

DRAFT- 2025 ORGANIZATIONAL MEETING

Town of Ulysses

Jan. 9, 2025

The meeting was held in person at the Town Hall at 10 Elm St., Trumansburg NY as well as via Zoom videoconference. Notice of Town Board meetings are posted on the Town's website and Clerk's board.

*Video recordings of meetings are available on Youtube at
<https://www.youtube.com/channel/UCWVIs--q9CpHlxdk9YxZyPw>.*

CALL TO ORDER:

Ms. Olson called the meeting to order at 8:15am.

ATTENDANCE:

TOWN OFFICIALS:

In person-

Supervisor- Katelin Olson
Board members- Mary Bouchard, Liz Weatherby, Michael Boggs
Town Clerk- Carissa Parlato
Town Bookkeeper/Budget Officer- Blix Taetzsch
Highway/DPW Superintendent- Scott Stewart
2nd Deputy Supervisor- Teresa Naylor

Via Zoom-

Board member- Rich Goldman (due to extenuating circumstances)

OTHERS:

none

RESOLUTION 2025-1: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approves the agenda for Jan. 9, 2025 as presented.

Moved: Mr. Boggs

Seconded: Ms. Bouchard

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

PRIVILEGE OF FLOOR:

(None)

RESOLUTION 2025-(2-6): HIGHWAY/DPW ITEMS

RESOLUTION 2025-2: HIGHWAY- SHARED SERVICE AGREEMENTS

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;

WHEREAS the *Agreement for the Expenditure and Repair and Improvement of Highway Moneys* is authorized by Highway Law #284, and an agreement to cover *Custody of Highway Moneys* is authorized by Highway Law #283.

NOW THEREFORE BE IT RESOLVED that the Ulysses Town Board authorizes 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 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 maintain sufficient liability coverage to protect the town in such joint efforts.

RESOLUTION 2025-3: AUTHORIZING SPENDING OF HIGHWAY FUNDS

WHEREAS, the Town Board must approve expenditures annually for the maintenance of the roads, and

WHEREAS by law, the Town Board must approve these expenditures for highway maintenance, Therefore, be it

RESOLVED that the Ulysses Town Board approves the attached Agreement for the Expenditure of Highway Moneys as presented by the Ulysses Highway Superintendent at the January 9, 2025 Town Board Organizational meeting.

RESOLUTION 2025-4: SOLE SOURCE REPAIR VENDORS FOR HIGHWAY EQUIPMENT

WHEREAS, the timely repairs of Highway equipment are vital to safe roads and Town operations, and

WHEREAS, equipment repair services are considered sole-source vendors due to the nature of the repairs, which can be both highly specialized for a specific piece of equipment and/or under warranty through a specific vendor; therefore

BE IT RESOLVED that the Ulysses Town Board recognizes that the Town Highway Superintendent is in adherence with the procurement policy to procure repair services as required from the following sole source vendors: Beam Mack, Caskey's Garage, and Regional International Corp.

RESOLUTION 2025-5: TOWN DEPARTMENT OF PUBLIC WORKS HOURS OF OPERATION

BE IT RESOLVED that the hours for the Town Dept. of Public Works (DPW) will be set by the Town Highway Superintendent/Department of Public Works at his discretion, and he will communicate these details to the Town Clerk and the Department of Public Works employees.

RESOLUTION 2025-6: VEHICLE BENEFIT

RESOLVED, that because the Highway Superintendent is on call 24 hours a day, seven days a week, the Ulysses Town Board authorizes the use of a town vehicle for travel to and from work, provided it is not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually by January 15th for the preceding year.

Moved: Ms. Olson Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-7-10: MEETINGS, MEDIA and RECORDS ITEMS

RESOLUTION 2025-7: DATES OF MEETINGS

BE IT RESOLVED, the Regular Monthly Board meetings of the Ulysses Town Board will be held on the second and fourth Tuesdays of each month at 7pm at the Town Hall at 10 Elm Street.

RESOLUTION 2025-8: MEDIA

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; and

FURTHER RESOLVED that the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of the Town of Ulysses.

RESOLUTION 2025-9: MINUTES & RELATED RECORDS

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval, and further

RESOLVED in accordance with the Open Meetings Law, draft meeting minutes will be available to the public through the Town Clerk's Office and posted publicly with clear demarcation as "Draft" until approved by the Town Board and further

RESOLVED that the digital versions are hereby designated as the official minutes, and further

FURTHER RESOLVED that video records of meetings be posted online in an effort to expand public access to meetings, and otherwise in accordance with the Open Meetings Law.

RESOLUTION 2025-10: RECORDS MANAGEMENT OFFICER

BE IT RESOLVED that the Town of Ulysses appoints the Town Clerk, Carissa Parlato as Records Management Officer and;

FURTHER RESOLVED that the Town Board shall be notified of Freedom of Information Requests.

Moved: Mr. Boggs

Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-11-14: REIMBURSEMENT, PETTY CASH, and GIFT ITEMS

RESOLUTION 2025-11: MILEAGE FOR PERSONAL VEHICLE USE FOR TOWN BUSINESS

BE IT RESOLVED mileage at a rate of \$.70 cents per mile, based on the 2025 IRS standard mileage rate, shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported at least quarterly on the official town form (available from the Town Clerk).

RESOLUTION 2025-12: CELL PHONE REIMBURSEMENT GUIDELINES

WHEREAS carrying a cell phone is an important part of efficient communications and emergency response for Building/Code & Zoning Enforcement Officer, Highway Superintendent and Deputy Highway Superintendent, and

WHEREAS this benefit must be claimed on the employees' personal tax return as a taxable fringe benefit unless the employee provides bill documentation showing work use versus personal use;

THEREFORE, BE IT RESOLVED that the Town of Ulysses hereby allows the positions of Code/Zoning Enforcement Officer, Highway Superintendent, and Deputy Highway Superintendent to be reimbursed for part of the cost of their personal cell phone at the rate of \$40/month; and

RESOLVED that the Town Clerk will provide a copy of this resolution to each person holding a position to which this resolution refers.

RESOLUTION 2025-13: PETTY CASH

BE IT RESOLVED that the petty cash amount for the Town Clerk/Tax Collector is \$300 and the amount for the Court Clerk is \$150.

RESOLUTION 2025-14: GIFTS FROM TOWN TO OTHER PARTIES

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 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, issue proclamations of appreciation, and provide refreshments.

Moved: Mr. Boggs Seconded: Ms. Bouchard

Olson aye
 Boggs aye
 Bouchard aye
 Goldman aye
 Weatherby aye

Vote: 5-0
 Date Adopted: 1/9/25

RESOLUTION 2025-(15-17): INSURANCE ITEMS

RESOLUTION 2025-15: INSURANCE

RESOLVED the Town of Ulysses make the following insurance choices in 2025:

<i>Insurance type</i>	<i>Carrier</i>	<i>Town contribution</i>	<i>Policy or rate exp.</i>
Health insurance	Greater Tompkins County Health Insurance Consortium Platinum Plan through Excellus BCBS	90% for Class A employees 50% for Class B employees	12/31/25
Dental insurance	Excellus BCBS	50% of the premium	12/31/25
Medicare insurance	Excellus BCBS	Dependent upon years of service and retirement date (see Personnel Policy for details)	12/31/25
Worker's Compensation	Comp Alliance	100% of premium	12/31/25
Short Term Disability	Shelter Point	100% of premium	12/31/25
Long Term Disability	Unum	100% of premium	12/31/25
General Liability	Houston Casualty	100% of premium	12/31/25
Cyber & Data Security	Hiscox	100% of premium	12/31/25
Accident Insurance	Markel	100% of premium	7/7/25

RESOLVED that the following table presents the 2025 premiums for Health-related insurances:

Plan Type	Monthly Premium
Health Insurance (Single Policy)	\$955.78
Health Insurance (Family Policy)	\$2,485.08
Dental Insurance (Single Policy)	\$52.99
Dental Insurance (Subscriber & Child Policy)	\$97.91
Dental Insurance (Subscriber & Spouse Policy)	\$105.17
Dental Insurance (Family Policy)	\$159.26
Medicare Policy	\$507.28

RESOLUTION 2025-16: CRIME COVERAGE

BE IT RESOLVED that the following crime insurance coverage through US Specialty Insurance Company for Town officials, appointees and employees is hereby approved:

- Forgery and alteration \$100,000 (\$1,000 deductible)
- Theft \$100,000/employee (\$2,500 deductible)
- Computer Fraud \$100,000 (\$1,000 deductible)
- Employee Dishonesty (\$2,500 deductible):
 - First Deputy Supervisor \$650,000
 - Supervisor \$650,000
 - Bookkeeper \$650,000
 - Tax Collector/Town Clerk \$650,000
 - Deputy Town Clerk \$650,000
 - Court Clerk \$650,000

RESOLUTION 2025-17: MANDATORY REVIEW OF ALL ACCIDENTS INVOLVING TOWN PROPERTY

WHEREAS the Town's insurance carrier has requested that a procedure be put in place to review all accidents involving Town-owned property; and

WHEREAS the purpose of the purpose of this process is to document any health and safety events, including 'near misses', in order to better understand how the Town might improve health and safety conditions for its employees; therefore

BE IT RESOLVED that any employee involved in an accident involving Town property will complete the incident report form provided by the Town Bookkeeper; and

FURTHER RESOLVED that the Town Board delegates the procedural review of any accident involving Town property to the Town's Safety Committee.

Moved: Mr. Boggs

Seconded: Ms. Bouchard

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0
Date Adopted: 1/9/25

RESOLUTION 2025-(18-22): FINANCIAL ITEMS

RESOLUTION 2025-18: FINANCIAL REPORTING: ANNUAL FINANCIAL REPORT (AFR)

BE IT RESOLVED that an annual financial report must be presented to the Town Clerk within 30 days of the end of the fiscal year as required by Town Law Section 29(10), and further

RESOLVED, in lieu of the financial report, the Supervisor is hereby required and authorized to submit an annual financial report (AFR) to the state comptroller and Town Clerk within 60 days after the close of the fiscal year, and further,

RESOLVED, that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)), and further

RESOLVED that if the state comptroller approves a 60-day extension of the AUD, the Supervisor's time for filing a copy of the AUD with the Town Clerk is also extended.

RESOLUTION 2025-19: FINANCIAL RECONCILIATIONS

BE IT RESOLVED the Town follow the 2013 recommendations of auditor Insero and Company to have the Supervisor or Bookkeeper review the reconciliation of the Town Clerk's bank statements and the Town Clerk's office review the reconciliation of the Supervisor's bank statements to safeguard the town's finances. This shall be done at least quarterly and reported to the Town Board.

RESOLUTION 2025-20: FINANCIAL INSTITUTIONS

BE IT RESOLVED that Tompkins Community Bank 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 Town's investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised as necessary.

RESOLUTION 2025-21: COLLECTION OF BUILDING FEES

WHEREAS building and zoning officers are prohibited from collecting cash payments when outside the office, and

RESOLVED that the Town Clerk's office will process fees associated with building, planning, and zoning applications.

RESOLUTION 2025-22: TOWN BANK ACCOUNT SIGNATORIES, COUNTERSIGNING AND MAILING OF CHECKS

RESOLVED that the signatories for Town-wide bank accounts (i.e. not Clerk or Court accounts) are as follows: Katelin Olson, Carissa Parlato, Mary Bouchard; and

RESOLVED that checks dispersed by the Town of Ulysses in the amount of \$5,000 or more will be signed by both the Town Supervisor and Town Clerk or other designated signatory per Town Law Section 29, and further

RESOLVED, that as an internal security policy, checks over \$15,000 will be sent via certified mail.

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-23: FINANCIAL AUDIT OF COURT OFFICE

WHEREAS Town Law Section 123 requires that on or before the twentieth day of January an audit is performed for each Town department, or alternately, prior to the twentieth day of January the town may schedule an annual audit with a certified public accountant to take place within sixty days after the close of the town's fiscal year;

BE IT RESOLVED that the Town Board of Ulysses has scheduled its annual audit with a certified public accountant, Insero, to commence the week of February 17th, 2025.

BE IT RESOLVED that the Town Board of Ulysses has scheduled the annual court audit for Jan. 17 at 8:15am by Ms. Olson & Ms. Weatherby.

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-24: POLICY FOR APPLYING AND RECEIVING GRANTS AND ENGAGING IN CONTRACTS (Originally Adopted 6/26/2006 As The "Gatekeeper" Resolution), (Amended 1/4/2024)

WHEREAS the Town Board is the Executive body charged with speaking and acting on behalf of the Town (Town Law Section 64), unless such powers are specifically delegated by resolution to the Supervisor, as per Town Law Section 29(16), or to another individual,

BE IT RESOLVED that any application (full or partial, new or revised) for grant funding or financing above \$1000, or request for evaluation of funding potential, or any request for review or approval of any project proposed by the Town of Ulysses to any government agency or other entity external Ulysses Town government be approved by Town Board resolution before it is submitted to the appropriate agency, or any request that commits or obligates the Town in any way to an established timeline or schedule, or any request that commits the Town's time or financial resources; and be it

FURTHER RESOLVED that all applications of any amount shall be evaluated for future impact on Town staff time and resources by the Town Supervisor and any applicable staff before being submitted to the Town Board for approval and that feedback on these matters shall be considered by the Town Board in their deliberation process, and;

FURTHER RESOLVED that all funding applications for capital or infrastructure projects will be evaluated for how they advance the goals of the Town, and;

FURTHER RESOLVED that unless otherwise authorized, the Town Supervisor must also be given authority by the Town Board to accept grant funds on any successful grant applications, and;

FURTHER RESOLVED that unless authorized in the Town of Ulysses Procurement Policy (or otherwise), the Town Supervisor and Highway Superintendent must also be authorized by the Town Board to make contractual commitments on behalf of the town, and;

FURTHER RESOLVED, all Town Board members including the Supervisor shall identify whether they are speaking by authority of the Board or as an individual when talking with granting agencies, and

FURTHER RESOLVED, that this resolution hereby supersedes all previous Town Board resolutions which may be interpreted as giving the Supervisor, any other member of the Town Board, Highway Superintendent, or any professional contracted with by the Town of Ulysses the authority to make applications (full or partial) for grants, loans, or any other type of project financing, make contractual commitments (verbal or written) on behalf of the Town, or otherwise act in any legal or official capacity on behalf of the Town of Ulysses.

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 25-26: TOWN BOARD ACCESS TO PROFESSIONAL SERVICES ITEMS

RESOLUTION 2025-25: TOWN BOARD ACCESS TO ATTORNEY SERVICES

WHEREAS the Town of Ulysses has retained legal services that include attendance at monthly meetings of the Town Board as needed, as well as regular calls with the Town Supervisor to prioritize and discuss legal work, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of attorney time to resolve shall be routed through the Town Supervisor or be authorized by the entire Town Board.

RESOLUTION 2025-26: TOWN BOARD ACCESS TO ENGINEERING SERVICES

WHEREAS the Town of Ulysses has contracted for engineering services, therefore be it

RESOLVED that any work requested by Town Board members that will require more than 2 hours of engineering time to resolve shall be routed through the Town Supervisor or be authorized by the entire Town Board.

