



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

Town Supervisor (607) 387-5767, Ext 232 • supervisor@townofulyssesny.gov
Town Clerk (607) 387-5767, Ext 221 • clerk@townofulyssesny.gov

Building & Code Enforcement Office

607-387-9778 ext. 231

Buildings & Code Enforcement Report for May **2023**

Submitted at June 2023 Town Board Meeting

Building Permits issued		8
Plan Reviews		6
Certificate of Occupancy issued		1 Cof O 5 C of C
Permits Renewed		1
Complaints Received		2
Complaints Resolved		2 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		24 4 Reinspection's
New Site Inspections		5
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		5
Fire Safety Inspections		Ongoing See Fire report sheet
Code Training Seminars		
County Assessment, Town, DOS Reports		4
Open property in violation cases		Ongoing outreach

Property violations resolved

1

VALUE OF PERMITS ISSUED: \$468,000.00

Building Permit fees collected for month: \$2,137.00

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer

Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 May 1 -May 31, 2023

Plan Reviews

- 10 discussions about upcoming projects
- 14 permit review, passed along for zoning review, 6 Projects waiting on approval
- 14 site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 10 Site meetings with contractors
- 1 visit regarding erosion issues

CEO Activity

- 6 Foundation/Footer inspections/ 1 reinspection's
- 6 Framing inspections/ 2 reinspection's Issue resolved
- 3 Plumbing inspections/ 1 reinspection
- 2 Final inspection/1 Reinspection
- Code research for 18 different issues approximately 22 hours
- Code research for taking the exemption for 150' fire access rd. Meetings with Chief, Engineers and architects. CARS project Plan review ongoing, Research Regarding Fire suppression system and water supply. Ongoing discussions regarding supplemental water for fire service
- Attended meeting with Zoning and Property owner regarding new home build
- Investigation of DD violations Photos taken, building code violations letter written for review.
- Investigation of complaint regarding building without permit. Stop work order issued
- Investigation on 2 properties on the list to start action.
- Attended a round table with Niels regarding county shared services

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period May 1 – May 31, 2023

SBL	Violation	Code	Action	Status
	Erosion control		4x Site visit No issues	Ongoing
	Burned out house Safety Violation/	[NY] 108.1.1 Unsafe structure	Clean up happening around house Possible Fire training	Ongoing
12.-4-9	Rubbish, Vehicles, Fire road violation Protective covering violations	Property maintenance code 301.2, 302.3, 302.8, 304.2 Fire Code 503.4	Clean up and remove vehicles from side of roadway and property	Vast improvement and cleanup continue
20.-3-9.22	Cars, Rubbish	Multiple Property Maintenance code, Fire Code violations	Clean up and comply with DD regulations	New information Working with property owner

Town of Ulysses Clerk's Office
MONTHLY REPORT for MAY 2023

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	10
Disabled parking permits	9
Dog licenses and renewals	89
Marriage licenses	0
Plumbing permits	1
Address assignments	1
Notarizations	9
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$7487.50	TOTAL Clerk fees & licenses collected
\$7185.95	stays in the town
\$311.55	goes to the state

CLERK'S OFFICE TASKS:

- Routine tasks:
 - retrieved, sorted, vouchered mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, provided notary services, issued licenses (marriage, dog, sporting) and disabled parking permits, collected building & zoning fees, assigned new addresses as requested, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletter messages to residents, contract management, coordinated building use/equipment sign out, fulfilled FOIL requests, ordered supplies, posted board meetings & videos to Youtube, monthly Community Leaders meeting
 - Begin dog census
- Tax Collection:
 - Completed reconciliation with Tompkins County
- Water:
 - Coordinated meter reads and quarterly billing
 - Internal meetings to discuss current issues
 - Data entry of new meters
- Annual All-staff training
- Social media policy- created draft

Town of Ulysses
May 2023 Bookkeeper Board Report
June 13, 2023 Town Board Meeting
Prepared by Blix Taetzsch, 6/8/2023

Greetings Board Members: I have completed the May 2023 financial statements and will share some financial highlights. A more detailed financial analysis will be prepared after the end of the second quarter.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 5/31/2023 were \$1,243,960.28 a decrease of \$92,436.62 from the prior month. A few notable items this month:

- Sales tax payments – We only received the January 2023 sales tax payment this month – however, the February 2023 sales tax payment was received in early June. I have been in touch with the County Finance Office and they hope to be more caught up by the end of June.
- Normal cash outlays for planned operating expenses, plus the annual payments to community organizations, initial investment in Three Falls LDC.

