

# INDEX OF 2012 RESOLUTIONS

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### Contents

INDEX OF 2012 RESOLUTIONS .....	1
ORGANIZATIONAL MEETING JANUARY 6, 2012 .....	3
**Resolution 1: Town Board Monthly Meetings .....	3
**Resolution 2: Claim Procedure .....	3
**Resolution 3: Designated News Media .....	5
**Resolution 4: Distribution of Town Board Minutes .....	5
**Resolution 5: Mileage Reimbursement .....	5
**Resolution 6: Town Clerk's Petty Cash .....	5
**Resolution 7: Crime Coverage .....	5
**Resolution 8: Annual Supervisor's Financial Report filing .....	5
**Resolution 9: Tompkins Trust Company designated depository .....	6
**Resolution 10: Annual Town Board Audit .....	6
**Resolution 11: Procurement Policy .....	6
**Resolution 12: Bookkeeper Appointment .....	6
**Resolution 13: Appointment 1 <sup>st</sup> & 2 <sup>nd</sup> Deputy Supervisor's .....	6
**Resolution 14: Establishing Office of Deputy Town Clerk .....	6
**Resolution 15: Establishing Office of Deputy Highway Superintendent .....	7
**Resolution 16: Establishing Office of Court Clerk .....	7
**Resolution 17: Establishes Position & Appointment of Water Distribution and Maintenance Operator .....	7
**Resolution (not numbered) Authorizing Supervisor to sign Cleaning Contract .....	7
**Resolution 18: Establishing Payroll Periods .....	7
**Resolution 19: Establishing Pay Rates Employees/Elected Officials .....	8
**Resolution 20: Time Cards .....	9

**Resolution (not numbered) Town Clerk/Highway Superintendent be removed from resolution #19 & 20.....	11
**Resolution 21: Town Board Appointments.....	11
**Resolution 22: Town Attorney Appointment.....	13
**Resolution 23: Adopted Policies .....	13
**Resolution 24: Public adding agenda items .....	13
**Resolution 25: Individuals/special needs.....	13
**Resolutions 26: Resolution Index.....	13
**Resolution 27: Prohibition about gifts from Municipalities.....	13
**Resolution 28: Organizational Resolutions subject to amendment .....	14
**Resolution 29: Shared Highway Services Agreement .....	14
REGULAR TOWN BOARD MEETING JANUARY 10, 2012.....	14
**Resolution 30: 2011 Budget Modifications.....	14
8340.1 Laborer PS decrease \$ 21.24 .....	15
**Resolution 31: Approval of Claims .....	15
**Resolution 32: Approval of Minutes .....	15
**Resolution 33: Premium-Only Plan .....	15
**Resolution 34: Crime Coverage (Resolution 7 Organizational Meeting) .....	15
**Resolution 35: Attorney Appointment (Resolution 22 Organizational Meeting) .....	16
**Resolution 36: Employee Time and Leave Reporting (Resolution 20 Organizational Meeting) .....	16
**Resolution 37: Cleaning Contract.....	16
SPECIAL TOWN BOARD MEETING - JANUARY 23, 2012 .....	16
**Resolution 38: Short-term Disability Benefit Policy.....	16
**Resolution # 39: EPA Funding for NY Rural Water Association .....	17
**Resolution # 40: EMS – Initiating process to form Ambulance District .....	17
Resolution # 41: Approval of Minutes 1/10/2012 .....	17
REGULAR TOWN BOARD MEETING - FEBRUARY 14, 2012.....	17
**Resolution # 42: Claims/Minutes .....	17
**Resolution # 43: Delegate to NYS Association meeting.....	17
**Resolution # 44: Illicit Discharge Law.....	18
**Resolution # 45: Appointment to Recreation Partnership .....	18
SPECIAL TOWN BOARD MEETING - FEBRUARY 28, 2012 .....	18