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-(27-29): PAY PERIODS, SALARIES, PAYRATE and TIME RECORD ITEMS**RESOLUTION 2025-27: ESTABLISHMENT OF PAY PERIODS AND SALARIES**

BE IT RESOLVED the Town Board hereby establishes the following pay dates beginning on 1/9/2025, and going through 12/25/2025:

P/R	Start	End	Processing Date	Pay Date
1	12/22/2025	1/4/2025	1/6/2025	1/9/2025
2	1/5/2025	1/18/2025	1/20/2025	1/23/2025
3	1/19/2025	2/1/2025	2/3/2025	2/6/2025
4	2/2/2025	2/15/2025	2/17/2025	2/20/2025
5	2/16/2025	3/1/2025	3/3/2025	3/6/2025
6	3/2/2025	3/15/2025	3/17/2025	3/20/2025
7	3/16/2025	3/29/2025	3/31/2025	4/3/2025
8	3/30/2025	4/12/2025	4/14/2025	4/17/2025
9	4/13/2025	4/26/2025	4/28/2025	5/1/2025
10	4/27/2025	5/10/2025	5/12/2025	5/15/2025
11	5/11/2025	5/24/2025	5/26/2025	5/29/2025
12	5/25/2025	6/7/2025	6/9/2025	6/12/2025
13	6/8/2025	6/21/2025	6/23/2025	6/26/2025
14	6/22/2025	7/5/2025	7/7/2025	7/10/2025
15	7/6/2025	7/19/2025	7/21/2025	7/24/2025
16	7/20/2025	8/2/2025	8/4/2025	8/7/2025
17	8/3/2025	8/16/2025	8/18/2025	8/21/2025
18	8/17/2025	8/30/2025	9/1/2025	9/4/2025
19	8/31/2025	9/13/2025	9/15/2025	9/18/2025
20	9/14/2025	9/27/2025	9/29/2025	10/2/2025
21	9/28/2025	10/11/2025	10/13/2025	10/16/2025
22	10/12/2025	10/25/2025	10/27/2025	10/30/2025
23	10/26/2025	11/8/2025	11/10/2025	11/13/2025
24	11/9/2025	11/22/2025	11/24/2025	11/27/2025
25	11/23/2025	12/6/2025	12/8/2025	12/11/2025
26	12/7/2025	12/20/2025	12/22/2025	12/25/2025

Monthly: Councilpersons

Bi-weekly: Town Supervisor, Highway Superintendent, Town Clerk, Town Justice, and all other employees.

RESOLUTION 2025-28: 2025 PAY RATES

Position	2025 Budgeted Appropriation	Hourly rate, if applicable
Town Board		
Town Supervisor	\$41,310	n/a
Deputy Town Supervisor	\$34,944	\$33.60
Budget Officer	\$10,000	n/a
Bookkeeper to the Supervisor	\$40,000	n/a
Councilperson (\$5,588 each for 4 councilmembers)	\$22,352	n/a
Clerk		
Town Clerk	\$65,236	n/a
Deputy Town Clerk	\$28,704	\$23.00
Second Deputy Clerk	\$500	\$40
Court		
Town Justice	\$28,285	n/a
Court Clerk	\$56,789	n/a
Recreation/Youth		
Recreation Supervisor (Youth Development)	\$19,200	\$25.00
Recreation Activity Specialist (Youth Programming)	\$17,490	\$23.00
Director of Recreation (part-time or seasonal)	\$27,665	n/a
Planning, Zoning, Building		
Enforcement Officer for Fire Inspections, Building, Code and Zoning	\$64,480	n/a
Planner	\$82,750	n/a
Planning/Zoning Admin Support	\$26,208	\$24.00
Highway		
Highway Superintendent	\$77,500	n/a
Highway Admin Support	\$8,736	\$24.00
Water District 3 Supervisor	\$2,000	n/a
Water District 3 Admin Support	\$2,496	\$24.00
General Water Supervisor	\$2,000	n/a

Motor Equipment Operator (total for estimated 3 FT positions)	\$185,640	\$29.75 per Union Contract
Deputy Highway Superintendent	\$63,960	\$30.75 per Union Contract

RESOLUTION 2025-29: TIME RECORDS

BE IT RESOLVED all hourly employees shall turn in a Town of Ulysses timecard through the end of the pay period no later than the following Monday at 10:00am, and be it

FURTHER RESOLVED that salaried employees wishing to participate in the Town's benefits programs according to the Personnel Policy 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, and be it

FURTHER RESOLVED that no pay will be issued without a time card that has been signed by the employee and the employee's supervisor and submitted to the Bookkeeper and be it

FURTHER RESOLVED that the submission of electronic timecards, provided other obligations are met, is allowed and be it

FURTHER RESOLVED that if the employee is submitting the time card electronically to the Bookkeeper, the Department Head /Employee Supervisor must give electronic approval as part of the time card submission and be it

FURTHER RESOLVED that salaried and hourly employees (non-elected) should use this time card to submit sick, vacation, holiday and personal time off, and be it

FURTHER RESOLVED that it is the responsibility of the employee's supervisor to assure the time card is accurate, and be it

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 approving time cards (if required), vacation, personal, sick days and compensation time used by each employee. Time off for each employee must be reported to the Bookkeeper who will maintain records.

Employee	Employee Supervisor	Hours/ Wk
Deputy Town Supervisor	Town Supervisor	20
Deputy Town Clerk	Town Clerk	Up to 24
Court Clerk	Town Justice	40
Bookkeeper/Budget Officer	Town Supervisor	19
Enforcement Officer for Fire Inspections, Building, Code and Zoning	Town Supervisor	40
Zoning Officer/Planner	Town Supervisor	40

Administrative Assistant for Code/ Planning/Zoning/Highway/Water	Zoning Officer/Planner; Highway Superintendent	30
Deputy Highway Superintendent	Highway Superintendent	40
Motor Equipment Operators	Highway Superintendent	40
Water District Operator	Highway Superintendent	Varies
Recreation Director	Town Supervisor	19
Recreation Department Employees	Recreation Director	Varies
Recreation Supervisor (Youth Development)	Town Supervisor	15
Recreation Activity Specialist	Town Supervisor	15

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-30: POLICIES

RESOLVED that the Ulysses Town board acknowledges the following policies:

(* indicates that policy is required by NYS)

<u>Policy</u>	<u>Last updated</u>	<u>Notes</u>	<u>Required by Whom</u>
Advisory Committee Policy	NEW	<i>New policy for 2025</i>	
Asset & Inventory Policy	1/5/2023		
Diversity, Equity and Inclusion Policy	7/13/21	<i>Revisions for 2025</i>	
Fund Balance & Reserves Policy	5/28/24		
Personnel Policy	1/5/2023	<i>Revisions for 2025</i>	
*Alcohol and Controlled Substance Testing	2015	(for Highway employees only) included in Personnel Policy; <i>will</i>	NYS
* Code of Ethics	2009	included in Personnel Policy	NYS

* Workplace Violence	2015	included in Personnel Policy	NYS
* Harassment & Discrimination	2019	included in Personnel Policy	NYS
* Sexual Harassment Prevention	2019	included in Personnel Policy	NYS
* Sick, vacation, overtime, and leave	2019	included in Personnel Policy	NYS
* Expense reimbursements (for mileage, travel, food and lodging)	2017	included in Personnel Policy	NYS
* Procurement	1/5/2023	*must be reviewed annually	NYS
* Use of Municipal Equipment (town-owned vehicles; computer use; municipally-issued cell phones/smart phones/tablets/computers; social media)	2015	included in Personnel Policy	NYS
Claims	2012		
* Computer System Security (aka IT Breach Notification)	2012		NYS
* Information Technology Policies: <ul style="list-style-type: none"> • Use of and Access to Personal, Private and Sensitive Information • Wireless Security Policy • Password Security Policy • Internet, Email, and Personal Computer Use • Mobile Computing and Storage Device Policy • Online Banking 	2015, 2017	Pieces included in both Personnel Policy and Records Mgmt policies with the exception of: <ul style="list-style-type: none"> • Wireless Security Policy • Mobile Computing and Storage Device Policy • Online Banking 	NYS
Social Media Policy	2023		
Meeting Rules and Procedures	2018, amended 2021		
Flag Policy	2022		
*Investment	1/5/2023		NYS
Planning Board and Zoning Board Attendance and Training	2012		
Records Management	2017		
* Local Comprehensive Emergency Management Plans (Emergency Preparedness)	1993		NYS