In addition to cash balances, the Town had investments valued at a total of \$2,375,397.16 as of May 31, 2023. I will be updating the market value of investments in the financial statements quarterly.

Other than cash, investments, and interfund transactions (due to/due from other funds), there are no significant assets or liabilities in the Town's operational financial statements, with the exception of funds due from the State for the Cemetery Bridge capital project (18,481.53).

Income Statement

Revenues through May 2023 are as expected, other than not receiving sales tax for the full first quarter. Typically, the Town has received the first three months of sales tax by the end of April. Snow and ice contract payments have been received for February, March, and April in the DA fund, and EMS payments from the Village have been received for January, February, and March.

Expenditures through May 2023 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). There were a few large or unusual expenditures in May, including the annual payments to all of the community organizations approved in the budget, the initial investment in Three Falls LDC, and a lump sum payment toward our upcoming IT upgrade services.

Bookkeeper Activities

- Finance Committee: The Finance Committee completed its work on a SWOT analysis in preparation for budget season and establishing fund balance policy. Notes of Finance Committee meetings are attached to my report.
- Personnel: Current activity is focused on hiring youth employees in our YEP and recreation program. I continue to work supporting employees and retirees with benefit administration.

Town of Ulysses
May 2023 Bookkeeper Board Report
June 13, 2023 Town Board Meeting
Prepared by Blix Taetzsch, 6/8/2023

- Audit: All of the audit details are complete, draft financial statements have been reviewed, and we have asked the auditors to present at the July Board meeting.
- Staff Training: I continue to assist with the development and delivery of staff training materials and a system for tracking mandatory training for employees, including youth employees.
- Budget: I have started to work on budget documents to support Michelle in preliminary meetings with Department Heads for 2024 budget planning.



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Planning & Zoning May 2023 Report to Town Board

Town Board Meeting Date, 06.16.2023

Submitted by Niels Tygesen, 06.07.2023

Planning Board

The Planning Board held a meeting on May 2nd to discuss the following item:

- Review of the 'New Women's Residential Addiction Recovery Center', a proposal to construct a new two story detached building, approximately 13,385 gross square feet, for use as a 25 bed facility associated with the existing Cayuga Addiction Recovery Services on-site located at 6621 Route 227, parcel 22-.2-4.

Comp Plan Steering Committee

The Committee held a meeting on May 10th to discuss the following items:

- Work plan items including DEC grant, membership outreach, and member training; and
- Review of the draft Public Involvement Plan.

Board of Zoning Appeals

The BZA did not conduct any business in May

Planning Projects

- Planning with Ann DiPetta re: Comp Plan Steering Committee meetings
- Interviews for CPSC membership
- Pre-application meeting for a minor subdivision of a vacant subject lot located at 4XXX Jacksonville Rd, parcel 26.-3-11.3.
- Long term multi-year town-wide planning cycle

Zoning Enforcement

Research on existing code cases

Miscellaneous

- Meeting with Becky Sims of RCAP to discuss WD3, permissive service areas, Comp plan update, source water protection, survey needs, planning cycle
- Meeting with staff regarding upcoming water survey
- Meeting with WSPPC and Town Board members along with staff to review upcoming water survey



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- Meeting with County and other local officials regarding ongoing discussions related to Hazard Mitigation Planning
- Roundtable with Tompkins County, Consultant Team, and other local officials regarding Building Code Administration and Operations Study survey, and prioritization of shared service opportunities that could support work of municipal code officials
- Continued outreach for members for the Comp Plan Steering Committee, Ag Committee, Planning Board, and Board of Zoning Appeals
- Town staff annual training
- Continued training with Office Project Assistant
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process

Recreation Department Report

June 8, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- School year adult recreation programming will end June 15th
- Summer adult recreation programming (outdoor soccer) will begin June 25th. The program will run on Tues, Wed, and Sunday beginning June 25th and ending August 31.
- A proposed summer outdoor adult recreation programs for volleyball and pickleball are being considered.