**Resolution #46: SEQR for Storm Sewer System and Surface Waters Protection .....	18
**Resolution # 47: Local Law #1 – Storm Sewer System And Surface Waters Protection .....	19
REGULAR TOWN BOARD MEETING – MARCH 13, 2012 .....	20
**Resolution # 48 – Agenda Approval/Budget Modifications/Claims/Minutes.....	20
**Resolution #49 – Renovation of Town Historical Markers .....	21
**Resolution #50 – Additional Funds for Temporary Court Clerk.....	21
**Resolution # 51 – Open Meeting wording in Town Procedures .....	21
**Resolution # 52 – Presenter of Power Point for EMS have final approval .....	21
**Resolution # 53 – Town Hall Maintenance Contract .....	21
**Resolution # 54 – FAILED – Highway Shared Services .....	22
**Resolution # 55 – Employee Bus Pass Benefit .....	22
**Resolution # 56 – Rifle Hunting.....	23
SPECIAL TOWN BOARD MEETING - MARCH 27, 2012.....	24

## ORGANIZATIONAL MEETING JANUARY 6, 2012

### **\*\*Resolution 1: Town Board Monthly Meetings**

**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 4<sup>th</sup> Tuesday of each month at 7:00 p.m.

### **\*\*Resolution 2: Claim Procedure**

**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.

**\*\*Resolution 3: Designated News Media**

**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.

**\*\*Resolution 4: Distribution of Town Board Minutes**

**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.

**\*\*Resolution 5: Mileage Reimbursement**

**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.

**\*\*Resolution 6: Town Clerk’s Petty Cash**

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

**\*\*Resolution 7: Crime Coverage**

**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

**\*\*Resolution 8: Annual Supervisor’s Financial Report filing**

**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.

**\*\*Resolution 9: Tompkins Trust Company designated depository**

**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.

**\*\*Resolution 10: Annual Town Board Audit**

**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

**\*\*Resolution 11: Procurement Policy**

**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/>.

**\*\*Resolution 12: Bookkeeper Appointment**

**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.

**\*\*Resolution 13: Appointment 1<sup>st</sup> & 2<sup>nd</sup> Deputy Supervisor's**

**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.

**\*\*Resolution 14: Establishing Office of Deputy Town Clerk**

**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.

**\*\*Resolution 15: Establishing Office of Deputy Highway Superintendent**

**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.

**\*\*Resolution 16: Establishing Office of Court Clerk**

**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.

**\*\*Resolution 17: Establishes Position & Appointment of Water Distribution and Maintenance Operator**

**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.

**\*\*Resolution (not numbered) Authorizing Supervisor to sign Cleaning Contract**

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.

**\*\*Resolution 18: Establishing Payroll Periods**

**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

**\*\*Resolution 19: Establishing Pay Rates Employees/Elected Officials**

**Resolution 19: BE IT RESOLVED** that the Town Board hereby establishes the following pay rates for employees and elected officials in 2012. If necessary to appoint a new employee or replace an elected official during the year of 2012, the Town Board will establish a salary commensurate with the experience and availability of funds:

<i>Position</i>	2012 Budgeted Appropriation	hourly rate if applicable
<b><i>Supervisor</i></b>	\$15,302	
<i>Deputy Supervisor</i>	\$22,880	\$22/hr.
<i>Town Board Administrative Assistant</i>	\$10,300	\$22/hr.
<i>Bookkeeper</i>	\$18,406	
<i>Councilperson</i>	\$4,035.50	
<b><i>Town Clerk</i></b>	\$60,175	
Deputy Town Clerk	\$29,261	
<b><i>Town Justice</i></b>	\$15,642 each	
Court Clerk	\$32,226	
<b>Enforcement Officer for Building Code</b>	\$29,283	
Deputy Enforcement Officer	\$10,400	\$18.80
Zoning Officer	\$26,000	
Planner	\$26,000	
Planning and Zoning Clerk	\$6,120	\$15.91
<b><i>Highway Superintendent</i></b>	\$56,727	
Deputy Highway Superintendent	multiple budget lines	\$20.86
Highway Machine Equipment Operators	multiple budget lines	\$16.30 - \$18.30
Laborer	multiple budget lines	\$12.78

<b><i>Water Distribution &amp; Maintenance Operator</i></b>	\$14,790	
Water District Laborer	\$4,339	\$18.44

**\*\*Resolution 20: Time Cards**

**Resolution 20: 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 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 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.

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

\*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.