EMS Ambulance Billing	2019		
Mailbox Replacement for Highway Dept.	2019		
*Title VI Anti-discrimination Plan (Civil Rights)	7/2023		NYS
* Defense and Indemnification		<i>Town does not have this policy</i>	NYS
* Capital Asset Policy	2023		
Social Media	2023		
Committee Policy	2024		
Policy for Requesting Water District Creation or Extension	2023		
Recycling policy			

BE IT RESOLVED that these documents shall be maintained on the town website, provided in print upon request, and further

RESOLVED that each new employee and elected or appointed official (except the Town Court office) shall sign off that they have read and understand the following policies within one month of hire or taking office:

- Personnel Policy
- Alcohol and Controlled Substance Testing (for Highway employees only)
- Code of Ethics
- Workplace Violence
- Sexual Harassment

FURTHER RESOLVED that ANNUALLY all employees and elected or appointed officials shall sign off that they have read and understood the following policies:

- Code of Ethics
- Workplace Violence
- Sexual Harassment_

Moved: Mr. Boggs

Seconded: Ms. Weatherby

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-31: MANDATORY ANNUAL TRAINING

RESOLVED that all employees (including elected and appointed public officers) and members of the Comprehensive Plan Steering Committee are required to complete annual trainings in sexual harassment prevention, Civil Rights Title VI, and ethics; and be it

FURTHER RESOLVED, that the Second Deputy Town Supervisor, Town Attorney and/or his designees, and the Town Bookkeeper are authorized to designate a date or dates between March 1, 2025 and June 30, 2025, for direct in-person training of said employees (including elected and appointed public officer and members of the Comprehensive Plan Steering Committee); and be it

FURTHER RESOLVED that the Town Board, Planning Board and Board of Zoning Appeals are each further authorized to either attend any of the in-person trainings offered by the Town before June 30, 2025, or designate dates for separate, direct in-person training, in coordination with the following key personnel: Second Deputy Town Supervisor (for the Town Board), the Town Planner (for the Planning Board and Board of Zoning Appeals), the Town Attorney and/or his designees, and the Town Bookkeeper; and be it

FURTHER RESOLVED that the Comprehensive Plan Steering Committee members are further authorized to attend any of the in-person trainings offered by the Town before June 30, 2025;

FURTHER RESOLVED that if the Town Board, Planning Board and Board of Zoning Appeals elect to designate an alternate date, they must hold the in-person training required no later than September 30, 2025; and be it

FURTHER RESOLVED that Town Board, Planning Board, Board of Zoning Appeals, and Comprehensive Plan Steering Committee members who do not complete in-person training by September 30, 2025 will be required to complete remote training substitutes by November 30, 2025; and be it

FURTHER RESOLVED that these remote trainings substitutes include Sexual Harassment Training meeting New York State Regulations provided by another organization or employer, and/or viewing the video recording of Town in-person training(s) along with the completion of written materials documenting one's understanding of the topic; and be it

FURTHER RESOLVED that all employees (including elected and appointed officials and committee members), with the exception of the Town Court staff, also fulfill the requirements specified below as applicable to their various positions; and be it

FURTHER RESOLVED that the Town Planner shall oversee the New York State Town Law Section 267 and Section 271 Zoning Board and Planning Board training fulfillment and documentation and provide these records to the Second Deputy Supervisor; and be it

FURTHER RESOLVED that the Second Deputy Supervisor shall oversee the fulfillment of training requirements and documentation related to sexual harassment prevention, Title VI, and ethics trainings; and be it

FURTHER RESOLVED that the Second Deputy Supervisor shall maintain these records and coordinate with the Town Clerk and Town Planner to notify the Town Supervisor of anyone who has not complied with these requirements.

<u>Item</u>	<u>Training</u>	<u>Who must participate</u>
Code of Ethics policy	Required by NYS	All staff, appointed & elected public officials and anyone else req'd by TB resolution
Workplace Violence policy	Required by NYS	All staff, appointed & elected public officials and anyone else req'd by TB resolution
Harassment & Discrimination policy	Required by NYS	All staff, appointed & elected public officials and anyone else req'd by TB resolution
Sexual Harassment Prevention policy	Required by NYS	All staff, appointed & elected public officials and anyone else req'd by TB resolution
Planning Board and Zoning Board Training	4 hours/year as per Town policy & NYS law. Training provided by a municipality, regional or county planning office or commission, county planning federation, state agency, statewide municipal association, college, or similar entity, on topics covering planning and zoning issues, are approved to satisfy this requirement	Planning & Zoning boards
Emergency Preparedness	Shall be held sometime before June 30 th .	All staff

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
 Boggs aye
 Bouchard aye
 Goldman aye

Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-32: APPOINTMENTS, ASSIGNMENTS & LIAISONS OF TOWN BOARD MEMBERS & STAFF

BE IT RESOLVED that the Town Board makes the following appointments for Town liaisons and representatives and officers; and be it

FURTHER RESOLVED, that the definitions of liaison and representatives are defined in the Personnel Policy; and be it

FURTHER RESOLVED that the Town Board requests that each appointee report to the Town Board at least annually:

	2024	2025
A. Highway Department Liaison	Katelin Olson	Katelin Olson
B. Finance/Personnel Committee Representatives (internal committee)	Rich Goldman, Mary Bouchard	Rich Goldman, Mary Bouchard
C. Planning Board Liaison	Michael Boggs, Rich Goldman (alternate)	Rich Goldman, Katelin Olson (alternate)
D. Board of Zoning Appeals Liaison	Rich Goldman, Mary Bouchard (alternate)	Rich Goldman, Mary Bouchard (alternate)
E. Fire Department Liaison	Michael Boggs	<i>POSITION ELIMINATED</i>
F. Town Court Liaison	Katelin Olson	Katelin Olson
G. Trumansburg/Ulysses Youth Commission- Rec. Department Representative	Katelin Olson, Mary Bouchard (alternate)	Katelin Olson, Mary Bouchard (alternate)
H. Sustainability Committee Representative	Mary Bouchard	Mary Bouchard
K. Trumansburg Village Board Liaison	Mary Bouchard	Mary Bouchard
L. Records Advisory Board Representative	Katelin Olson	Katelin Olson
M. Safety Committee Rep, (internal committee)	Elizabeth Weatherby, Michael Boggs	Elizabeth Weatherby, Katelin Olson
N. Agricultural Committee Representatives	Mary Bouchard, Elizabeth Weatherby	Mary Bouchard, Elizabeth Weatherby

