set by the Town Board. If the Town Justices find it necessary to employ more than one Clerk, the total salary paid shall not exceed the annual budgeted amount for Court Clerk. The Town Justices shall appoint a Court Clerk by January 9, 2012, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2012.

Moved Marino, seconded by Thomas

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 17: BE IT RESOLVED that the Town Board has established the position of Water Distribution and Maintenance Operator, to supervise and carry out all of the activities necessary for the day-to-day operation and maintenance of the Town's Special Improvement Water Districts, as outlined in the Town Manual of Position Descriptions (Section II, Employees and Appointments by the Town Board). The Town Board appoints Doug Austic as Water Superintendent with a salary as set by the Town Board for the 2012 calendar year.

Moved Marino, seconded by Thomas.

Ms. Marino	aye
Ms. Thomas	aye

Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Mr. Marino made the motion, seconded by Ms Tyler.

BE IT RESOLVED that the Town Board authorizes Ms. Marino to sign the cleaning contract at the rate of \$643/month with Melanie Steverson-Jarvis.

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

ESTABLISHMENT OF PAYROLL PERIODS AND PAY RATES FOR ELECTED AND APPOINTED OFFICIALS AND SALARIED AND PART-TIME HOURLY EMPLOYEES

Resolution 18: BE IT RESOLVED the Town Board hereby establishes the following payroll periods:

Bi-weekly: 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

Monthly: Councilpersons, Supervisor

Annually: Historian

Voucher: contractual workers and all others not listed above

Moved Marino, seconded by Romer

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye

a time card that has been signed by the employee and employee’s supervisor and submitted to the Bookkeeper. If the employee is submitting electronically to the Bookkeeper, the Department Head / Employee Supervisor must give electronic approval as part of the time card submission. Salaried and hourly workers and full-time elected officials 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 maintaining and submitting time cards (if required), vacation, personal, and sick days used by each employee. Time off for each employee must be reported to Bookkeeper who will maintain records. The Employee Supervisor approves employee reporting of time off.

Employee	Employee Supervisor
Deputy Supervisor	Roxanne Marino, Town Supervisor
Town Board Administrative Assistant	Roxanne Marino, Town Supervisor
Bookkeeper	Roxanne Marino, Town Supervisor
Town Clerk	*
Deputy Town Clerk	Marsha Georgia, Town Clerk
Court Clerk	Thomas Schlee or Mark Dresser, Town Justices
Enforcement Officer	Roxanne Marino, Town Supervisor
Deputy Enforcement Officer	Alex Rachun, Enforcement Officer
Zoning Officer/Planner	Alex Rachun, Enforcement Officer
Planning and Zoning Clerk	Darby Kiley, Zoning Officer/Planner
Highway Superintendent	*
Deputy Highway Superintendent	Highway Superintendent
Highway Machine Equipment Operators Laborer	Highway Superintendent
Water District Laborer	Water Distribution and Maintenance Operator

*these elected officials will submit their sick and vacation time take to the bookkeeper each pay period who will forward that information to the Town Board monthly.

Moved by Thomas, seconded by Marino

- Ms. Marino aye
- Ms. Thomas aye
- Ms. Tyler aye
- Mr. Kerness nay
- Mr. Romer nay

Adopted

Amended 01/24/12

Ms. Marino made the motion, seconded by Mr. Thomas.

BE IT RESOLVED that the Town Clerk and Highway Supervisor positions be removed from the information in Resolution #19 and Resolution #20 of the Organizational meeting.

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	nay
Mr. Romer	aye

Adopted

TOWN BOARD AND LIAISON APPOINTMENTS

The Supervisor proposes the following Town Board liaison appointments:

- | | |
|---|------------------------|
| A. Highway Department | Dave Kerness |
| B. Trumansburg Village Board of Trustees | Liz Thomas |
| C. Personnel | Liz Thomas/Lucia Tyler |
| D. Health Insurance Consortium Board | Lucia Tyler |
| E. Planning Board and Board of Zoning Appeals | David Kerness |
| F. Fire Department | Kevin Romer |
| G. County and other Emergency Management | Kevin Romer |
| H. Town Court | Roxanne Marino |
| I. Trumansburg Ulysses Youth Commission | Liz Thomas/Lucia Tyler |

