



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 July **2023**

Submitted at August 2023 Town Board Meeting

Building Permits issued		6
Plan Reviews		5
Certificate of Occupancy issued		2 C of O 5 C of C
Permits Renewed		1
Complaints Received		1
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 Grassroots Fire insp 12 temp tents
Code Training Seminars		
County Assessment, Town, DOS Reports		4
Open property in violation cases		Ongoing outreach

Property violations resolved

1

Value of Permits issued: \$ \$ 503,850

.00

Building Permit fees collected for month: \$2,356.00



TOWN OF ULYSSES
10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer

Building & Code Updates

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

Plan Reviews

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

- 7 Foundation/Footer inspections/ 1 reinspection's
- 6 Framing inspections/ 2 reinspection's Issue resolved
- 5 Plumbing inspections/ 2 reinspection
- 2 Final inspection/1 Reinspection
- Code research for 15 different issues approximately 12 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
- Grassroots monitoring. All permits required were obtained. Worked closely with TCWH and Grassroots in monitoring. Only a few minor issues noted and were corrected upon request.
- Issues a crossed the road from the ATW. Investigated and met with Sherriff, State police and DEC.
- No Action required

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period July 1 – July 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 JULY 2023

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	6
Disabled parking permits	10
Dog licenses and renewals	63
Marriage licenses	5
Plumbing permits	1
Address assignments	3
Notarizations	9
FOIL requests-received	1
FOIL requests-completed	3

FINANCIAL REPORT:	
\$11,788.00	TOTAL Clerk fees & licenses collected
\$10,648.71	stays in the town
\$1139.29	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, 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 billing and reading software & hardware
 - 2024 budget development
- Dog Census- continue to license new dogs & collect responses
- IT upgrade
 - Weekly meetings
- Records Mgmt
 - Workplan development
 - staff mentoring
 - development of 2024 work plan
- Safety Committee
 - Meeting on 7/31 to discuss recent incidents
- Other
 - Work with NYSEG on new meter to log solar usage
 - Troubleshoot leaky HVACs
 - Water survey assistance

Greetings Board Members: I have completed the July 2023 financial statements and will share some financial highlights. A more detailed financial analysis will be prepared at the end of September.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 7/31/2023 were \$1,199,181.62 a decrease of \$152,178.39 from the prior month. A few notable items this month:

- Payments received from the County – We received the June 2023 sales tax payment this month, along with the first of two payments for Mortgage Tax. The Mortgage Tax payment was substantially lower than anticipated – we received about \$28k, and were expecting closer to \$50k.
- Payments from the Village – we did not receive any EMS payments this month due to a delay in the Village receiving the information. Payments will be processed in August for the May/June EMS and the annual youth services contribution.
- July Disbursements – payments going out in July over and above typical operating expenses included an increased summer payroll for summer camp and youth employment staff (approximately \$26k and \$13k, respectively) and a large payment of about \$111k to Seneca Stone for road improvements.

In addition to cash balances, the Town had investments valued at a total of \$2,395,486.27 as of July 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 July 2023 are as expected, other than the low amount of Mortgage Tax received. Sales tax is on track to be at or slightly higher than budget.

Expenditures through July 2023 are also as expected, with summer highway department, recreation summer camp, and youth employment activity in full swing.

Bookkeeper Activities

- Finance Committee: The Finance Committee discussed the upcoming budget retreat, and will continue focus on topics to support the budget process. Notes of Finance Committee meetings are attached to my report.
- Personnel: Current activity is focused youth employees in our YEP and recreation program. I continue to work supporting all employees and retirees with benefit administration.
- Staff Training: I continue to assist with the development and delivery of staff training materials and a system for tracking mandatory training for public officials and employees, including youth employees.
- Budget: I continue to work on budget documents to support Michelle in 2024 budget planning and development.