**\*\*Resolution (not numbered) Town Clerk/Highway Superintendent be removed from resolution #19 & 20**

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.

**\*\*Resolution 21: Town Board Appointments**

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 Tselekis                 |
| 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
T. Planning Board Chairperson	Ken Zeserson
U. Board of Zoning Appeals Chairperson	George Tselekis
V. Clerk for Planning Board and Board of Zoning Appeals	Robin Carlisle-Peck
W. Board of Assessment Review	vacant, David Means
X. Tompkins County Environmental Management Council (EMC)	Lucia Tyler
Y. Tompkins County Water Resources Council (WRC)	Bill George & Darby Kiley
Z. Tompkins County Stormwater Coalition	Darby Kiley
AA. Trumansburg Ulysses Youth Commission Reps	vacant
BB. Recreation Partnership representative	vacant
CC. Tompkins County Youth Services Board	vacant
DD. Ithaca/Tompkins County Transportation Council Planning Committee	Sue Poelvoorde
EE. Ithaca/Tompkins County Transportation Council Policy Committee	Sue Poelvoorde (for Supervisor)
FF. Tompkins County Council of Governments	R. Marino/ L. Thomas alternate
GG. Tompkins County Area Development	Dave Kerness
HH. Fair Board liaison	Kevin Romer
II. Historian	Nancy Dean
JJ. Lakeshore Zoning Committee Chairperson	Don Smith
KK. Water District Advisory Board Chairperson	Diane Hillman

**\*\*Resolution 22: Town Attorney Appointment**

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.

**\*\*Resolution 23: Adopted 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.

**\*\*Resolution 24: Public adding agenda items**

**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.

**\*\*Resolution 25: Individuals/special needs**

**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).

**\*\*Resolutions 26: Resolution Index**

**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.

**\*\*Resolution 27: Prohibition about gifts from Municipalities**

**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.

**\*\*Resolution 28: Organizational Resolutions subject to amendment**

**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.

**\*\*Resolution 29: 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.

**REGULAR TOWN BOARD MEETING JANUARY 10, 2012**

**\*\*Resolution 30: 2011 Budget Modifications**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the following 2011 Budget modifications:

**A Fund**

1220.12	Dep Supervisor PS	increase	\$	882.53
1620.4	Town Hall CE	increase	\$	766.96
1650.4	Central Comm CE	increase	\$	395.93
1670.4	Printing & Mailing	increase	\$	2,745.44
1920.4	Municipal Dues	increase	\$	9.00
3510.4	Dog Control CE	increase	\$	1,318.72
			\$	6,118.58

1220.4	Supervisor CE	decrease	\$	799.14
1101.1	Admin Asst PS	decrease	\$	1,476.40
1010.4	Town Board CE	decrease	\$	2,131.08
1410.4	Town Clerk CE	decrease	\$	1,711.96
			\$	6,118.58

**DA Fund**

5124.4	Snow Removal CE	increase	\$ 3,247.85
5120.4	Bridge Maintenance PS	decrease	\$ 793.30
5148.4	Snow Removal OG – CE	decrease	\$ 2,454.55
			\$ 3,247.85

**B Fund**

B8010.1	Zoning PS	increase	\$ 2,156.96
B8020.4	Planning CE	decrease	\$ 2,156.96

**Water Funds**

9030.83	Social Security	increase	\$ 21.24
8340.1	Laborer PS	decrease	\$ 21.24

**\*\*Resolution 31: Approval of Claims**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the previously examined vouchers numbered 551 to 589 in the amount of \$42,188.13 charged to the 2011 Budget and vouchers 1 to 10 in the amount of \$3,269.79 charged to the 2012 Budget.

**\*\*Resolution 32: Approval of Minutes**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the minutes of the Regular Town Board meeting of November 16, 2011, as edited by Ms. Poelvoorde.

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the minutes of the Special Town Board meeting of December 5, 2011, as edited by Ms. Poelvoorde, edits submitted by Ms. Marino, the addition of times related to the Executive Session and meeting adjournment and the correction of the date in the header.

**\*\*Resolution 33: Premium-Only Plan**

BE IT RESOLVED that the Town Board of the Town of Ulysses adopts an IRC Section 125 Premium-only plan and authorize Supervisor Roxanne Marino to sign all necessary documents.

