

**Town of Ulysses
Organizational Meeting
January 7, 2011**

Supervisor Marino called the Organizational Meeting to order at 1:00 p.m. and reviewed the upcoming 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 4th Tuesday of each month at 7:00 p.m.

Ms. Marino moved, seconded by Mr. Kerness.

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
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 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 Thursday 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 as appointed by the Supervisor. Each sub-committee member will initial each invoice after review.
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.

Ms. Marino moved, seconded by Mr. Kerness.

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.

Ms. Marino moved, seconded by Ms. Tyler.

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 Code Enforcement 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.

Ms. Marino moved, seconded by Mr. Kerness.

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 \$0.51 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.

Ms. Marino moved, seconded by Mr. Romer.

Ms. Marino aye
Ms. Thomas aye
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 2011.

Ms. Marino moved, seconded by Ms. Thomas.

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

Adopted

Resolution 7: BE IT RESOLVED that the following crime coverage for Town officials, appointees and employees is hereby approved: \$250,000 for public employee dishonesty; \$100,000 for forgery and alterations; excess crime coverage for the Supervisor at \$450,000, the Town Clerk at \$115,000 and the Town Court at \$5,000.

Ms. Marino moved, seconded by Ms. Thomas:

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.

Ms. Marino moved, seconded by Ms. Thomas

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.

Ms. Marino moved, seconded by Ms. Thomas

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 February 4, 2011.

Ms. Marino moved, seconded by Ms. Thomas

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: WHEREAS the Town of Ulysses reviewed and revised the Procurement Policy on November 17, 2010, **BE IT RESOLVED** that the Town Procurement policy as adopted on November 17, 2010 is the guidance document for 2011 purchases. The Town Clerk will distribute the Procurement Policy to all department heads and Town Board members.

Ms. Marino moved, seconded by Ms. Thomas.

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 salary of \$18,406 as set by the Town Board for 2011. The Supervisor hereby appoints Mary Bouchard, CPA as the Town Bookkeeper.

Ms. Marino moved, seconded by Ms. 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 Deputy Supervisor, to continue in 2011. The Deputy Supervisor acts for and in place of the Supervisor in her/his absence. The annual salary of the Deputy Supervisor is set at \$5,050. In accordance with Town Law, the Supervisor appoints the Deputy Supervisor.

Ms. Marino moved, seconded by Mr. Romer.

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 2011 at an annual salary of \$28,687.

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 10, 2011, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2011.

Ms. Marino moved, seconded by Mr. Romer

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 2011 at an hourly pay rate of \$20.47. 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 10, 2011, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2011.

Ms. Marino moved, seconded by Ms. Tyler.

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 salary of \$31,594 for 2011. 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 10, 2011, and notify the Supervisor as such, in order for the appointment to be reflected in the first payroll of 2011.

Ms. Marino moved, seconded by Ms. 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 2011 annual salary for the Water Superintendent is \$14,500. The Town Board appoints Doug Austic as Water Superintendent for the 2011 calendar year.

Ms. Marino moved, seconded by Mr. Kerness.

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

vacation, sick time, holiday or other time off on a time card to maintain accurate records of benefit time used. No pay will be issued without a signed time card.

Ms. Marino moved, seconded by Ms. Tyler.

Ms. Marino	aye
Ms. Thomas	aye
Ms. Tyler	aye
Mr. Kerness	aye
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	Lucia Tyler
D. Health Insurance Consortium Board	Lucia Tyler
E. Planning Board and BZA	David Kerness
F. Fire Department	Kevin Romer
G. County and other Emergency Management	Kevin Romer
H. Town Court	Dave Kerness
I. Trumansburg Ulysses Youth Commission	Liz Thomas/Roxanne Marino
J. Ag & Farmland Protection Comm.	Liz Thomas

Resolution 21: BE IT RESOLVED that the Town Board makes the following appointments:

A. Code Enforcement Officer	Alex Rachun
B. Code / Fire Enforcement Officer	William Baker
C. Planning Board Chairperson	Ken Zeserson
D. Planning Board Member - 2011 to 2018 term	Peter Fry
E. Board of Zoning Appeals Chairperson	George Tselekis
F. Board of Zoning Appeals Member - 2011 to 2016 term	B. Bristow? (<i>checking, term ended</i>)
G. Clerk for Planning Board and Board of Zoning Appeals	Robin Carlisle-Peck
H. Board of Assessment Review	Dick Coogan, David Means
I. TC Environmental Management Council (EMC)	Lucia Tyler
J. TC Water Resources Council	<i>No municipal position open 2011</i>
K. Tompkins County Stormwater Coalition	Sue Poelvoorde

