

## 2023 September Highway Report

### Roadside Mowing

Mowed backside of Ditch on Rice Rd, Boyd Hill

Ditch work on Cayuga View and Colegrove Road

Cold Patched pot holes and added material to shoulders on Curry Road

Annual Inspection of Fire Extinguishers performed by Fulton Enterprise

Hearing Tests for Employees were taken at the town of Newfield

Oil and Filter Changes :

T21, T22, T10 and F550

New Air Tanks and Hydraulic lines on T21

Under coated T22, T21, F550

Cleaned Shop, Power washed equipment

Greased all equipment

Installed meters for WD3

Helped Town of Enfield with oil and stone projects

Attended Budget Meetings for Highway and Water

Finalized Budget for Highway and Water

**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for SEPTEMBER 2023**

*Submitted by Carissa Parlato*

| <b><u>LICENSES/PERMITS issued:</u></b> | <b>#</b> |
|--|----------|
| Sporting licenses                      | 66       |
| Disabled parking permits               | 10       |
| Dog licenses and renewals              | 45       |
| Marriage licenses                      | 2        |
| Plumbing permits                       | 0        |
| Address assignments                    | 4        |
| Notarizations                          | 6        |
| FOIL requests-received                 | 1        |
| FOIL requests-completed                | 4        |

| <b><u>FINANCIAL REPORT:</u></b> |                      |
|---------------------------------|----------------------|
| \$5598.50                       | TOTAL fees collected |
| \$2942.52                       | stays in the town    |
| \$2655.98                       | 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:
  - Continue transition to new billing and meter reading software
  - 2024 work plan & budget development
- Sporting Licenses:
  - Hunting license sales through Oct. 1
- Dog Census- continue to license new dogs & collect responses
- Social Media
  - Set up Facebook page and post something most days
- IT:
  - Continue weekly meetings with A2K
  - Coordinate new copier and connection to server
- Records Mgmt
  - development of 2024 work plan
  - FOIL requests- coordination with other departments to fulfill

Town of Ulysses  
September 2023 Bookkeeper Board Report  
October 10, 2023, 2023 Town Board Meeting  
Prepared by Blix Taetzsch, 10/5/2023

Greetings Board Members: I have completed the September 2023 financial statements and will share some financial highlights.

### Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 9/30/2023 were \$1,144,453.07 an increase of \$25,805.13 from the prior month. A few notable items this month:

- Sales tax payments – We received August sales tax – payments are now being received on a timely basis.
- Youth Programs – We received payment from the Village for their share of 2023 youth programs.
- AIM – We received our annual payment from NYS in the amount of \$33,545.
- Normal cash outlays for planned operating expenses.

In addition to cash balances, the Town had investments valued at a total of \$2,412,682.46 as of September 30, 2023. Second quarter earnings (realized and unrealized) amounted to a total of \$27,806.45, net of fees.

Other than cash and investments there are no significant assets or liabilities in the Town's operational financial statements, other than the liability account where the ARPA funds reside until earned and recorded as revenue – this amounted to \$313,997.89 at September 30<sup>th</sup>.

### Income Statement

Revenues through September 2023 are mostly as expected, with amounts unearned at or below the remaining 25% of the year. Some items to note:

- Sales tax revenue is recorded through August, with 30% of the budget unearned – this is slightly ahead of the annual budget.
- EMS revenue is ahead of budget, with 86% earned as of August.
- Mortgage tax is well below budget with the first of two payments being only 25% of the annual budget.
- CHIPS revenue in the highway department is not expected until later in the year.
- Building permit revenue has already exceeded the annual budget with revenue recorded through August.
- Justice Court fines and fees are running behind budget, with revenue recorded through July.

Expenditures through September 2023 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). Generally, expenditures for payroll and benefits are as expected or slightly lower than budget. Contractual spending also tends to be less than budget at this time. Overall, spending by fund is lower than the 75% of the year we have completed, with the exception of Water District 3, where a significant portion of spending is debt service which has been paid in full for the year.

