



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 June **2023**

Submitted at July 2023 Town Board Meeting

Building Permits issued		5
Plan Reviews		8
Certificate of Occupancy issued		1 Cof O 6 C of C
Permits Renewed		0
Complaints Received		1
Complaints Resolved		3 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		20 6 Reinspection's
New Site Inspections		6
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		4
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: \$654,000.00

Building Permit fees collected for month: \$2,349.00

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer

Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 June 1 -June 30, 2023

Plan Reviews

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

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 8 Site meetings with contractors
- 3 visits regarding erosion issues foundation construction wall washing out due to heavy rains. Met with contractor with fix

CEO Activity

- 6 Foundation/Footer inspections/ 4 reinspection's (caused by heavy rain)
- 6 Framing inspections/ 2 reinspection's Issue resolved
- 3 Plumbing inspections/ 0 reinspection
- 5 Final inspection/1 Reinspection
- Code research for 12 different issues approximately 20 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. Ongoing
- Stop work order issued for a property on Taughannock Blvd. Demolishing started with out permit. Upon investigation, NYSEG was notified to disconnect Live power line crossing the road
- Investigation of 4 properties on the list to start action.
- Meeting regarding Grassroots. ERP was reviewed and talked about. Multiple agencies attended
- 4 new home constructions have started this month and numerous homes in the many phases of construction

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period June 1 – June 30, 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 JUNE 2023

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	#
Sporting licenses	15
Disabled parking permits	6
Dog licenses and renewals	72
Marriage licenses	2
Plumbing permits	1
Address assignments	0
Notarizations	7
FOIL requests-received	3
FOIL requests-completed	2

<u>FINANCIAL REPORT:</u>	
\$5353.50	TOTAL Clerk fees & licenses collected
\$5015.38	stays in the town
\$338.12	goes to the state

CLERK'S OFFICE TASKS:

- Routine tasks:
 - 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
- Water:
 - Coordinated meter reads and quarterly billing
 - Internal meetings to discuss current issues
 - Data entry of new meters
 - Conversion to new software
 - New hook ups
- Social media policy- created draft
- Dog Census- continue to license new dogs & collect information
- IT upgrade
 - Weekly meetings
- Records Mgmt
 - NYALGRO conference sessions attended by Deputy and/or Town Clerk:
 - FOIL updates
 - Info contained in historical documents
 - Electronic records documents systems and Laserfiche
 - Rec mgmt. 101
 - Round table networking
 - Creating, modifying and applying a rm policy
 - Disaster recovery
 - Navigating a 1st amendment audit

- Leadership

Town of Ulysses
June 2023 Bookkeeper Board Report
July 11, 2023 Town Board Meeting
Prepared by Blixxy Taetzsch, 7/6/2023

Greetings Board Members: I have completed the June 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 6/30/2023 were \$1,351,360.01 an increase of \$107,399.73 from the prior month. A few notable items this month:

- Sales tax payments – We finally received sales tax payments through May 2023.
- Interfund Loan Repayment – a transfer of \$200,000 was made from the Cemetery Bridge capital project to the General Fund.
- Normal cash outlays for planned operating expenses, including 3 payrolls in June. In addition, equipment was purchased in WD3 – mobile water meter reader.

In addition to cash balances, the Town had investments valued at a total of \$2,384,876.01 as of June 30, 2023. Second quarter earnings (realized and unrealized) amounted to a total of \$20,151.48, net of fees.

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 June 2023 are as expected, except for the first of two mortgage tax distributions. Last year, the Town has received the first mortgage tax payment at the end of April and the second in November. EMS payments from the Village have been received through May 10th – information is now being provided with the check from the Village for each billing period.

Expenditures through June 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 three payrolls in June, making the monthly disbursement amount higher than typical for other months. Generally, expenditures for payroll and benefits are as expected or slightly lower than budget. Contractual spending tends to be less than budget at this time, some of which is due to the timing of activities – such as highway maintenance and repair and summer recreation.

I have prepared an analytical review of revenues and expenditures as of June 30 for your review, which accompanies my report. This includes a summary of all major revenue accounts that represent 96% - 100% of total revenues for each fund, and a summary for each major fund by function of expense showing the budgeted amount and spending thus far. Brief descriptions are provided next to relevant line items.

Town of Ulysses
June 2023 Bookkeeper Board Report
July 11, 2023 Town Board Meeting
Prepared by Blix Taetzsch, 7/6/2023

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. Mandatory training has been completed and we have hired approximately 40 seasonal employees between the summer recreation program and the youth employment program.
- Audit: The final audit report is available for your review, and the auditors will be attending the July 27th board meeting to present the report and answer any questions you may have.
- 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.

Town of Ulysses
Finance Committee Meeting
6/14/23; 8:00 AM

Present: Mary, Rich, Michelle, Blix

Blix distributed 2022 audit report to committee. Auditors will be coming to the Board in July. At our next meeting we can discuss questions for the auditors.