O. Infrastructure Committee Representative (internal committee)	Katelin Olson	Katelin Olson
P. Cyber and IT Committee Member	Katelin Olson, Mary Bouchard	<i>POSITION ELIMINATED; COMMITTEE ELIMINATED</i>
Q. Comprehensive Plan Committee Representative	Katelin Olson, Elizabeth Weatherby	Katelin Olson, Elizabeth Weatherby
R. Bee Committee Representative	Mary Bouchard (chair)	Mary Bouchard (chair)
S. Tree Advisory Committee Representative	Mary Bouchard	Mary Bouchard
T. Voucher Review Assignment	Rich Goldman and Mary Bouchard (January-June); Michael Boggs and Elizabeth Weatherby (July- December)	Rich Goldman and Mary Bouchard (January-June); Michael Boggs and Elizabeth Weatherby (July- December)
U. Diversity, Equity, and Inclusion Officer	Katelin Olson	Katelin Olson
V. Trumansburg Chamber of Commerce Liaison	Elizabeth Weatherby	<i>POSITION ELIMINATED</i>
W. Tompkins County Council of Governments Representative	Katelin Olson, Michelle E. Wright (alternate)	Katelin Olson, Teresa Naylor (alternate)
X. Recreation Partnership Representative	Mary Bouchard, Elizabeth Weatherby (alternate)	Mary Bouchard, Elizabeth Weatherby (alternate)
Y. Health Consortium Board Representative	Elizabeth Weatherby, Rich Goldman (alternate)	Elizabeth Weatherby, Rich Goldman (alternate)
Z. Harassment & Discrimination Policy Compliance Officers	Michelle E. Wright and Blixy Taetzsch	Blixy Taetzsch and Teresa Naylor
A.A. Three Falls LDC	Katelin Olson, Rich Goldman	Katelin Olson, Rich Goldman
A.B. Water Source Protection Plan Committee	Michael Boggs	Michael Boggs
A.C. Workplace Violence Officer	n/a	Blixy Taetzsch and Carissa Parlato

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

Position	2024	2025
B. Planning Board Chairperson	Karl Klankowski	Karl Klankowski

C. Board of Zoning Appeals Chair	Steven Morreale	Steven Morreale
D. Clerk for Board of Zoning Appeals	Mollie Duell	Mollie Duell
E. Clerk for Planning Board	Mollie Duell	Mollie Duell
F. Tompkins County Environmental Mgmt Council	Chris Collins	Chris Collins
G. Tompkins County Stormwater Coalition	Town Planner	Town Planner
H. Stormwater Officer	Town Planner	Town Planner
I. Trumansburg/Ulysses Youth Commission Reps.	Elizabeth Weatherby, Molly Kraus (Town Rep)	Elizabeth Weatherby, <i>Vacant</i> (Town Rep)
K. Tompkins County Youth Services Board	TBD	TBD
L. Ithaca/Tompkins County Trans. Council Policy Committee	Niels Tygesen, Michelle E. Wright, (alternate)	Niels Tygesen
M. Ithaca/Tompkins County Trans. Council Planning Committee	Michelle E. Wright, Katelin Olson (alternate)	<i>POSITION ELIMINATED</i>
N. Fair Board liaison	Michelle E. Wright	<i>POSITION ELIMINATED</i>
O. Tompkins County Animal Control	Carissa Parlato, Katelin Olson (alternate)	Carissa Parlato, Katelin Olson (alternate)
P. Cayuga Lake Watershed Intermun. Org. (CWIO)	Elizabeth Thomas, Roxanne Marino (alternate)	Elizabeth Thomas, Roxanne Marino (alternate)
R. Safety Committee	Niels Tygesen, Scott Stewart, Michelle E. Wright, Blix Taetsch, Dave Snyder, Carissa Parlato, Michael Boggs, Elizabeth Weatherby	Scott Stewart, Mark Dresser, Blix Taetsch, Dave Snyder, Carissa Parlato, Niels Tygesen, Teresa Naylor (alternate)
S. Finance/Personnel Committee (Internal Committee)	Rich Goldman, Mary Bouchard, Blix Taetsch, Michelle E. Wright	Rich Goldman, Mary Bouchard, Blix Taetsch (Budget Officer), Mollie Duell (clerk)
T. Infrastructure Committee (Internal committee)	Michelle E. Wright, Scott Stewart	Scott Stewart, Carissa Parlato, Teresa Naylor, Blix Taetsch
U. Water Supervisor	Scott Stewart	Scott Stewart

V. Water District Billing & Collection Clerk	Carissa Parlato	Carissa Parlato
W. Jacksonville Community Association	Nancy Zahler	Nancy Zahler

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION #2025-33: PLANNING BOARD AND BOARD OF ZONING APPEALS APPOINTMENTS

BE IT RESOLVED that the Town Board has appointed the following to be members of the Planning Board and Board of Zoning Appeals with staggered annual appointments. Members whose terms expire in 2025 may be either replaced or reappointed. Chair appointments are for one year only.

<i>Name</i>	<i>Date Appointed</i>	<i>Term Expiration</i>
BOARD OF ZONING APPEALS		
STEPHEN MORREALE		
Chair (1-year term)	1/9/2025	12/31/2024
Member (5-year term)	1/5/2021	12/31/2025
CHERYL THOMPSON	1/5/2023	12/31/2027
DAVID TYLER	1/5/2022	12/31/2026
ANDREW HILLMAN	1/9/2025	12/31/2028
KAREN MEADOR	1/9/2025	12/31/2029
KIM MOORE (alternate)	1/9/2025	12/31/2025
<i>Vacant (2nd alternate)</i>		12/31/2025
MOLLIE DUELL (clerk)	1/9/2025	12/31/2024
PLANNING BOARD		
KARL KLANKOWSKI		
Chair (1-year term)	1/9/2025	12/31/2025

Member (5-year term)	1/4/2024	12/31/2026
JEFF MCDONALD	2024	12/31/2028
LINDA LIDDLE	1/5/2023	12/31/2027
BART GRAGG	7/2023	12/31/2025
MORRIS KLEIN	1/9/2025	12/31/2029
SIMON BERNNARD (alternate)	1/9/2025	12/31/2025
<i>Vacant (2nd alternate)</i>		12/31/2025
MOLLIE DUELL (Clerk)	1/9/2025	12/31/2025

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-34: COMMITTEES APPOINTED BY THE TOWN BOARD

The following advisory committees are appointed by the Town Board for 2025:

<u>COMMITTEE</u>	<u>MEMBERS</u>	<u>TERM END</u>	<u>NOTES</u>
CONSERVATION & SUSTAINABILITY ADVISORY (CSAC)	Roxanne Marino	2025	Chair – appointment expires 12/31/25
	Bara Hotchkiss	2025	
	Terry Carroll	2025	
	Andrew Hillmann	2025	
	Cait Darfler	2025	
	Christine Collins	2025	
	Marissa Nolan	2025	
YOUTH COMMISSION (annual appointments)	Paul Pennock (chair)	2025	School liaison
	<i>Vacant</i>	2025	Town rep
	Elizabeth Weatherby	2025	Town rep
	Katelin Olson	2025	Town board liaison

	Rick Alvord	2025	County liaison
	Ben Carver	2025	Village board liaison
	Michael Darfler	2025	Village rep
	<i>Vacant</i>	2025	Village rep
HABITAT NATURE PRESERVE COMMITTEE (annual appointment)	Carissa Parlato (chair)	2025	Town liaison
	Marvin Pritts	2025	
	Aaron Rovitz	2025	Neighbor
	Kira Lallas	2025	Neighbor
	Marc Devokaitis	2025	Village resident
	Mary Bouchard	2025	Town board liaison
TREE ADVISORY COMMITTEE	Andy Hillmann	2025	
	Don Ellis	2025	
	Greg Peck	2025	
	Pamela Markham	2025	
	Marvin Pritts	2025	
	John Wertis	2025	
BEE COMMITTEE (annual appointments)	George Myers	2025	
	Joanna Lynch	2025	
	Tim Martinson	2025	
	Paul Rack	2025	
	Gunther Keil	2025	
	Bridget Brewer	2025	
	Mary Bouchard (chair)	2025	
WATER SOURCE PROTECTION PLAN COMMITTEE	Linda Liddle (chair)	Through project completion	
	Tim Martinson	Through project completion	
	Amy Panek	Through project completion	

