

Recreation Department Report

September 7, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming for fall

- New program has been introduced for the fall; yoga. The class will be 8 weeks and taught by Leslie Rosemann. For the first pilot of the program the class will be once per week. In the winter/spring, the class may move to 2x per week.
- Pickleball now has an outdoor program on Saturdays and an indoor program on Sunday afternoons.
- All other adult recreation programs will continue as regularly scheduled/offered: basketball, soccer, and volleyball.
- Adult programs begin this weekend.

Summer programming and administration

- Summer camp ended on August 11th.
- Summer camp week six field trip to Seabreeze took place on August 9th. We had our highest level of camper participation in the field trip in the past three years. Partially this is a result of advertising that the entire camp attends this program.

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 has been hired 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.
- Cornell women's club soccer team will provide a youth soccer clinic for the fall for 5-7 weeks.
- Met with the new Trumansburg HS varsity boys basketball coach about the winter basketball program/clinic. Currently recruiting a director for the Saturday program.
- Ongoing research and coordination for 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

- The Recreation budget will be submitted September 8th to the Town.
- Recreation budget request has been submitted to the Youth Budget.
- Recreation budget meeting scheduled for September 14th.
- Awaiting the new United Way of Tompkins County reporting system to send instructions on how to complete the yearly report.
- Assisted with the administration on the RecDesk side of the scholarship allocations.

Building & Code Updates

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

Plan Reviews

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

Site Visits

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

CEO Activity

- 8 Foundation/Footer inspections/ 1 reinspection's
- 7 Framing inspections/ 1 reinspection's Issue resolved
- 4 Plumbing inspections/ 0 reinspection
- 2 Final inspection/1 Reinspection
- Code research for 12 different issues approximately 14 hours
- meetings with Zoning and Property owner regarding new home builds
- Attended a county think tank group regarding shared services
- 5 new homes have recently started construction.
- Started investigation into multiple code and zoning violations

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	Last pile being cleaned up	Property is now in compliance with violations in red
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 AUGUST 2023

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	60
Disabled parking permits	19
Dog licenses and renewals	60
Marriage licenses	7
Plumbing permits	0
Address assignments	3
Notarizations	9
FOIL requests-received	3
FOIL requests-completed	0

FINANCIAL REPORT:	
\$7614.00	TOTAL Clerk fees & licenses collected
\$5611.01	stays in the town
\$2002.99	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
- Annual performance review with Deputy
- Water:
 - Coordinated meter reads and quarterly billing
 - Attended internal meetings to discuss current issues
 - Data entry of new meters into billing system
 - Conversion to new billing software (hours of work)
 - 2024 work plan & budget development
- Sporting Licenses:
 - Hunting license sales began Aug. 1 with a few sales each day.
 - Hours spent troubleshooting printing issues with NYS and A2K.
 - Sales continue through Oct. 1
- Dog Census- continue to license new dogs & collect responses
- Social Media policy
 - Start setting up Facebook page before getting shutdown (investigating)
- IT:
 - Troubleshoot sporting license issues
 - Train Roxanne on hybrid mtg setup
 - Troubleshoot Lenovo computer issues
 - Create guest profile on Lenovo
- Records Mgmt

- staff mentoring
- development of 2024 work plan
- FOIL requests- coordination with other departments to fulfill
- Other
 - Work with NYSEG on new meter to log solar usage
 - Troubleshoot leaky HVACs
 - Assist WSPPC with water survey

Greetings Board Members: I have completed the August 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 8/31/2023 were \$1,118,647.94 a decrease of \$80,533.68 from the prior month. A few notable items this month:

- Payments received from the County – We received the July 2023 sales tax payment this month – in the amount of 66,700.60.
- Payments from the Village – we received any EMS payments this month through the 7/12/23 billing period. This brings our total EMS revenue received to \$53,740.06 – 60% of our budgeted amount for the year.
- August Disbursements – payments going out in August over and above typical operating expenses included an increased summer payroll for summer camp and youth employment staff (approximately \$10k and \$7k, respectively) and a payment of \$14,250 for Black Diamond Trail scoping.

In addition to cash balances, the Town had investments valued at a total of \$2,403,511.75 as of August 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 August 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 August 2023 are also as expected, with the exception of higher than anticipated activity for summer camp counselors and youth employment program employees.

Bookkeeper Activities

- Finance Committee: The Finance Committee discussed the fund balance policy, 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 on youth employees in our YEP and recreation program as well as assisting with the civil service process for various positions. 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.