Youth Spring Programming

- All spring youth spring programs will end on June 10th.
- Total spring program registrations: 211 registrations

Summer programming and administration

- Five of six summer camp programs are at capacity or over capacity
 - Total registrations: 503
 - Total individual campers: 128
- Staff hiring will be complete as of June 9th. Total of 18 staff plus one backup staff person to fill in for missing staff and 3 Youth Employment Staff.
- CPR/First Aid training took place on May 21st at the Trumansburg fire station. Ten counselors were certified for camp. The NYS mandatory standard is 1 person trained per 200 campers. We have a ratio of 1:8.5.
- Camp training will take place on June 24th from 9-4 pm at the middle school.
- The swimming permits for programs at Taughannock Falls State Park and Watkins Glen State Park have been submitted for payment.
- Meeting with the TCSD Athletic Director took place on June 6th to discuss facility use and scheduling for all programs for the 2023/2024 school year. The winter space for youth basketball has been secured and a system is being discussed to allow for space reservation during the insurance changeover in January.
- Summer rec volleyball clinic is scheduled for the week of July 3rd. The program will once again be instructed by Angela McClennan.
- Two TCSD/Rec facilitated driver's education courses will be run during the summer months. The five-hour pre-licensing course is open now for registration and will be conducted on June 20th. The driver's education course will be offered through July.

Work Activities

Miscellaneous/General Town Work

- Standing weekly meetings: Clerk’s office, Supervisor, Highway Superintendent
- Resolution drafting, agenda packet related work
- Youth Commission related communications and contract review
- 5/18 training preparation
- Project Assistant support: on-boarding for contract inventory project; YEP related work re: contract, etc.
- Policy related work
- 5/25 TCCOG meeting attendance

Bookkeeper Supervision

- Weekly meeting on Wednesday
- Review of monthly financial statements

Insurance Related

- Insurance related communications required for operations and contracted activity

Financially Related

- Multiyear planning communications
 - Long term town-wide planning cycle
- Sales tax historical data tracking worksheet update
- Audit report review and related communications
- Grant season program research
- Concept paper template creation

Finance Committee

- Finance committee meetings: 5/17 and 5/31
- Continued Fund Balance Policy related work: fund by fund SWOT analysis

Multi-year Planning

- Meeting with Supervisor and Town Planner

Budget Related

- Voucher review
- Prep for 2024 budget season:
 - Budget calendar development
 - Schedule June department pre-budget season meetings
 - Data analysis scoping
 - Salary study communication
 - Pre-season big picture planning

Asset Management

- Facilities management
 - Exterior painting quotes, RFQ development
 - HVAC problem solving
- Continued development of:
 - Town Facilities capital plan
 - Highway equipment, paving and culvert capital plan
- Continued development of project concepts that will improve or protect Town assets

IT Related: General, Strategic Plan/Update/Modernization, IT Committee

- Continued communications and on-boarding
- Bi-weekly meetings ramping up to full IT support
- On-going problem solving with new domain and delivery issues
- Software acquisition communications
- Other IT problem solving

Stormwater Long Term Planning

- Pilot Ditch Program related communications

Water District 3 Related

- Working group coordination and communications
- Budget monitoring

General Water

- Source water protection committee related communications
- 5/31 water meeting preparation and related communications

Transportation

- Black Diamond Trail
 - Scoping work progress communications

Emergency Planning & Hazard Mitigation

- No significant work activity for this period—place holder for future reports

Compliance Related

- May 18th training organization/planning and day-of execution

Procurement Related Updates

- Procurement flow chart graphic update to reflect updated policy

Safety Committee

- No significant work activity for this period—place holder for future reports

Upcoming

- Out of office June 26 – June 30th
- Grant writing season
- DEC grant funding (CSC and NPS) project management and administration
- IT Consultant: strategic plan execution

Active Grant Updates

- **DEC NPS Planning Grant**
 - Program specific research and communications
- **DEC Climate Smart Communities Comp Plan Update**
 - Communication with DEC re: work plan
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Process update as of 5/24 from Doug Mills @ DOT: “We will get the State Local Agreement submitted to Main Office for further processing and execution, one that is done we’ll make that final payment and close the project out.”