	Stephen Morreale	Through project completion	
	Rebecca Schneider	Through project completion	
	Liz Thomas	Through project completion	
	Roxanne Marino	Through project completion	
	Michael Boggs (liaison)	12/31/2025	
COMPREHENSIVE PLAN UPDATE COMMITTEE	Ann DiPetta (chair)	Through project completion	Community member
	Roxanne Marino	Through project completion	CSAC committee member
	Moe Klein	Through project completion	Planning Board/BZA committee member
	Katelin Olson	12/31/2025	Town Board committee member
	Elizabeth Weatherby	12/31/2025	Town Board committee member
	Allison Weaver	Through project completion	Business owner member
	Tai Basilius	Through project completion	Agricultural member
	Karl Klankowski	Through project completion	Lakeshore member
	VACANT	Through project completion	Community member

	Diane Cohen	Through project completion	Community member
	VACANT	Through project completion	Village member
SAFETY & EMERGENCY COMMITTEE (annual appointment)	Carissa Parlato (chair)	2025	Clerk representative
	Katelin Olson (co-chair), Teresa Naylor (alternate)	2025	Town Supervisor representative
	Elizabeth Weatherby	2025	Town Board representative
	Dave Snyder	2025	Union representative
	Mark Dresser	2025	Court representative
	Scott Stewart	2025	DPW representative
	Blix Taetzsch	2025	HR representative

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
 Boggs aye
 Bouchard aye
 Goldman aye
 Weatherby aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-35: 2025 FEES and PENALTIES

RESOLVED that the Town Board practices fiscal prudence by reviewing fees annually; and be it further

RESOLVED that staffing and other incurred costs associated with a project shall be deducted from any refund given due to the cancellation of the permit by the applicant, with a minimum of a \$50 administrative fee deducted from the refund; and be it further

RESOLVED that the Town Board approves the following fees and penalties for 2025:

PLANNING & ZONING:

**indicates fees that are subject to, by local law, charges associated with required specialized services, including, but not limited to, legal and engineering expenses.*

Plan/Project Review Fees	2024	2025
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Consultation and Plan Review for Preliminary and Conceptual Design	N/A	1-Hour provided per site per project as a courtesy; additional time is \$100/hour
REZONE	2024	2025
Rezone, up to 5 acres and compatible with Land Use Map	\$350*	\$385*
Rezone, greater than 5 acres and compatible with Land Use Map	\$350 + \$50 per acre*	\$385 + \$55 per acre*
Comp Plan Land Use Map Amendment	\$5,000 + rezone fees*	\$5,000 + rezone fees*
VARIANCES		
AREA VARIANCES:		
Residential lot and/or uses with 1 - 2 dwelling units	\$175*	\$200*
Residential lot and/or uses with 3 or more dwelling units	\$225	\$250*
Non-residential	\$300*	\$330*
USE VARIANCES:		
Residential	\$250*	\$275*
Non-residential	\$500*	\$550*
Appeals of Zoning Code Officer Decision/Code Interpretations	\$150*	\$175*
SUBDIVISIONS		
Sketch Plat Review	\$150*	\$207*
Preliminary Plat Review (Major/Cluster Subs Only)	\$150 + \$100 per lot*	\$200 + \$150 per lot*
Final Plat Review	50% of Preliminary Plat Review*	50% of sketch plat review for minor subs, 50% of preliminary plat review for major/cluster subs*
Plat amendments/Re-plats if creating one or more new lots	Same fees as listed above if creating one or more new lots	Same fees as listed above
Plat amendments/Re-plats for minor transfers of land and lot combinations not creating an increase in the number of lots		50% of fees listed above
SITE PLAN REVIEWS		
Sketch Plan Review	\$125*	\$150*
Final Plan Review (based on estimated project cost)		
\$1 - \$49,999.99	\$250*	\$300*
\$50,000 - \$99,999.99	\$350*	\$400*
\$100,000 - \$249,999.99	\$400*	\$500*
\$250,000 - \$499,999.99	\$500*	\$600*
\$500,000 - \$999,999.99	\$750*	\$1,000*
\$1,000,000 - \$2,499,999.99	\$1,000*	\$3,000*
\$2,500,000 - \$4,999,999.99	\$1,500*	\$4,000*
\$5,000,000 - \$9,999,999.99	\$2,000*	\$5,000*

Commented [A1]: In general, I do not think \$15 is too much of an increase that will discourage development, it equates to roughly 1/2 hour of MD's time at \$24/hour

Commented [A2]: Agree, keep it as simple as possible to minimize different interpretations

Commented [A3]: Is this meant to be \$200?

\$10,000,000 - \$19,999,999.99	\$2,500*	\$6,000*
\$20,000,000 and over	\$3,000*	\$7,000*
Projects With Interior Work Only/Change of Use	\$200*	\$250*
Amendments to approved site plans	50% of Regular Fees*	50% of Fees listed above*
Special Use Permit	\$300 + Site Plan Fees*	\$400 + Site Plan Fees*
Other Planning & Zoning		
Lot Line Alteration	\$100	\$200
Zoning Verification Letter	\$75	\$78
Non-conforming certifications	\$100	\$103
Floodplain Development	\$250	\$300*
ZONING CODE AMENDMENTS:		
Letter requesting initiation	\$100*	\$103*
Fee if Town Board agrees to consider (Development District Modification)	\$500*	\$600*
* Additional Costs As Required		
SPECIAL AND ENVIRONMENTAL STUDIES:		
Short Environmental Assessment Form Review	\$50	(included in site plan)
Full Environmental Assessment Form Review	\$250	(included in site plan)
Environmental Impact Statement or Addendum to EIS	Cost Recovery	Cost Recovery
Special studies required, e.g. wetland delineations, geotechnical reports, traffic studies	\$200 per study	\$250 per study*
Board agenda processing (non-refundable fee)	\$30	\$50
Public Hearing processing	\$50 + cost of legal notice in paper	\$60 + cost of legal notice in paper
Time extensions for any approved project	\$100	\$103
Minor Stormwater Pollution Prevention Plan (SWPPP) Review w/ no engineered practice	\$110 + fees	\$150*
Major Stormwater Pollution Prevention Plan (SWPPP) Review w/ engineered practice	n/a	\$150*
Printed copies of Comp Plan, etc.	\$17/copy	\$25/copy
Legal, Engineering, and other professional fees incurred as part of project review to be borne by the applicant.		