L. County Youth Bureau Representative	vacant
M. Trumansburg Ulysses Youth Commission Reps	Deb Austic Michel Vonderweidt (<i>checking</i>)
N. Recreation Partnership representative	vacant
O. Tompkins County Youth Services Board	vacant
P. Ithaca/Tompkins County Transportation Council Planning Committee	Sue Poelvoorde
Q. Ithaca/Tompkins County Transportation Council Policy Committee	Sue Poelvoorde (for Supervisor)
R. TC Fire, Disaster, and EMS Advisory Board	Kevin Romer
S. TC Council of Governments	R. Marino/ L. Thomas alternate
T. Tompkins County Area Development	Dave Kerness
U. Fair Board liaison	Kevin Romer
V. Historian	Nancy Dean
W. Agriculture and Farmland Protection Plan Committee Chairperson	John Wertis
X. Lakeshore Zoning Committee Chairperson	Don Smith
Y. Water District Advisory Board Chairperson	Diane Hillman
Z. Tompkins Co. Animal Control	Roxanne Marino

Ms. Marino moved, seconded by Mr. Romer.

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

Adopted

Contract Appointments

Resolution 22: BE IT RESOLVED that the 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 \$165 (Attorney) and \$105 (Paralegals) is adopted. All other provisions of the 2009 Retainer Agreement shall remain in full force and effect.

Ms. Marino moved, seconded by Mr. 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.

Ms. Marino moved, seconded by Mr. Romer.

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 have a topic on the agenda of a Regular Town Board Meeting advise the Supervisor of that intent at least one week prior to the scheduled meeting, if at all possible.

Ms. Marino moved, seconded by Mr. Romer.

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)

Ms. Marino moved, seconded by Ms. 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.

Ms. Marino moved, seconded by Mr. Kerness.

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.

Ms. Marino moved, seconded by Mr. Romer.

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.

Ms. Marino moved, seconded by Mr. Romer.

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.

Ms. Marino moved, seconded by Ms. Thomas.

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

Adopted

Surplus Computer Property Disposal

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

Resolution to dispose of Town computer equipment of no value or not useable

BE IT RESOLVED that the computer and printer equipment items belonging to the Town of Ulysses and listed in the table below are no longer of any use and have no retail value, and as such can be disposed of. **BE IT FURTHER RESOLVED** that the Town's

information technology consultant Jeff Burns is authorized to dispose of these items in as environmentally responsible way as the availability of local options allows for.

TOU Number	Type of unit	Brand name	Description	Model	Serial No or Service Code	AGE as of 9-1-10	Project ed replace ment Years	Replacemen t Cost	Location	Conditions	Life Expectanc y Gone	Worth of Equip ment	Notes
TOU1	Computer Desktop	Dell	1.2 Ghz, 20 gig HD,	Dimensions 2100	8MNB811	9.00	6	\$ 1,000.00	Safe Room	INOPERATIVE	150.00%	\$ -	request for surplus 12-14-10
TOU29	Monitor	Dell	14 inc BROKEN	N/A	MX-08R339-47605-2B1-ATZR	7.00	4	\$ 200.00	Safe Room	Inoperative	175.00%	\$ -	request for surplus 12-14-10
TOU54	Printer	Hewlett Packard	printer, Scanner, Fax	all in one J5780	CN76ECF21C Q8244A-002 RH-01	3.00	5	\$ 150.00	Copy Room	Poor	60.00%	\$ -	request for surplus 12-14-10
TOU59	Printer	Hewlett Packard	printer, Scanner, Fax	HP Officejet Pro 8500 (CB022A)	MY93G221Q2	2.00	5	\$ 300.00	Clerk Office - Marsha	INOPERATIVE	40.00%	\$ -	request for surplus 12-14-10
TOU64	Router	Linksys	8 port BROKEN	BEFSR81	R221702435	11.00	5	\$ 120.00	Safe Room	INOPERATIVE	220.00%	\$ -	request for surplus 12-14-10
TOU71	ups	APC	1500 POWER BACKUP	Smart UPS 1500	N/A	5.00	3	\$ 200.00	Safe Room	Poor	166.67%	\$ -	request for surplus 12-14-10

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

Adopted

Ms. Marino reviewed a project that will be coming in front of the Board for a change in Zoning on Rt. 96 at the site of the old Cayuga Breeders office complex.

Ms. Marino moved , seconded by Ms. Tyler the following:

BE IT RESOLVED that the Town Board of the Town of Ulysses go into Executive Session to discuss matters related to the appointment, promotion, demotion, discipline, or removal of particular personnel.

Organizational Mtg.
1/7/2011

16

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

Adopted

Meeting adjourned to Executive Session at 2:59 p.m.

Meeting re-convened at 4:20 p.m. and Mr. Romer moved, seconded by Ms. Thomas to adjourn the meeting. Unanimously approved and meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Marsha L. Georgia
Ulysses Town Clerk

MLG: mlg