Resolution 21: BE IT RESOLVED that the Town Board makes the following appointments and request that each appointee a report to the Town Board at least annually:

- | | |
|---|---------------------------|
| A. Planning Board Chairperson | Ken Zeserson |
| B. Board of Zoning Appeals Chairperson | George Tseleakis |
| C. Clerk for Planning Board and Board of Zoning Appeals | Robin Carlisle-Peck |
| D. Board of Assessment Review | vacant, David Means |
| E. Tompkins County Environmental Management Council (EMC) | Lucia Tyler |
| F. Tompkins County Water Resources Council (WRC) | Bill George & Darby Kiley |
| G. Tompkins County Stormwater Coalition | Darby Kiley |
| H. Trumansburg Ulysses Youth Commission Reps | vacant |

- | | |
|---|---------------------------------|
| I. Recreation Partnership representative | vacant |
| J. Tompkins County Youth Services Board | vacant |
| K. Ithaca/Tompkins County Transportation Council Planning Committee | Sue Poelvoorde |
| L. Ithaca/Tompkins County Transportation Council Policy Committee | Sue Poelvoorde (for Supervisor) |
| M. Tompkins County Council of Governments | R. Marino/ L. Thomas alternate |
| N. Tompkins County Area Development | Dave Kerness |
| O. Fair Board liaison | Kevin Romer |
| P. Historian | Nancy Dean |
| Q. Lakeshore Zoning Committee Chairperson | Don Smith |
| R. Water District Advisory Board Chairperson | Diane Hillman |
| S. Tompkins County Animal Control | Roxanne Marino |

Moved Marino, seconded by Kerness

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

CONTRACT APPOINTMENTS

Resolution #22- Mariette Geldenhuys appointment as Town Attorney

BE IT RESOLVED that the Town Attorney for the Town be Mariette Geldenhuys, Esq. and that she and her associates be consulted in accordance with the Retainer Agreement with the Town of Ulysses signed April 20, 2009 and

Further Resolved that the 2011 Addendum to Retainer Agreement which sets hourly fees for billing at \$170 (Attorney) and \$110, (Paralegals) is adopted. All other provisions for the 2009 Retainer Agreement shall remain in full force and effect subject to revision.

Moved by Kerness, seconded by Romer

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye

Mr. Kerness aye
Mr. Romer aye

Adopted

GENERAL PROCEDURES AND POLICIES

Resolution 23: BE IT RESOLVED that the Town of Ulysses has adopted policies for a Code of Ethics, Personnel and Benefits, Procurement, Claims, Meeting Rules and Procedures, Investment, Alcohol and Controlled Substance Testing, Planning Board and Zoning Board Attendance and Training, and Emergency Preparedness. The Town Clerk shall provide to each newly elected official and to any other elected or appointed official or employee these policies, and any other planning documents or local laws upon request and these documents shall be also be maintained on the internal part of the town website. Each employee or elected official shall sign the Code of Ethics form documenting that they have reviewed and understand the policy.

Moved by Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 24: BE IT RESOLVED any member of the public wishing to add a topic to the agenda of a Regular Town Board Meeting advise the Supervisor of that request at least one week prior to the scheduled meeting, if at all possible.

Moved by Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 25: BE IT RESOLVED any individual having any special needs and wishing to attend a meeting please advise the Town Clerk of the special requirements at least one week prior to the meeting (ADA).

Moved by Marino, seconded by Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 26: BE IT RESOLVED that the Town Clerk will continue with the Resolution/Motion Index System initiated in 2009, identifying the Resolution/Motion number, date approved, and Title.

FURTHER RESOLVED that the Town Clerk will send a final electronic version of each certified resolution to the Town Board and place the final version on the Town's file sharing network.

Moved by Marino, seconded by Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted

Resolution 27: 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 bonuses, 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 by Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Resolution 28: BE IT RESOLVED that any and all of these Organizational Resolutions be and remain subject to amendment throughout the year by the Town Board.

Moved by Marino, seconded by Tyler

Ms. Marino aye
Ms. Thomas aye
Ms. Tyler aye
Mr. Kerness aye
Mr. Romer aye

Adopted

Shared Highway Services Agreement

Resolution 29: 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;

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 by Marino, seconded by Tyler

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
Mr. Romer	aye

Adopted