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

Planning & Zoning July 2023 Report to Town Board

Town Board Meeting Date, 08.08.2023

Submitted by Niels Tygesen, 08.02.2023

Planning Board

The Planning Board held a meeting on July 18th to discuss the following items:

- After conducting a public hearing, the Board granted final approval for the 'Benjamin 2 Lot Land Division', a minor subdivision located at 4190 Dubois Road, parcel 27.-3-12.2.
- After conducting a public hearing, the Board granted final approval for the 'Bartishevich 2 Lot Land Division', a minor subdivision located at 7615 Willow Creek Road, parcel 14.-4-4.12.
- The Board opened a public hearing for site plan review of a proposed new ±10,640 sf retail building for Dollar General with associated parking, lighting, signage, landscaping, etc. located on a vacant lot. The Board left the public comment period open and continued the hearing for their August 1st meeting.
- Sketch Plat Review to consider the 'Washburn 2 Lot Land Division', a minor subdivision located at 2141 Kraft Road, parcel 26.-1-6.22.
- Sketch Plan Review to consider the 'Gaulke Tram Site Plan', a proposal to construct a 100' tram in the CZ zone located at 5 Maplewood Rd, parcel 29.-1-41.
- Sketch Plan Review to consider the 'Jacksonville Park Site Plan', a proposal to construct accessibility improvements to Jacksonville Community Park, located at 3037 Swamp College Road, parcel 25.-6-7.
- The Board considered the 'Inn at Taughannock Falls Hotel Development District' proposal, a project that would create a new development district, and which was referred by the Town Board. Additional information from the applicant was requested.

Comp Plan Steering Committee

The Committee held a meeting on July 5th to discuss the following items:

- Work plan items including DEC grant and membership outreach.
- Comparison of the Town's 2009 Comp Plan's elements, goals, policies, and general layout to other jurisdictions comp plans.
- Review of the Consultant Request for Qualifications (RFQ) Draft.



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

Board of Zoning Appeals

The BZA held a meeting on July 19th to discuss the following items:

- Two area variances and restrictive covenant associated with the 'New Women's Residential Addiction Recovery Center' project, 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.
- Two area variances associated with the 'Gaulke Tram Site Plan' project noted above.
- Three area variances associated with the 'Jacksonville Park Site Plan' project noted above.

Planning Projects

- Long term multi-year town-wide planning cycle.
- 2024 Building, Code, Planning, and Zoning budget planning.

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.
- Meeting with Legal related to research projects.
- Continued outreach for members for the Comp Plan Steering Committee, Ag Committee, Planning Board, and Board of Zoning Appeals.
- Meeting with Town staff regarding Town Hall Security.
- Continued training with Office Project Assistant.
- Building, Planning, and Zoning permit application updates.
- Updates to webpages.
- Customer support pertaining zoning information and permitting process.

Recreation Department Report

August 8, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming for summer

- Registration for adult recreation programs opened on August 1st.
- Current fall programs: Pickleball (Sundays 2:30-4:30pm), basketball (Sundays 9-12pm), volleyball (Tues & Thurs 7:30-9:30pm), and soccer (Sundays 12-2 & Wednesdays 7:30-9:30)..
- Proposed program: Yoga
 - Meeting with a yoga instructor the week of August 7th to discuss a potential program.
- Space has been reserved to create another program on Mondays from 7:30-9:30pm.

Summer programming and administration

- Summer camp will end on August 11th
- Summer camp week six field trip to Seabreeze is scheduled for August 9th.
- Summer camp passed the unannounced TCHD inspection on August 2nd.
- Summer program internal review with current staff will take place August 14th.

Fall youth programming and administration

- Youth tennis program instructors have been hired and will teach tennis to 9-13 year olds on Tuesdays for five weeks beginning September 12th.
- Cross Country program instructor is currently being interviewed to coach a six week XC program beginning September 11th and culminating with a race on October 21st.
 - Connections with surrounding XC programs about additional races.
- Currently in discussions with the Cornell women's club soccer team to provide youth soccer clinics for the fall.
- Meeting with the new Trumansburg HS varsity boys basketball coach about the winter basketball program/clinic.
- Researching the possibility of offering girls recreation flag football for the fall or spring.
- Researching and coordinating the creation of a basketball league for play this winter. Proposed towns will be Tburg, Lansing, Candor, Spencer/Van Etten, S. Seneca, Watkins Glen, Newfield, and Tioga.