Highway Report September 2023

Hauled Stone Dust to Fairgrounds for Fair

Helped Village with their Salt Barn (Hauled salt and stored at Town salt shed)

T21 Replaced parts on rear axle and replaced rear brake canister

T22 received new tires all around

Helped Enfield Highway with shoulders

Mow roadside, cemeteries and town properties

Ditched Colegrove, Cayuga View roads

Mowed backside of ditch on Rice Road

Mowed around and backside of guardrail on Curry, Iradell and Buck Hill roads

Attended Training for DIG SAFE (Certified Dig Certificates)

Installed Water Meters (Radio Frequency)

IXOM replaced parts at water tank for the aerator

Worked on WD3 budget and Highway Budget for 2024

Submitted CHIPS for reimbursement



TOWN OF ULYSSES

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

Planning & Zoning August 2023 Report to Town Board

Town Board Meeting Date, 09.12.2023

Submitted by Niels Tygesen, 09.07.2023

Planning Board

The Planning Board held a meeting on August 1st to discuss the following items:

- After conducting a public hearing, the Board granted final approval for the 'Washburn 2 Lot Land Division', a minor subdivision located at 2141 Kraft Road, parcel 26.-1-6.22.
- The Board re-opened the 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 requested additional information and materials from the applicant, and left the public comment period open and continued the hearing to a future meeting.
- The Board continued their 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, and scheduled the public hearing for August 15.
- Sketch Plat Review to consider a minor subdivision of an existing 38.25 acre lot in the OTMU zone into two lots.

The Planning Board held a meeting on August 15th to discuss the following items:

- The Board opened a hearing for the 'New Women's Residential Addiction Recovery Center', project noted above. The Board requested additional information and materials from the applicant, and left the public comment period open and continued the hearing to September 5th.
- The Board continued their review of 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 and materials from the applicant was requested, and a public hearing was scheduled for September 5th.

The Planning Board met with Town Legal on August 22nd for a client attorney privilege meeting to discuss current land use projects.



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
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Board of Zoning Appeals

The BZA held a meeting on August 16th to discuss the following items:

- After conducting a public hearing, the BZA granted two area variances associated with the 'New Women's Residential Addiction Recovery Center', project noted above.
- The Board continued their review of two area variances associated with 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, requested additional information and materials from the applicant, and continued the review subject to a site visit to the subject site.
- After conducting a public hearing, the Board granted two out of the three requested area variances associated with the 'Jacksonville Park Site Plan' project, a proposal to construct accessibility improvements to Jacksonville Community Park, located at 3037 Swamp College Road, parcel 25-.6-7.

Planning Projects

- Tompkins County Hazard Mitigation Planning, discussed the [County's Debris Management Plan](#).
- 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

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

Work Activities

Insurance Related

- No significant work this period

Financially Related

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

Finance Committee

- Finance committee meetings: 9/6
- Continued Fund Balance Policy related work

Multi-year Planning

- Project dashboard development

Budget Related

- 2023 budget modifications
- Voucher review
- Various analysis of historic expenses as requested
- Youth Commission related budget support work
- Prep for 2024 budget season:
 - Board retreat 8/10 agenda and content development
 - Development of account lines overseen by Supervisor's office
 - Development of account lines in coordination with Clerk's office
 - Continued work with Department Heads regarding budget development
 - Community Organization funding application and other material content development, outward communications and subsequent communications from community organizations with questions
 - 2024 contract number process
 - Committee request communications

Asset Management

- Facilities management
 - Exterior painting project management
 - Final payment pending proof of prevailing wage
- 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

- USDOT Technical Assistance Pilot Program
 - Application submitted 8/14
 - Project element scoping, budgeting and development
 - Communications with Cornell Culvert Program, Tompkins County Soil and Water, Water Resource Institute

Stormwater Long Term Planning

- See asset management related work above

Water District 3 Related

- Working group coordination and communications
- Budget monitoring
- 2024 work plan and budget development process

General Water

- Standard form for ODU or district review and edit support

Recreation Department Administration

- County grant related admin: camp scholarship

Transportation

- No ITCTC Policy Committee meeting this month
- Communication with ITCTC Director on a variety of transportation related activities

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
- Budget development related work
- HR related matters

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

- Organization of once-a-month staff walk
- 9/5 Water Event Hosted by Lea Webb and Anna Kelles

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
 - Remote set up
 - Internet at Town Hall
- **Black Diamond Trail Scoping Project**
 - Details for ITCTC invoice development to Bookkeeper
- **DEC NPS Planning Grant**
 - Contract making and related paperwork in coordination with MRB re: initial paperwork due to the DEC
- **DEC Climate Smart Communities Comp Plan Update**
 - Work plan, budget, proof of insurance submitted and approved by DEC
 - Awaiting contract from DEC
 - 8/24 meeting with CSC Coordinator for organizational knowledge content development
- **BRIDGE NY Curry Road**
 - Preliminary conversation with design and CI engineer
 - Preliminary conversations regarding future asset ownership
- **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 submitted

Upcoming

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