Commented [A4]: So we did not charge for EAF reviews in 2024? I don't think requesting \$50-100 for the SEAF and \$300 for the FEAF is unreasonable, it takes time for staff to review and the applicant should cover that fee

Commented [A5]: Given the new GP released by DEC, and if we need to get trained under it, I think \$150 is reasonable

BUILDING/CODE:

Plan Review Fees	2024	2025
Consultation and Plan Review for Preliminary and Conceptual Design	N/A	1-Hour provided per site per project as a courtesy; additional time is \$75/hour

Building Permits	2024	2025
1 & 2 Family Residences, inc. finished basements	\$.40/sq ft or \$4/thousand, whichever is greater	\$0.70/SF or \$7/K, (greater #)
Modular	\$.50/sq ft	\$0.55/SF
Unfinished basements	\$.35/sq ft.	\$0.50/SF
Multiple dwelling/multi-residential	\$325 + \$7/K	\$400 + \$8/K
Commercial building	\$525 + \$7/K	\$600 + \$8/K
Alterations, Renovations, Additions, (R)	\$175 + \$4/K	\$250 + \$5/K
Alterations, Renovations, Additions, (C)	\$500 + \$7/K	\$600 + \$8/K
Accessory Building - separate from main building	\$70 + \$7/K	\$70 + \$8/K
Accessory Building - attached to 1 & 2 family res.	\$70 + \$7/K	\$85 + \$8/K
Prefabricated Shed	\$70 + \$7/K	\$85 + \$8/K
Pools	\$100 + \$7/K	\$150 + \$8/K
Roof	\$90 + \$7/K	\$100 + \$8/K
Deck	\$90 + \$7/K	\$100 + \$8/K
Plumbing - Residential	\$100.00	\$125 + \$15 per fixture
Plumbing – Non-residential	N/A	\$200 + \$15 per fixture
Building permit renewal	1/2 original fee	1/2 original fee
Building begun without valid permit	2x Fee	2x Fee
Solar, wind, alt energy - residential	\$100	\$200 (two trips included), addition trips \$75/each
Solar, wind, alt energy - commercial	\$500 if <1,000 SF, + \$0.50/SF if >1,000SF	\$750 if <1,000 SF, + \$0.50/SF if >1,000SF
Sign Permit	\$100 per sign	\$125 per sign
Fence	\$50	\$100
Woodstove or heating unit	\$100	\$125
Demolition	\$100 or \$2/\$1000 (project)	\$300
Other Building		
Operating Permit	\$75	\$100
Fireworks Display	\$150	\$200
Special Event Operating Permit - >2000 attendees	\$300 + Site Plan Fees + inspections	\$300 + Site Plan Fees + inspections @ \$75/hour
Special Event Operating Permit - <2000 attendees	\$150 + Site Plan Fees + inspections	\$200 + Site Plan Fees + inspections @ \$75/hour
Fire inspection	\$75/2, then \$75/additional	\$85/2, then \$75/additional
Zoning Compliance Review	N/A	10% of overall permit fees
New address reflective sign	\$30	\$40

Ms. Olson noted that the town cannot ban fireworks.

EMERGENCY MEDICAL SERVICES:

SERVICE PROVIDED	FEE
Motor Vehicle Accident (MVA Surcharge), including non-transport	\$450
BLS Non-Emergency	\$500
BLS Emergency	\$1,050
2024 new fee type BLS Treat and Release	\$100
ALS 1 Non-Emergency	\$950
2024 new fee type ALS Treat and Release	\$850
ALS 1 Emergency	\$1,405
ALS 2 Emergency	\$1,612
Specialty Care Transport	\$500
Paramedic Intercept	\$1,200
Ground Transport per Mile	\$35.00

Ms. Olson noted that the village is re-evaluating its fees and it makes sense for the town fees to be consistent.

EV CHARGING

<u>Item:</u>	<u>Reference:</u>
\$0.15/kwh for energy	Res. #2021-65
\$0.50/hour for the first 3 hours for parking to offset system costs & 10% handling fee	Res. #2021-65
\$1.50/hour for time after 3 hours	Res. #2021-65

HIGHWAY/DPW

Item:	Fee:	NOTES:
New Driveway Culvert permit	\$200	New in 2025

CLERK:

DOG FEES:		NOTES:
Dog license/renewal (spayed/neutered)	\$15.00	Updated 2024
Dog license/renewal (not spayed/neutered)	\$25.00	Updated 2024
New dog tag	\$5.00	Updated 2024
Purebred license (5-20 purebred dogs)	\$100.00	

Purebred license (21 or more purebred dogs)	\$200.00	
Dog impoundment fee	\$25 for 1st offense \$50 for 2nd offense \$75 for 3rd offense	Per Town code §66-16
Unlicensed dog/Failure to renew license	\$25 for 1st offense \$50 for 2nd offense \$75 for 3rd offense	
Dog enumeration fee	\$25.00	
OTHER FEES:		NOTES:
Certified Copy of Marriage Certificate	\$10.00	set by NYS
Marriage license	\$40.00	set by NYS
Marriage license for active-duty military	<i>no fee</i>	set by NYS
Games of Chance license	\$50.00	set by NYS
Hunting Licenses	<i>(varies by license)</i>	set by NYS
Disabled Parking	<i>no fee</i>	set by NYS
Returned check fee	\$20.00	Maximum allowed by NYS

WATER:

PERMITS & HOOK-UPS:		NOTES:
Plumbing permit application (up to 5 inspections)	\$260.00	Updated 2024
New contractor registration	\$25.00	Updated 2024
Engineering fees for out-of-district/extension requests	(Based on engineer's estimate)	
TAPS:		
Main tap (Standard household tap)	(Billed by Bolton Point)	
>1" Tap	(Billed by Bolton Point)	
METERS:		
Standard Household	Based on market cost	
RF Radio Reader	Based on market cost	
Meter: pit type	Based on market cost	
Meter: >3/4"	Based on market cost	
Frosted (frozen) meter replacement	Cost of meter + 1 hr. labor	

BACKFLOW/CROSS CONNECTION:		
Backflow application review	(handled by Bolton Pt)	
WATER SALES:		NOTES:
Water sales to users in Districts 1 & 2	Set by the Village of Trumansburg with administrative fee added by Ulysses per contract	(generally 1.5x the Village rate)
Water sales to users in Districts 1 & 2-late fee	10%	Added in 2023
Water sales to users in Districts 3 and 4	\$11.95/1000 gallons	Based on Town of Ithaca's 2025 water price of \$9.91/1000 gl with a percentage added to account for water loss
Water District 3 Bulk User rate	1.1x Town of Ulysses rate (\$13.15/1000gl)	
Water District 3 Out of District Users	1.1x the rate set for regular customers unless otherwise specified in a contract	See contracts

CODE AND PLANNING/ZONING PENALTIES:

<i>Activity</i>	<i>Penalty</i>	<i>Resolution/Law</i>	<i>Notes</i>
OPERATING PERMITS			
Penalty for failure to apply for Special Permit- 1st offense	\$1,000.00	LL#1 of 2010	
Penalty for failure to apply for Special Permit- 2nd offense	\$2,000.00	LL#1 of 2011	
CODE (Building and Zoning)			
Code violation	No less than \$100/day and no greater than \$250/day for each day of violation, in addition		

	to penalties prescribed by state law	LL1 of 2016	
PLANNING BOARD			
Non-Compliance	\$100/day and/or Stop Work Order	Res. 2007-36	
STORM WATER			
Storm sewers- 1st offense	up to \$500 and/or imprisonment up to 15 days	LL1 of 2012	each day constitutes a new violation. GC 149-14D
Storm sewers- 2nd offense	up to \$1000 and/or imprisonment up to 15 days	LL1 of 2012	
Stormwater Mgmt and Erosion Sediment Control- 1st offense	up to \$350 and/or imprisonment up to 6 days	LL1 of 2012	each week constitutes a new violation. GC 156-13D
Stormwater Mgmt and Erosion Sediment Control- 2nd offense	\$350-700 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
Stormwater Mgmt and Erosion Sediment Control- 3rd offense	\$700-1000 and/or imprisonment up to 6 months	LL1 of 2012	each week constitutes a new violation. GC 156-13D
OTHER			
Flood damage prevention: No structure shall hereafter be constructed, located, extended, converted, or altered and no land shall be excavated or filled without full compliance with the terms of this chapter and any other applicable regulations.	up to \$250; or imprisoned up to 15 days	LL2 of 1987	GC 89-8
Radio communications protection: to prevent interference with the countywide public safety radio communications system which is used by		LL2 of 2007	

emergency service providers in this municipality and throughout Tompkins County.	up to \$250		GC 129
Watercraft	73-c of the New York State Navigation Law	4/13/2004	GC 205-7
Zoning	No less than \$100/day and no greater than \$250/day for each day of violation, in addition to penalties prescribed by state law	2017-59	GC 212-4 E