Town of Ulysses  
September 2023 Bookkeeper Board Report  
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I have prepared an analytical review of revenues and expenditures as of September 30 for your review, which accompanies this report. The analytical review 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.

#### Bookkeeper Activities

- Personnel: I continue to support employees and retirees with payroll related questions and benefit administration. As observed at your last board meeting, I have successfully made the transition to enhanced reporting for the NYS Retirement System. Soon I will be gearing up for 2024 benefit enrollment.
- 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

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

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### Planning & Zoning September 2023 Report to Town Board

Town Board Meeting Date, 10.10.2023

Submitted by Niels Tygesen, 10.04.2023

#### Planning Board

The Planning Board held a meeting on September 5<sup>th</sup> to discuss the following items:

- The Board reviewed and approved a Declaration of Restriction required as part of an approved minor subdivision.
- The Board scheduled a public hearing for the 'Jacksonville Park Special Permit and Site Plan' project, a proposal to construct accessibility improvements to Jacksonville Community Park, located at 3037 Swamp College Road, parcel 25-.6-7, for September 19, 2023.
- The Board continued their hearing for the 'New Women's Residential Addiction Recovery Center' project, a proposal to construct a new two story detached building, approximately 13,617 gross square feet, for use as a 25 bed facility associated with the existing Cayuga Addiction Recovery Services on-site, and approved the special permit and site plan.
- The Board conducted a hearing for the 'Inn at Taughannock Falls Hotel Development District' project, a project that would create a new development district, and which was referred by the Town Board. The Board tabled their discussion to the next meeting.
- The Board discussed training requirements.

The Planning Board held a meeting on September 19<sup>th</sup> to discuss the following items:

- The Board opened a hearing for the 'Jacksonville Park Special Permit and Site Plan' project noted above, and left the public comment period open and continued the hearing to October 3<sup>rd</sup>.
- The Board continued their review of the 'Angelhearts Market Special Permit and Sketch Plan' project, requested additional information from the applicant, and scheduled a public hearing for October 3, 2023.
- The Board discussed the 'Gaulke Tram Site Plan' project. Determined a public hearing was not required, and would continue their review of the proposal once the BZA has issued their decision on related variances.
- The Board continued their discussion of the 'Inn at Taughannock Falls Hotel Development District' project noted above, arrived at a consensus to recommend denial to the Town Board, and directed staff to draft a final resolution for review at the October 3<sup>rd</sup> meeting.



## TOWN OF ULYSSES

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- The Board conducted a sketch plat review of the 'Filley 2 Lot Land Division' project, a proposal to subdivide the subject 49.02 acre lot into two lots; 'Parcel 1', approximately 49.02 acres, and 'Parcel 2', approximately 3.4 acres, and scheduled a public hearing for October 3, 2023.
- The Board discussed training requirements and the Town 2024 budget process.

### **Board of Zoning Appeals**

The BZA held a meeting on September 6<sup>th</sup> to discuss the following items:

- 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 their review to October 18, 2023.
- The Board discussed training requirements.

### **Comp Plan Steering Committee**

The Committee held a meeting on September 13<sup>th</sup> to discuss the following items:

- The Committee continued their review and gave input on the draft RFQ for the Comp Plan consultant.
- The Committee started discussion of the Community Visioning process for the periodic update.
- The Committee scheduled their next two meetings for October 5<sup>th</sup> and November 2<sup>nd</sup>.

### **Planning Projects**

- Long term multi-year town-wide planning cycle.
- 2024 Building, Code, Planning, and Zoning budget planning and line-by-line with Town Board.

### **Zoning Enforcement**

Ongoing research on existing code cases.