General administration

- Beginning the 2024 yearly recreation budget for the Town budget
- Beginning the 2024 yearly recreation budget for the Youth Commission.
- Awaiting the new United Way of Tompkins County reporting system to send instructions on how to complete the yearly report.
- Meeting scheduled on Monday to instruct staff on how to reimburse families for the scholarship funds to be distributed this summer to qualifying families.

Report to Town Board

Work between: 7/7 – 8/3/2023

Meeting date: 8/8/2023

Submitted by Michelle E. Wright

Work Activities

Insurance Related

- Claim related communications
- Insurance related communications required for operations and contracted activity

Financially Related

- Multiyear planning communications
 - Long term town-wide planning cycle

Finance Committee

- Finance committee meetings: 6/14 & 7/5
- Continued Fund Balance Policy related work
- Title VI Compliance Plan draft to Town Board

Multi-year Planning

- Project dashboard development

Budget Related

- 2023 budget modifications
- Voucher review
- Prep for 2024 budget season:
 - Budget calendar development
 - Department pre-budget season meetings
 - Department specific communications re: budgeting
 - Salary study communication with Mollie D.
 - Pre-season big picture planning
 - 2024 work plan creation
 - 2024 budget exercise
 - Community org funding process development
 - Tax cap calculation

Asset Management

- Facilities management
 - Exterior painting project management
 - Contract related work
 - Procurement related work
- 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
- Preliminary cost estimate meeting with Esri for GIS based database

Stormwater Long Term Planning

- Work related to asset data management
- WQIP related research for future year planning

Water District 3 Related

- Working group coordination and communications
- Budget monitoring
- 2024 work plan and budget development process
- Meeting with DOH re: lead service line inventory

General Water

- Communications with SWEFC re: cost per square foot capital expense estimation process

Recreation Department Administration

- County grant related admin: camp scholarship

Transportation

- No ITCTC Policy Committee meeting this month
- Ithaca carshare state advocacy

Emergency Planning & Hazard Mitigation

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

Compliance Related

- Tompkins County HR Lunch and Learn

Procurement Related Updates

- Meeting with Town Attorney to simplify contracting process for procurement capacity building

Safety Committee

- Incident review meeting

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
- Youth Development related support
- Standard Operating Procedure template development and delivery to department head

Active Projects Update

- **IT Related: General, Strategic Plan/Update/Modernization, IT Committee**
 - On-going problem solving with upgrade process
 - 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
 - Meeting with engineers
- **DEC NPS Planning Grant**
 - Initial meeting with MRB re: project start up and grant admin planning
- **DEC Climate Smart Communities Comp Plan Update**
 - Work plan, budget, proof of insurance related work
- **BRIDGE NY Curry Road**
 - Preliminary conversation with design and CI engineer
- **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.”
- **USDOT Technical Assistance for Rural and Tribal Pilot Program**
 - Application and budget development

Upcoming

- Budget season prep
- Grant Administration
 - CSC DEC
 - NPS DEC
 - BRIDGE NY
- IT Consultant: strategic plan execution
- Technical Assistance Application through USDOT / FHWA

Highway Report August 2023

ROAD WORK:

Mow Roadsides and Cemeteries

Mowed back side of ditch and cleared tree branches on Glenwood Hts and Reynolds Road

Mowed around Guardrail on Maplewood, Buck Hill and Iradell roads

Installed Driveway Pipe on Willow Creek Road

Worked on Shoulders (Cold Springs rd, Mekeel Rd)

Installed temporary NO PARKING on Rabbit Run and Falls road for Grassroots

Hauled Stone Dust for the fairgrounds

Hauled stone for Trumansburg Village

MISC:

F550 inspected

Vented Fuel tanks through the roof and power washed tanks

Attended WD3 meetings (Budget 2024)

Water report and BAC sample done on the 2nd of August

Cleaned shop and office

Installed water meters in 7 residents