WATER DISTRICT 3 PENALTIES:

Item	Penalty	Source	Notes
Water bill late fee (penalty)	10%	Res. 2014-67	can also shut off water.
Late fee for new water hookup fees	5%	2017-118	
Any user who is found to have violated any provision of this article, or permit or administrative order	up to \$1000	LL1 of 2003	GC 200- 14A(4)
CIVIL PENALTIES: Any person who violates any of the provisions of or who fails to perform any duty imposed by this article, or any administrative order or determination of the Superintendent promulgated under this article, or the terms of any permit	up to \$1000	LL1 of 2003	each day constitutes a new violation. GC 200- 14B(1)
CRIMINAL PENALTIES: Any person who willfully violates any provision of this article or any final determination or administrative order of the Water District Operator made in accordance with this article shall be guilty of a Class A Misdemeanor and, upon conviction thereof	not less than \$500 nor more than \$1,000, or imprisonment not to exceed one year, or both. Each offense shall be a separate and distinct offense, and, in the case of a continuing offense, each day's continuance thereof shall be deemed a separate and distinct offense	LL1 of 2003	GC 200- 14B(3)
CRIMINAL PENALTIES: Any user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan or	not more than \$1,000 per violation per day or	LL1 of 2003	

other document filed or required to be maintained pursuant to this article, or permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this article shall be guilty of a Class A Misdemeanor and, upon conviction, shall be punished by a fine of	imprisonment for not more than one year, or both.		
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Moved: Ms. Olson Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0
Date Adopted: 1/9/25

RESOLUTION 2025-36: CONTRACTS AND ANNUAL PAYMENTS

RESOLVED that the Town Board authorizes the Supervisor to annually sign contracts and letters of agreement with the following entities:

a. DIRECT SERVICE CONTRACTS

<i>Entity</i>	<i>Contract Amt approved for 2025 budget</i>	<i>Contract not to Exceed Amt for 2025</i>	<i>Notes Regarding Payment</i>
Armory Associates	\$2,400	\$2,400	GASB 75 Reporting
Advance 2000 IT Support Services	\$795/month	See budget	Bronze level
Attorney for the Town– Nathan D. VanWhy, Coughlin and Gerhart, LLP	\$295/hr Partners \$270/hr Special Counsel \$240/hr Associate, \$185/hr Paralegal	See budget	As invoiced
BAS software annual agreement for clerk program	\$775.04	\$775.04	Annually
BAS software annual agreement for on-line dog module	\$434.11	\$434.11	Annually
Board of Zoning Appeals	\$350 – chair \$225 - members	n/a	Annually in Dec.

Cayuga Lake Watershed Intermunicipal Organization	\$2,865	\$2,865	Annual fee
Charge Point Fees (EV charging station)	\$1,890	\$1,890	1-year renewal plus cloud services
Cleaning- Weekends	\$600/month + annual floor wax @ about \$700		monthly
Eldorado Water Billing Software	\$2,260	\$2,260	Invoiced quarterly
Engineering – MRB	See Current rate schedule	Not to exceed rate schedule	As invoiced
General Code	\$1,200	Annual fee	Annual fee
GTCMHIC (Health Consortium)	<i>No fee- just contract amendments to include new members, etc.</i>	n/a	n/a
Historian	\$1,826	n/a	<i>Position not currently filled</i>
Insero	\$19,500	\$19,500	Annual Audit
Computer Room (IT Services)	\$130/hour	\$13,520	Estimated 2 hours per week
Planning Board	\$350 – chair \$225- members	n/a	Annually in Dec.
RecDesk Software Subscription	\$4,300	\$4,300	Annually
Stormwater Coalition	\$1,680	\$1,680	Annually
Neptune 360 Water Meter Reading Software subscription	\$1,356	\$1,356	Annual Fee
Tompkins County Animal Control	\$18,134	\$18,134	Monthly
Tompkins County Recreation Partnership	\$12,056	\$12,056	Annual fee
Tompkins County Soil & Water	\$65/hr	n/a	Final rate coming 1/8; As invoiced
Village of Trumansburg Sidewalk Maintenance	Based on Village hourly rates	n/a	As invoiced
Williamson Law – Accounting Software	\$1,506	\$1,506	Annually
Williamson Law Book- Tax Glance software	\$125	n/a	As invoiced

Williamson Law Book- Tax Collection software	\$720	\$720	Annually beginning 2025 as TC will no longer pay for it
Ixom Water Tank Aerator Service contract	\$7,280	\$7,280	Annual Fee

b. COMMUNITY ORGANIZATION FUNDING

Entity	Contract Amt approved for 2025 budget- to be vouchered in March of each year
American Legion	\$475
Community Science Institute (CSI)	\$6,832
Foodnet Meals on Wheels	\$2,250
Gadabout	\$2,500
Lifelong	\$3,000
Tburg Chamber (Winterfest)	\$1,000
Trumansburg Afterschool Program	\$1,000
Trumansburg Conservatory of Fine Arts	\$5,000
Trumansburg Farmer's Market	\$3,000
Trumansburg Senior Citizens	\$1,000
Ulysses Historical society	\$500
Library	\$12,500
Jacksonville Park	\$5,000
Summer Reading Program (Library)	\$4,000
Trumansburg Food Pantry	\$1,000
Trumansburg Community Nursery School	\$1,750
Trumansburg Fish and Game	\$900

Moved: Ms. Olson

Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0
Date Adopted: 1/9/25

RESOLUTION 2025-37: DISTRIBUTION OF ORGANIZATIONAL MINUTES

RESOLVED that once all resolutions of the Organizational Meeting are completed, the Town Board will make a motion to accept the minutes as a whole. These minutes shall be the final minutes of the meeting and a final version of the complete Organizational Meeting minutes will be shared by the Town Clerk with all employees and elected officials within 14 days of completion and posted to the website.

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0
Date Adopted: 1/9/25

OTHER ANNUAL APPOINTMENTS, NOT SUBJECT TO TOWN BOARD APPROVAL:

<i>Job title:</i>	<i>Name of appointee:</i>	<i>Appointed by:</i>
Bookkeeper to the Supervisor	Blix Taetzsch	Town Supervisor
1st Deputy Supervisor	Richard Goldman	Town Supervisor
2 nd Deputy Supervisor	Teressa Naylor	Town Supervisor
Budget Officer	Blix Taetzsch	Town Supervisor
Town Historian	TBD	Town Supervisor
Court Clerk	Angela Champion	Town Justice
Deputy Town Clerk	Cassandra Beck	Town Clerk
Second Deputy Town Clerk	Michelle E. Wright	Town Clerk
Deputy Highway Superintendent	Dave Snyder	Highway Superintendent

RESOLUTION 2025-38: RECOGNITION FOR BOB HOWARTH:

Whereas Robert Howarth served as a public official for twelve years on the Town of Ulysses Board of Zoning Appeals and held roles including chair and vice chair during that period;
Now, therefore, be it

Resolved that the Ulysses Town Board thanks Dr. Howarth for his time, energy and environmental passion in service on the Board of Zoning Appeals.

Moved: Ms. Olson Seconded: Mr. Goldman

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

RESOLUTION 2025-39: SUPPORT LETTER FOR TCFA/CONSERVATORY:

Resolved that the Town Board authorizes the Supervisor to submit a letter of support for the Trumansburg Conservatory of Fine Arts

Moved: Mr. Goldman Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date Adopted: 1/9/25

ADJOURN:

Mr. Goldman made a motion to adjourn at 9:20am. This was seconded by Ms. Bouchard and passed unanimously.

Respectfully submitted by Carissa Parlato, Town Clerk
1/9/25