### **Miscellaneous**

- Continued outreach and interviews for members for the Comp Plan Steering Committee, Planning Board, and Board of Zoning Appeals.
- IT Town-wide training with A2000.
- 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

October 5th, 2023

Created by: Will Glennon, Recreation Director

### Adult Recreation Programming for fall

- All adult programs are underway at the TCSD facilities. Currently we have eight adult recreation programs running each week on every day except for Friday. Each program is facilitated by a volunteer coordinator. There are 158 current participants in the adult programs.
- The new yoga program, led by Leslie Rosemann, registered 20 participants for its 8 week pilot program.
- Pickleball programs; indoor-20 participants; outdoor-18 participants
- Soccer program has 14 current participants. This number will increase once the weather turns.
- Three volleyball programs have 80 participants.
- Basketball program has 26 participants.

### Fall youth programming and administration

- The fall program has three youth programs currently running (Cross-country, soccer, and tennis) with a total of 62 participants. The fall is our lightest youth programming time of the year.
- Tennis program will finish up on October 10th. The program has 14 participants.
- The Cross Country program is underway and we have received positive feedback on the new coach. The program has 16 runners and will be participating in cross-country meets throughout Tompkins County as well as hosting a meet on October 21st.
- The soccer clinic and team play program supervised by the Cornell women's club soccer team will end on October 24th. The program has 32 participants and two teams that play games on Sundays.
- The youth recreation basketball local travel program will take part in an official league beginning this winter. The league will consist of teams regionally.
- The winter program facility reservations have been submitted. I have met with the TCSD business office, the Athletic Director, and contacted the school principals about the facility reservations and all schedules should not be interrupted after January 1st.

### General administration

- The Recreation budget and EOY estimates have been submitted..

**Work Activities**

**Insurance Related**

- No significant work this period

**Financially Related**

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

**Finance Committee**

- Finance committee meeting: 10/25
- Continued Fund Balance Policy related work

**Multi-year Planning**

- Budget related multiyear planning

**Budget Related (vast majority of work this period)**

- Voucher review
- Various analysis of historic expenses as requested
- Youth Commission related budget support work
- 2024 Tentative Budget development:
  - Tentative budget data management and balancing
  - Fire & EMS meeting attendance 9/14
  - Line by line meetings with department heads
  - 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, capital planning and multi-year planning
  - 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 close out
- Continued development of:
  - Town Facilities capital plan
  - Highway equipment, paving and culvert capital plan



## **Stormwater Long Term Planning**

- No significant work this period

## **Water District 3 Related**

- Working group coordination and communications
- Budget monitoring
- 2024 work plan and budget development process
- Participation in communication with NYSDOT re: Perry City and 96 culvert replacement

## **General Water**

- No significant work this period

## **Recreation Department Administration**

- County grant related admin: camp scholarship

## **Transportation**

- Notes from 9/12/23 ITCTC meeting
  - Car share insurance on Governor's desk for signature
  - Bike share in Ithaca area is at a high use rate; use rate has mean that they need more bikes due to wear and tear--100 bikes; this program needs funding; Fernando asked that we all keep an eye out for funding programs for more bikes
  - Car and bike share in Ithaca will serve as a great model for small cities around the state
  - TCAT need drivers, admin with CDLs have been driving
- 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

### **Active Projects Update**

- **IT Related: General, Strategic Plan/Update/Modernization, IT Committee**
  - Microsoft 365 migration related work
  - Onsite hardware related work
  - Bi-weekly meetings ramping up to full IT support
- **Black Diamond Trail Scoping Project**
  - ITCTC 2.5% set aside local funding received
- **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**
  - RFP draft review
  - Awaiting contract from DEC
- **BRIDGE NY Curry Road**
  - Follow up communications to NYSDOT
- **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
- Grant Administration: Contract Making
  - CSC DEC
  - NPS DEC
  - BRIDGE NY
- IT Consultant: strategic plan execution
- Fall work plan development
- 2024 work plan development
- 2024 org meeting preparation