**\*\*Resolution 34: Crime Coverage (Resolution 7 Organizational Meeting)**

**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

**\*\*Resolution 35: Attorney Appointment (Resolution 22 Organizational Meeting)**

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 2012 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.

**\*\*Resolution 36: Employee Time and Leave Reporting (Resolution 20 Organizational Meeting)**

BE IT RESOLVED that the Town Clerk and Highway Superintendent positions be removed from the table in Resolution #20 of the Organizational Meeting record.

**\*\*Resolution 37: Cleaning Contract**

BE IT RESOLVED that the Town of Ulysses contracts with Melanie Steverson-Jarvis for the purpose of cleaning the Town of Ulysses Town Hall on a weekly basis for the amount of \$643 per month for the period of January 1 to December 31, 2012.

**SPECIAL TOWN BOARD MEETING - JANUARY 23, 2012**

**\*\*Resolution 38: Short-term Disability Benefit Policy**

BE IT RESOLVED that the Town Board of the Town of Ulysses amends the Personnel Manual to include the following Short-term Disability Benefit Policy.

**Short-term Disability Benefit Policy**

New York State Disability insurance is available to all non-temporary employees that have been employed for at least 28 calendar days by the Town or within 28 calendar days with a covered employer. There is no employee contribution.

Town of Ulysses Short-term Disability Benefit

Short-term disability benefits are paid-for absences due to non-work related injuries or illnesses. The Town of Ulysses short-term disability benefits are available to all full-time and part-time employees who meet the above stated criteria for New York State Disability insurance coverage. Elected officials or appointed board members are not eligible for Town of Ulysses disability benefits\*. Upon the submission of claims for benefit application, short-term disability benefits will be paid after a 7 calendar day waiting period. Accrued sick, vacation or personal time may be used during the waiting period. No sick, vacation or personal time will be accrued while on disability.

Disability benefits are paid at 50% of the average of the employee's last eight weeks of pay for up to 26 weeks. Employees may elect to supplement the pay benefit up to an amount equivalent to their full pay (as determined above) with accrued sick, personal, or vacation time. An employee's supervisor cannot deny the use of sick or vacation time during disability leave.

The payment from the NYS disability insurance carrier will be made directly to the Town. If the employee receives a check from the disability carrier, he/she will forward it to the Town of Ulysses Bookkeeper immediately.

A physician's statement authorizing a return to work is required. The Town reserves the option to require a second physician's opinion after the initial 3 months of disability. If the employee does not return to work after a physician's release, the Town considers this a resignation.

\*Note: As per NYS law, reduction of elected official's salary is not permitted without a referendum. Elected officials should still submit the NYS disability insurance application form in order to allow the Town to collect NYS disability insurance payments.

**\*\*Resolution # 39: EPA Funding for NY Rural Water Association**

BE IT RESOLVED that the Town Board of the Town of Ulysses authorizes Ms. Marino to sign a letter of support to continue EPA funding for the New York Rural Water Association.

**\*\*Resolution # 40: EMS – Initiating process to form Ambulance District**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves initiating the process as required by Article 12 and 12A to form an ambulance district for the Town outside the Village of Trumansburg.

**Resolution # 41: Approval of Minutes 1/10/2012**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the minutes for January 10, 2012, Regular Town Board meeting as amended.

**REGULAR TOWN BOARD MEETING - FEBRUARY 14, 2012**

**\*\*Resolution # 42: Claims/Minutes**

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the previously examined vouchers numbered 590 through 595 for 2011 and 11 to 62 for 2012 in the amount of \$53,539.41.

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the minutes of December 13, 2011 Regular Town Board Meeting as edited by Ms. Poelvoorde and Ms. Thomas.

BE IT RESOLVED that the Town Board of the Town of Ulysses approves the minutes of December 19, 2011 Special Town Board Meeting as edited by Ms. Poelvoorde and Ms. Thomas.

BE IT RESOLVED that the Town Board of the Town of Ulysses approved the minutes of January 10, 2012 Regular Town Board Meeting as edited by Ms. Poelvoorde, with an additional correction changing the word "depend" to "defend" in the paragraph discussing Concerned Citizens of Ulysses doing fundraising to defend the amicus brief.

