

TOWN OF ULYSSES  
SPECIAL TOWN BOARD MEETING  
MARCH 23, 2010

Present: Supervisor Roxanne Marino; Board Members David Kerness, Kevin Romer, Elizabeth Thomas and Lucia Tyler; Town Clerk Marsha L. Georgia; Deputy Supervisor Sue Poelvoorde.

Supervisor Marino called the meeting to order at 7:30 pm.

Meeting Minutes

Ms. Thomas moved, seconded by Mr. Romer the following:

BE IT RESOLVED that the Town Board of the Town of Ulysses to approve the minutes from the Regular Town Board meeting of February 9, 2010 and the Special Town Board meetings of January 28, 2010 and February 23, 2010 as corrected by Ms. Poelvoorde and emailed to the Board.

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

Adopted

Ms. Marino reviewed a list of the upcoming meetings including the dates and time. For any Board member that would like the list they can email Ms. Marino.

2009 Budget Modifications

Ms. Marino moved, seconded by Mr. Kerness the following:

BE IT RESOLVED that the Town Board of the Town of Ulysses approve the following 2009 budget modifications:

B Fund

Increase B8021.1 Planning Manager PS	\$1,909.80
B9055.8 Disability Insurance	4.50
Decrease B1990.4 Contingency Account	1,914.30

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

Adopted

#### 2010 Budget Modifications

##### SW3 Water

Increase SW39040.8 Workers Comp	272.00
Decrease SW38340.4 Trans./Dist CE	272.00

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

Adopted

#### 2010 Cayuga Lake Triathlon

Ms. Marino moved, seconded by Mr. Romer the following:

BE IT RESOLVED that the Town Board of the Town of Ulysses authorize Supervisor Marino to write a letter to Jane Miller, Director of the Cayuga Lake Triathlon giving them permission to use public roads in the Town's jurisdiction for the bicycle portion of the race on August 1, 2010.

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

Adopted

#### Delta Engineering Proposal

Ms. Marino introduced the proposal from Delta Engineering on a multi-municipal approach to a Road Use and Preservation Law. Ms. Marino provided additional information for the Board to review to be a possible agenda item at the April 13th RTB meeting.

#### Water Distribution and Maintenance Operator

The Board discussed the job description for Water Distribution and Maintenance Operator at length and made some minor changes. Mr. Kerness will take this modified description to Steve Estes at Tompkins County Personnel for their approval. Description with Board amendments follows:

## WATER DISTRIBUTION AND MAINTENANCE OPERATOR

### TOMPKINS COUNTY

Department: Town of Ulysses

Classification: Competitive PJC to NC

Labor Grade:

Approved: 2/22/2010

Revised:

By: AF, Commissioner of Personnel

### DISTINGUISHING FEATURES OF THE CLASS:

A Water Distribution and Maintenance Operator is responsible for the maintenance, operation, and construction of a town water distribution system serving 1000 or fewer people and purchases water. The primary responsibility is to ensure the continued distribution of potable water to the customers. This is a technical position involving responsibility for the safe and efficient operation and maintenance of the Town of Ulysses water distribution system, including application of chemicals to water, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorination. The incumbent performs or oversees the installation, maintenance, and repair of water mains, valves, and hydrants. General direction is received from the Ulysses Town Board, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision may be exercised over the work of "backup" staff or contractors as necessary. The incumbent will perform all related duties as required.

### TYPICAL WORK ACTIVITIES:

Responsible for the operation of the Ulysses water districts commencing at the Town line.

Performs daily checks at the pump house (Woolf Lane) to record meter reading and tank status.

Performs daily Chlorine Residual tests, at least one location (usually more), seven days per week, and 365 days per year.

Perform all additional tests as required by DOH.

Obtains annual copper and lead samples from 10 houses built prior to 1984.

Collects monthly Microbial samples as required by DOH.

Inspects all new line installations and meter hookups, including preparation of Corp. Stop maps.

Conducts backflow prevention surveys to ensure that DOH standards are met.

Performs quarterly meter readings.

Calculates total water usages for the Town of Ulysses and presents to the Town of Ithaca for billing.

Responsible for contractor registration and certification.

Ensures that the system is repaired, either by Ulysses staff or under the Intermunicipal Agreement with the Village of Trumansburg or the Town of Ithaca.

Maintain and record all DOH required records.  
Maintain a Certified Water System Operator licenses, Type "C" and "D" in accordance with NYS Sanitary Code Subpart 5-4 .  
Performs valve, corporation stop, and fire hydrant maintenance as required.  
Provides UFPO locations as requested.  
Is responsible for or makes provisions for coverage 24 hours per day, 7 days per week, and 365 days per year.  
Responds to other distribution related emergencies as directed by other agencies.  
Notifies users of emergency procedures as necessary.  
Service distribution related questions and provides permit application approval.  
Maintains and operates the chlorination pumps at the tank.  
Addresses user's questions or complaints.  
Performs all other maintenance and operation as needed for the system to operate properly.  
Generates quarterly reports, including problems, corrective action, expenditures, meter readings and billing summary.

#### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a town water distribution system;  
Thorough knowledge regarding application of chemicals to the water such as chlorine, chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorination;  
Good knowledge of the tools, equipment and terminology used in water distribution systems and in the construction and maintenance of those systems;  
Good knowledge of the principles of hydraulics as related to Grade "C" and "D" water distribution system in accordance with NYS Sanitary code subpart 5-4;  
Good knowledge of the principles of physics, chemistry and bacteriology;  
Ability to read plans and draft sketches to interpret plans and specifications;  
Ability to carry out directions;  
Ability to oversee work of contractors;  
Must possess a mechanical aptitude;  
Dependability and good physical condition are required.

#### MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma AND satisfactory completion of an appropriate course of instruction approved by the Public Health Council AND not less than six (6) months satisfactory experience supervised by a NYS Sanitary code "C" certified individual AND one (1) year satisfactory experience supervised by a NYS Sanitary code "D" certified individual (experience may be combined for 1 year total); OR
- (b) Possession of current "C" and "D" certification and at least one year of "C" and "D" qualified Operator experience; OR

(c) Any combination of education and experience greater than that specified in (a) or (b) above as defined by the New York State Sanitary Code (i.e., could have “A” or “B” Water Treatment Plant Operator certification along with “D” Distribution certification).

Note on qualifications: NYS Sanitary Code- classification and certification and non-transient, non-community water system operators; Sub Part 5-4, with statutory Authority: Public Water Law 225)

**SPECIAL REQUIREMENT:**

Must possess a valid NYS Drivers License at the time of appointment and maintain such license for the duration of employment.

Must maintain certification on an on-going basis by re-certifying through the Tompkins County Health Department (certifications are currently valid for three years).

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Originally created February 22, 2010

Mr. Kerness moved, seconded by Mr. Romer the following:

**RESOLUTION TO ESTABLISH WATER DISTRIBUTION AND MAINTENANCE OPERATOR POSITION**

Be it resolved that:

The Town of Ulysses hereby establishes the competitive class position of Water Distribution and Maintenance Operator, as approved by the Tompkins County Personnel Department dated February 22, 2010 and amended by the Town Board March 23, 2010 (position description attached to this resolution). The Water Distribution and Maintenance Operator is responsible for the maintenance, daily operation, and repairs of Town water systems so as to ensure continued distribution of potable water to the customers.

Be it further resolved that:

This resolution rescinds and supersedes all previous resolutions by the Ulysses Town Board pertaining to the above-described job functions.

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

Adopted

Ms. Thomas moved, seconded by Mr. Romer and Mr. Kerness the following:

#### RESOLUTION TO APPOINT A WATER DISTRIBUTION AND MAINTENANCE OPERATOR

The Ulysses Town Board hereby appoints Douglas Austic to the position of Water Distribution and Maintenance Operator until December 31, 2010. This is a provisional appointment, pending either re-classification of the position to non-competitive status or successful final rating on the necessary competitive examination. This resolution supersedes all previous resolutions by the Ulysses Town Board pertaining to the job functions associated with operation, maintenance, and repair of Town water systems.

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

Adopted

Request to Purchase Water

Ms. Marino said that Ms. Georgia had received a call today from Willy's Water asking what the rate would be for 2010 to purchase water from the Town. Ms. Georgia will pull the information together on how the rate was established for 2009. Ms. Marino said that in the past the agreement has been done orally with Willey, but however since the Town Board recently passed a resolution not to sell any of its municipal water allotment for hydrofracking and Willy indicated to Ms. Georgia that he has already had requests to provide water for this purpose, Ms. Marino thinks that the Town Board needs a written agreement outlining the terms of the sale of water to Willy's Water or other outside-district purchasers. Ms. Marino will check with the Town attorney.

Minutes / Revise Procedure

The Board discussed changing the format of the minutes.

Ms. Thomas moved, seconded by Mr. Kerness the following:

BE IT RESOLVED that the Town Board of the Town of Ulysses approves to have future Town Board minutes reflect any official actions with the motions, resolutions and the vote and

Further resolve that individual agenda items have a short synopsis and indicate the general time of the topic and discussion

Further resolve the Town Board will revisit this in July (3 months).

Ms. Marino aye

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

Adopted

Summary of Fund Balances (9:20 pm)

Ms. Marino distributed summaries of 2009 Fund balances.

Ms. Marino had to leave the meeting. 9:25 pm.

Ms. Poelvoorde, Deputy Supervisor took over for Supervisor Marino.

The Board discussed the following:

Planning Board Public Information Meeting on Conversation Zone Presentation

Mr. Kerness announced the Planning Board will be holding a public information meeting to present the Conservation Zone on April 22, 2010, but before that they plan on doing a dry run through on April 6th, 2010, at 7 pm which he invited the Board to attend.

Ethics Policy

Mr. Kerness has made some revisions to the Ethics Policy and asked the Board to please review, mark up their copies and get back to him with any changes they may have before the next Board meeting.

Highway Barns Open House

Mr. Kerness said that there were many different highway departments that helped for free on the highway barn renovations and new building. Mr. Meeker and Mr. Kerness have discussed having an open house to thank these people and invite the public. They are thinking that it would be held in April 12, noon to 4 pm. Mr. Kerness will get the details together, the cost and bring this back to the Town Board. He will also talk with the Free Press about announcing when.

Hearing no further business Ms. Tyler moved, seconded by Mr. Kerness to adjourn the meeting. Unanimously approved, meeting adjourned at 9:35pm.

Respectfully submitted,

Marsha L. Georgia  
Ulysses Town Clerk

MLG: mlg