Michelle will be expanding her hours to provide administrative support for the recreation program – particularly the summer program. Michelle commented that adult programs have the lowest overhead compared to the revenue. Blix suggested that we might also use the Camp Director position to assist with some of the program planning to take stuff off Will's plate. There was also discussion about making sure pricing for program is keeping up with costs.

EMS Fees: Michelle reported that she met with Joel Fey, the EMS manager. We will be adding this to our next agenda. We will look at updating the fees to match the Village.

Blix updated on sales tax – March, April, May will be received by the end of June. The committee also a quick update on cash flow and investments.

Accident insurance quote: Discussed new quote for accident insurance. The committee is happy with the new quote from Bollinger. Committee agreed that we will move forward to the Board for a vote.

Project planning updates: Michelle discussed some challenges with IT contractor this week – this is a time-consuming project and will likely take more time than anticipated. Michelle also updated that the two grants we have are taking much longer – granting agencies are hard to communicate with and must coordinate with them to move forward. Katelin, Niels, and Michelle meet weekly to discuss planning town wide and considering what funding will help us move forward. Right now, looking at grant funding for design of Black Diamond Trail.

2024 Budget Development Schedule: Michelle will finalize the budget development schedule – Board budget planning meeting (retreat) will be the second week in August for two hours in the morning. We will have the department line by line meetings (in public session) before the tentative budget is submitted.

Title VI Compliance Plan: Blix reviewed the draft plan with the committee. Looking for feedback from the committee for our next meeting. Scheduled for Board approval at the first meeting in July.

To Do's:

- Review audit report and document any questions for auditors.
- Review Title VI plan and give feedback for next meeting.

Upcoming Meeting Dates:

July 5th 8:00am

July Highway Report

Road Maintenance :

Stanley Drive Pipe, Ditched Pine Ridge Road, Cold Patched various roads, Mow roadsides

Truck Maintenance :

T21 Battery Box, Preparing F350 and F150 to auction off, Service Backhoe

Misc : Haul Item 4, Tree on Brook Road, Trim Hydrants, Structure for Spreader storage



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Planning & Zoning June 2023 Report to Town Board

Town Board Meeting Date, 07.11.2023

Submitted by Niels Tygesen, 07.06.2023

Planning Board

The Planning Board held a meeting on June 6th to discuss the following items:

- Sketch Plan Review to consider the construction of a new 80' tram from the upper portion of lot in the CZ zone down to the lower level of the lot near the shoreline of Cayuga Lake.
- Sketch Plat Review to consider a minor subdivision to subdivide an existing 15.07 acre lot into two lots, and to refer comments to the BZA for a project related area variance.
- 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.
- Sketch Plan Review for a new ±10,640 sf retail building for Dollar General with associated parking, lighting, signage, landscaping, etc. located on a vacant lot.
- Sketch Plat Review to consider a minor subdivision to subdivide an existing 103.52 acre lot into two lots.
- Sketch Plat Review to consider a minor subdivision to subdivide an existing 15.55 acre lot into two lots.
- Sketch Plat Review to consider a minor subdivision to subdivide an existing 114.28 acre lot into two lots.
- Updates related to the Comprehensive Plan Periodic Update.

The Planning Board held a meeting on June 20th to discuss the following items:

- After a public meeting and conducting Site Plan Review, the Board granted approval for the construction of a new 80' tram from the upper portion of lot in the CZ zone down to the lower level of the lot near the shoreline of Cayuga Lake.
- After a public hearing and conducting Final Plat Review, the Board granted approval of a minor subdivision to subdivide an existing 103.52 acre lot into two lots.
- After a public hearing and conducting Final Plat Review, the Board granted approval of a minor subdivision to subdivide an existing 114.28 acre lot into two lots.

Comp Plan Steering Committee

The Committee held a meeting on June 14th to discuss the following items:

- Work plan items including DEC grant and membership outreach.



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- Comparison of the Town's 2009 Comp Plan's elements, goals, policies, and general layout to other jurisdictions comp plans.
- Future meeting schedule.

Board of Zoning Appeals

The BZA held a meeting on June 21st to discuss the following items:

- Three area variances associated with the 'New Women's Residential Addiction Recovery Center' project noted above.
- After a public hearing, the Board granted approval of an area variance to reduce the required minimum lot frontage width from 400' to 200' of a proposed new lot in a minor subdivision.

Planning Projects

- Planning with Ann DiPetra re: Comp Plan Steering Committee meetings.
- Meeting with Town staff, Legal, and engineers related to Water District 1.
- Long term multi-year town-wide planning cycle.

Zoning Enforcement

Research on existing code cases and meeting with Legal on enforcement processes.

Miscellaneous

- Meeting with County and other local officials with the Stormwater Coalition of Tompkins County to discuss: status of required annual reporting, online interactive tool for post-construction projects, MS4 permits, public education/outreach efforts.
- Meeting with Legal and Town Board members related to Legal research projects.
- Continued outreach for members for the Comp Plan Steering Committee, Ag Committee, Planning Board, and Board of Zoning Appeals.
- Continued training with Office Project Assistant.
- Planning & Zoning permit application updates.
- Customer support pertaining zoning information and permitting process.