**\*\*Resolution # 43: Delegate to NYS Association meeting**

BE IT RESOLVED that the Town Board of the Town of Ulysses appoints Ms. Thomas to serve as the Town Delegate and vote accordingly at the Annual Meeting for the Association of Towns.

**\*\*Resolution # 44: Illicit Discharge Law**

WHEREAS, in 2003 the Town of Ulysses signed a Notice of Intent for Coverage Under a SPDES General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems; and

WHEREAS, one of the minimal control measures of the Notice of Intent is to adopt a local law with the intention to protect water quality by establishing regulations on non-stormwater discharges into the municipal separate storm sewer system and surface waters for the purpose of controlling the introduction of pollutants, and to prohibit certain activities and connections to the storm sewer system and surface waters that could cause the introduction of pollutants; and

WHEREAS, the proposed local law has been drafted to include the elements required by New York State, to reflect the research and experience of other Towns;

NOW, THEREFORE, BE IT RESOLVED, that a public hearing will be held on

February 28, 2012 at 7:00 p.m. at the Ulysses Town Hall on the proposed adoption of a Local Law for Storm Sewer System and Surface Waters Protection.

**\*\*Resolution # 45: Appointment to Recreation Partnership**

WHEREAS, the Town Board of the Town of Ulysses appoints Durand Van Doren as the Town of Ulysses' representative to the Recreation Partnership.

**SPECIAL TOWN BOARD MEETING - FEBRUARY 28, 2012**

**\*\*Resolution #46: SEQR for Storm Sewer System and Surface Waters Protection**

WHEREAS, this action is the enactment of a local law for Storm Sewer System and Surface Waters Protection; and

WHEREAS, said proposed local law is intended to protect water quality by establishing regulations on non-stormwater discharges into the municipal storm sewer system and surface waters for the purpose of controlling the introduction of pollutants, and by prohibiting certain activities and connections to the stormwater sewer system and surface waters that could cause the introduction of pollutants; and

WHEREAS, this is an unlisted action for which the Town of Ulysses Town Board is acting as Lead Agency in environmental review with respect to the enactment of this local law; and

WHEREAS, the Town Board, at a public hearing held on February 28, 2012, has reviewed and accepted as adequate the Short Environmental Assessment Form, Parts I and II for this action, prepared by Town staff;

NOW THEREFORE BE IT RESOLVED that the Town of Ulysses Town Board hereby makes a negative determination of environmental significance in accordance with the New York State Environmental Quality Review Act for the above referenced action as proposed and, therefore,

neither a Full Environmental Assessment Form, nor an Environmental Impact Statement will be required.

**\*\*Resolution # 47: Local Law #1 – Storm Sewer System And Surface Waters Protection**

WHEREAS, it is in the public interest, and will minimize threats to the environment and to public health and safety, for the Town to regulate discharges into the municipal storm sewer system and surface waters that are not composed entirely of stormwater in order to control the introduction of pollutants, and to prohibit certain activities and connections to the stormwater sewer system and surface waters that could cause the introduction of pollutants; and

WHEREAS, the Town of Ulysses is required to enact regulations that prohibit the discharge of pollutants into the municipal stormwater sewer system in compliance with U.S. Environmental Protection Agency and New York State Department of Environmental Conservation requirements; and

WHEREAS, the Town staff and the Attorney for the Town have worked to develop a local law to accomplish the above objectives and meet the federal and state requirements; and

WHEREAS, a resolution was duly adopted by the Town Board of the Town of Ulysses for a public hearing to be held by said Town on February 28, 2012 at 7:00 p.m. to hear all interested parties on the proposed local law for STORM SEWER SYSTEM AND SURFACE WATERS PROTECTION; and

WHEREAS, notice of said public hearing was duly advertised in the Ithaca Journal; and

WHEREAS, said public hearing was duly held on said date and time at the Town Hall of the Town of Ulysses 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, pursuant to the New York State Environmental Quality Review Act (“SEQRA”) and its implementing regulations at 6 NYCRR Part 617, adoption of said local law is an Unlisted action for which the Town Board of the Town of Ulysses, acting as lead agency in an environmental review with respect to adoption of this local law, has on February 28, 2012 made a negative determination of environmental significance, after having reviewed and accepted as adequate the Short Environmental Assessment Form Parts I and II prepared by the Town staff; and

WHEREAS, the Attorney for the Town, in a memorandum dated February 28, 2012, certified that this law is equivalent to the Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer System provided by the New York State Department of Environmental Conservation;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Ulysses hereby adopts said local law for STORM SEWER SYSTEM AND SURFACE WATERS PROTECTION; a copy of which is attached hereto and made a part of this resolution; and it is further

RESOLVED, that the Town Clerk is hereby authorized and directed to file said local law with the Secretary of State as required by law.

**REGULAR TOWN BOARD MEETING – MARCH 13, 2012**

**\*\*Resolution # 48 – Agenda Approval/Budget Modifications/Claims/Minutes**

Agenda

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the agenda with additions for the meeting 03/13/12.

Budget Modifications

**A Fund**

Appropriation line	1110.4	Town Justice CE	increase	\$	11,847.00
Appropriation line	1011.1	Admin Asst PS	increase	\$	2,176.00
Appropriation line	1220.11	Deputy Supervisor PS	increase	\$	2,176.00
Appropriation line	1910.4	Unallocated Insurance	increase	\$	325.00
<u>Appropriation line</u>	<u>7310.1</u>	<u>Youth Prog PS</u>	<u>increase</u>	<u>\$</u>	<u>2,175.00</u>
				\$	18,699.00
Revenue line	0599	Approp Fund Balance	<i>increase</i>	\$	11,847.00
			<i>increase</i>	\$	2,175.00
			<i>increase</i>	\$	325.00
	<b>0599</b>	<b>Approp FB total increase</b>		<b>\$</b>	<b>14,347.00</b>
<u>Revenue line (new)</u>	<u>2680</u>	<u>Insurance Recovery</u>	<u>increase</u>	<u>\$</u>	<u>4,352.00</u>
				\$	18,699.00

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the budget modifications as presented.

Claims

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the vouchers numbered 63 to 120 for a total of \$44544.88 for 2012.

Minutes

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the minutes of 01-23-12, 02-14-12 and 02-28-12 with the edits.

**\*\*Resolution #49 – Renovation of Town Historical Markers**

BE IT RESOLVED that the Town Board of the Town of Ulysses approve renovation of the Town Historical markers, the highway department will assist as needed and the Town will cover the cost of supplies.

**\*\*Resolution #50 – Additional Funds for Temporary Court Clerk**

BE IT RESOLVED that the Town Board of the Town of Ulysses approve additional funds to compensate the temporary Court Clerk as requested by the Town Justices.

**\*\*Resolution # 51 – Open Meeting wording in Town Procedures**

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the Open Meeting wording as outlined above be incorporated into the Town procedures.

**\*\*Resolution # 52 – Presenter of Power Point for EMS have final approval**

BE IT RESOLVED that the Town Board of the Town of Ulysses approve allowing the presenter of the PowerPoint presentation for EMS services final approval of content.

**\*\*Resolution # 53 – Town Hall Maintenance Contract**

WHEREAS occasionally the Town Hall is in need of maintenance and repairs, and

WHEREAS said repairs should be done in a safe and professional manner by contractors who are skilled in their trade and are properly insured, and

WHEREAS the Town has requested and reviewed bids from qualified professionals.

THEREFORE BE IT RESOLVED that the Town Board of the Town of Ulysses accepts the proposed maintenance contract from Mainstay Builders for maintenance and repairs to the Town Hall that are beyond what can be reasonably done by Town Hall staff with the exception of those to the heating and air conditioning system.

BE IT ALSO RESOLVED that the contract with Mainstay Builders be amended to have a termination date of 12/31/2012 and a provision for a 60-day payment period,

BE IT ALSO RESOLVED that the Town Board authorizes Supervisor Marino to sign the contract with Mainstay Builders.

BE IT ALSO RESOLVED that any heating, air conditioning, plumbing and electrical work be done by a person properly certified in that field as approved by the Town Supervisor on the recommendation of the Code Enforcement Officer.