Recreation Department Report

July 6, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming for summer

- Summer adult recreation programming (outdoor soccer) began June 25th. The program will run on Tues, Wed, and Sunday beginning June 25th and ending August 31.

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 is ongoing due to loss of counselors and unexpected changes in counselor schedules. Additional counselors have been hired to supplement the staff with the above changes.
- All state background checks have been completed and submitted to the TCHD.
- Camp permit has been provided for the camp and approved by the HD.
- Camp training took 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 and approved.
- The camp will swim at the pool at Watkins Glen on Mondays throughout the summer and when the algae blooms are present at Taughannock Falls State Park. Algae was detected the first week of camp and the camp has transitioned to Watkins Glen for the week.
- The camp families have been notified of a reimbursement scholarship for this year's summer camp.
- Summer rec volleyball clinic is scheduled for the week of July 10th. The program will once again be instructed by Angela McClennan. Currently 20 registered participants.
- 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 driving course will begin on July 10th. There are 12 registered student drivers taking part in the course facilitated by the school.

Report to Town Board

Work between: 6/9 – 7/6/2023 *(Out of office 6/26 – 6/30)*

Meeting date: 7/11/2023

Submitted by Michelle E. Wright

Work Activities

Insurance Related

- Accident insurance application and procurement
- Insurance related communications required for operations and contracted activity

Financially Related

- Multiyear planning communications
 - Long term town-wide planning cycle
- Audit report review and related communications
- Grant season program research
- Meeting with Village EMS Coordinator re: EMS fees

Finance Committee

- Finance committee meetings: 6/14 & 7/5
- Continued Fund Balance Policy related work: fund by fund SWOT analysis
- Title VI Compliance Plan draft review

Multi-year Planning

- Multi-year project planning meeting with Supervisor and Town Planner
- Parking lot ROM stormwater design

Budget Related

- Voucher review
- Prep for 2024 budget season:
 - Budget calendar development
 - Department pre-budget season meetings
 - Department budget development worksheets distributed
 - Salary study communication
 - Pre-season big picture planning
 - 2024 work plan creation

Asset Management

- Facilities management
 - Exterior painting quote process communication
- 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

Stormwater Long Term Planning

- Exit meeting with Highway Superintendent and Out-going Watershed Director re: information handoff

Water District 3 Related

- Working group coordination and communications
- Budget monitoring
- 2024 work plan and budget development process
- Standard Operating Procedure (SOP): continued development

General Water

- CARS meeting

Recreation Department Administration

- Creation of application for Tompkins County camp scholarship

Transportation

- See ITCTC Policy Committee Notes below

Emergency Planning & Hazard Mitigation

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

Compliance Related

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

Procurement Related Updates

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

Safety Committee

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

Bookkeeper Supervision

- Review of monthly financial statements

Miscellaneous/General Town Work

- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Historian recruitment support
- Youth Commission related support

Active Projects Update

- **IT Related: General, Strategic Plan/Update/Modernization, IT Committee**
 - On-going problem solving with upgrade process (very time consuming)
 - Bi-weekly meetings ramping up to full IT support
 - Other IT problem solving
- **Black Diamond Trail Scoping Project**
 - Continued work related to Scoping Document draft
 - 6/22 meeting with engineers and Parks
- **DEC NPS Planning Grant**
 - Program specific research and communications
- **DEC Climate Smart Communities Comp Plan Update**
 - Work plan, budget, proof of insurance related work
- **BRIDGE NY Curry Road**
 - Award announced
- **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.”

Upcoming

- Budget season prep
- Grant Administration
 - CSC DEC
 - NPS DEC
 - BRIDGE NY
- IT Consultant: strategic plan execution

Meeting Notes

ITCTC Joint Policy and Planning Meeting

6/20/23 1-2:30pm

- Late arrival due to Zoom link issue
- TCAT has used a majority of COVID related funds for operations: “operating assistance”
- Ithaca Carshare will not be able to operate for 6 months: new law passed, but this 6-month lag to allow the law to take affect (to allow DMV to get ready for implementation), is a huge hit to the non-profit.
 - Governor has not yet signed the law, but it’s anticipated to pass—she has 6 months to sign, which would-be worst-case scenario.
 - This is a continually evolving issue.
- Complete Street training opportunity (Fernando sending email)
- BRIDGE NY results still not released
- City of Ithaca Updates:
 - BDT construction from City to State Parks south of City; bridge being constructed over flood control channel
 - Cecil Malone bridge completed
 - Cayuga Waterfront Revitalization project moves forward toward planning / prelim design
 - City awarded SMART grant \$1.8M with no local match for a transit signal project
- DOT Updates:
 - TAP: next round coming out this summer
 - Every region is asking the main office, “it’s imminent”
 - Paving project: Route 96 Trumansburg through Village
- TCAT Updates:
 - Fare boxes are being installed for all buses
 - Route 22 for state park loop is up and running