**\*\*Resolution # 54 - FAILED - Highway Shared Services**

WHEREAS, the New York State Department of State has available funds for the 2011-2012 Local Government Efficiency Grant Program, and

WHEREAS, this grant program can assist the Town of Ulysses in identifying opportunities to cooperate with other local governments in the area to reduce the cost of providing services, and

WHEREAS, the cost to maintain local roadways and bridges represents a large share of all municipal and county budgets and property tax levies, and

WHEREAS, at a time when the cost to maintain highway infrastructure is growing rapidly and local budgets are tightly constrained, it is increasingly difficult to maintain basic highway infrastructure at a cost that can be supported by local budgets, and

WHEREAS, the Town of Ulysses and its Local Municipal Highway Department would benefit from reducing the cost of adequately repairing and maintaining these roadways, and

WHEREAS, a study to evaluate the County and Local Road System and identify areas where inter-municipal cooperation, shared services, or redistributions of responsibilities could result in a more efficient system of providing quality highway services and lower costs for the repair and maintenance of existing roads, and

WHEREAS, the Town of Ulysses on behalf of its citizens, supports this effort and grant application for approximately \$100,000, with a required local cash match of 10% that shall be allocated among the participating municipalities.

RESOLVED, that the Town of Ulysses supports the County and Local Road Local Government Efficiency Grant Program application, and

FURTHER RESOLVED, that the Town of Ulysses agrees, if awarded, to participate and assist in all phases of the County and Local Road Shared Service Local Government Efficiency Grant Study.

**\*\*Resolution # 55 - Employee Bus Pass Benefit**

WHEREAS, the Town of Ulysses seeks to encourage the use of the Tompkins County Area Transit (TCAT) system to help reduce traffic, petroleum use, air pollution and greenhouse gases, and

WHEREAS, due to recent funding cuts, TCAT was required to increase it fares which provides a disincentive for users to ride the bus, and

WHEREAS, a subsidized bus pass employee benefit provides an incentive to encourage increased use of the TCAT system,

THEREFORE BE IT RESOLVED that the Town of Ulysses offers a Bus Pass Benefit to its employees as follows:

A Bus Pass Benefit is available to all Town of Ulysses who travel to and from work at any town office (town hall or highway barn) primarily during the regularly scheduled hours of the TCAT bus service.

The value of the benefit paid shall not exceed the 50% of an annual Zone 2 bus pass.

Employees not using the bus service on a regular basis are encouraged to purchase 15-ride cards as needed rather than an annual bus pass. The town will reimburse employees 50% for ride cards and will purchase the annual pass for the employee.

A written request for the Bus Pass Benefit needs to be made to the Supervisor's Office.

BE IT FURTHER RESOLVED that the Town Clerk update the Town of Ulysses Personnel Policy with the Bus Pass Benefit language from this resolution and provide a copy to all employees.

### **\*\*Resolution # 56 - Rifle Hunting**

WHEREAS the Tompkins County Legislature has been asked to request from the State permission for hunters to use rifles to hunt big game within the County and

WHEREAS rifles have the capability to shoot bullets that can travel miles in distance compared to the shorter distance of the currently allowed shotguns and

WHEREAS shotguns have the advantage of requiring closer contact with the intended target, thus improving better identification of the target and what is behind it and

WHEREAS for decades hunters have successfully used shotguns for killing big game and

WHEREAS there is no compelling need to introduce longer-shooting rifles for big game and

WHEREAS the Town of Ulysses, while relatively rural, has residential properties in close proximity to hunting areas which creates a safety issue from the possibility of people and property being affected by stray bullets and

WHEREAS the use of rifles may prompt some property owners to deny access to their land for hunting thereby potentially leading to an increase in already high deer populations.

Now therefore be it

RESOLVED that the Town Board of the Town of Ulysses expresses its opposition to permitting big game hunting with rifles in Tompkins County and

FURTHER RESOLVED that the Town Board recommends to the County Legislature that it not request permission from the State to allow big game hunting with rifles and

FURTHER RESOLVED that this resolution be immediately conveyed by the Town Clerk to the Tompkins County Legislature.

**SPECIAL TOWN BOARD MEETING - MARCH 27, 2012**



