
Building & Code Updates

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

Plan Reviews

- 10 discussions about upcoming projects
- 18 site visits Job site check in.

Site Visits

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

CEO Activity

- 6 Foundation/Footer inspections/ 2 reinspection's
- 3 Framing inspections/ 1 reinspection's Issue resolved.
- 2 Plumbing inspections/ 1 reinspection
- 7 Final inspection/1 Reinspection
- Code research for 12 different issues approximately 10 hours
- Plan review for 1 new home builds
- Started investigation into multiple code and zoning violations.
- Follow up safety meeting with grassroots regarding 2023 festival.
- 3 C of O's – 4 C of Cs

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period November 1 – November 3, 2023

SBL	Violation	Code	Action	Status
	Erosion control		4x Site visit No issues	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 NOVEMBER 2023

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	25
Disabled parking permits	7
Dog licenses and renewals	51
Marriage licenses	0
Plumbing permits	0
Address assignments	0
Notarizations	5
FOIL requests-received	1
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$4987.50	TOTAL fees collected
\$3300.88	stays in the town
\$1686.62	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, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletters, contract management, coordinated building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos, monthly Community Leaders meeting
- Water:
 - Continued transition to new billing and meter reading software
 - Qrtly billing
- Sporting Licenses:
 - Continue to sell hunting licenses
- Dog Census:
 - paused until Feb. due to Spec Election
- Social Media
 - Share info on Facebook
- IT:
 - Meetings with A2K
 - Help transition to new email
- Records Mgmt
 - Fulfill FOIL requests- coordination with other departments to fulfill
- Special Election:
 - Work with attorney on voter registration, absentee voting, ...
 - Work with TC Board of Elections on machines, poll pads, absentee voting, various forms

Town of Ulysses
November 2023 Bookkeeper Board Report
December 12, 2023, Town Board Meeting
Prepared by Blix Taetzsch, 12/6/2023

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

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 11/30/23 were \$1,043,154.88, a decrease of \$194,035.10 from the prior month. A few notable items this month:

- Sales tax payments – We received October sales tax – payments are now being received on a timely basis.
- Disbursements: There were three payrolls in November, increasing the typical cash outlay for the month. We also made two large annual payments: NYS retirement system and the final payment for the highway department truck.

In addition to cash balances, the Town had investments valued at a total of \$2,432,939.56 as of November 30, 2023. Third quarter earnings (realized and unrealized) amounted to a total of \$27,806.45, net of fees. This brings our year-to-date realized and unrealized income on investments to \$72,490.54.

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 as of November 30th.

Income Statement

Revenues through November 2023 are mostly as expected, with amounts unearned at or below the remaining 8.3% of the year. Some items to note:

- Sales tax revenue is recorded through October, with 10% of the budget unearned – this is slightly ahead of the annual budget.
- EMS revenue is ahead of budget, with 5% unearned as of October.
- Mortgage tax is right on target with the annual budget.
- CHIPS revenue in the highway department is not expected until December.
- Building permit revenue exceeded the annual budget with revenue recorded through October.
- Justice Court fines and fees are running behind budget, with revenue recorded through October.
- Recreation Revenue has exceeded the annual budget.

Expenditures through October 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 the budget. Overall, spending by fund is lower than the 92% of the year we have completed.

Town of Ulysses
November 2023 Bookkeeper Board Report
December 12, 2023, Town Board Meeting
Prepared by Blixxy Taetzsch, 12/6/2023

Bookkeeper Activities

- Personnel: I continue to support employees and retirees with payroll related questions and benefit administration. I provided a benefit information session to all staff on November 16th. I am also working with Carissa and Michelle to develop a more formal new employee orientation process.
- Staff Training: I continue to assist with the development and delivery of staff training materials and maintain records of mandatory training for public officials and employees, including youth employees.
- Budget: I continue to update data in budget documents to support Michelle in updating budget projections and planning.
- Audit: The annual audit for 2023 is scheduled for the week of February 19th.

Town of Ulysses
Finance Committee Meeting
11/30/23; 8:00 AM

Present: Mary, Rich, Michelle, Blix

- The committee spent some time talking about mortgage tax at the start of the meeting. It is still unclear why the first payment and the second payment were so dramatically different. Michelle shared that there is a recently formed Town finance professionals' group where representatives from the County will join one of our meetings and may shed some light on this issue.
- There is a Committee Policy draft that we will be circulating with the finance committee – hopefully will be presented in the next month or two.
- Fund Balance Policy
Michelle distributed the fund balance policy document with some recommended changes. One key element of fund balance policy is to consider underfunded reserves. So, if there is excess fund balance – first priority would be to make sure reserves are adequately funded.

Michelle distributed a spreadsheet outlining each of the reserves, current funding status, and funding goal. The committee reviewed the various reserves and discussed the funding goals for each.

The Committee then moved on to discuss the proposed changes to the policy. The committee was comfortable with the target ranges for unappropriated fund balance. There was discussion about how to account for situations when unappropriated fund balance exceeds the target intentionally for a particular one-time purpose (for example, the comp plan). In this case, there would be a board resolution documenting the earmarked funds and recorded in the accounting records.

- The Finance Committee was notified of 2024 budget adjustment that will be presented for Board approval at the December 12th meeting.
- Topic for Finance Committee in January – tools that we use for budgeting

Upcoming Meeting Dates:
January 11, 2023, 8:00 am

Highway Report

Repairs:

T21 Inspection

Backhoe oil and filter change and new batteries

T10 New thermostat and blower motor

Undercoated T10, T21, T22, T23

Greased trucks

Road Maint:

Filled Potholes in various spots

Salted Roads on Nov 27th and 28th, Dec 6th and 7th

Mowed Back ditch on Rabbit Run Road

Misc:

Read Meters November 17th

Installed Meters

Completed BAC sample and Water Report

Hauled material for the village



TOWN OF ULYSSES

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

Planning & Zoning November 2023 Report to Town Board

Town Board Meeting Date, 12.12.2023

Submitted by Niels Tygesen, 12.05.2023

Planning Board

The Planning Board held a meeting on November 7th to discuss the following items:

- The Board conducted site plan review for the 'Palmer Garage' project, a proposal to construct a new 576sf detached accessory building for use as a garage, located at 14 Willow Point Road, parcel 17.-1-6, and approved the site plan.
- The Board conducted a sketch plat review of the 'Thomas 2 Lot Land Division' project, a proposal to subdivide the subject 13.4 acre lot into two lots; 'Parcel A', approximately 6.75 acres, and 'Parcel B', approximately 6.65 acres, and scheduled a public hearing for November 21, 2023.
- The Board heard a presentation from Crystyl Buck, Farmland Protection and Ag Marketing Educator with Cornell Co-op Extension, to discuss the 8-year comprehensive review and update to Ag District 2, and solicit input on specific parcels the Town thinks should be added to or removed from the district.
- The Board discussed training requirements.

The Planning Board held a meeting on November 21st to discuss the following items:

- The Board conducted a public hearing of the 'Thomas 2 Lot Land Division' project noted above, and approved the subdivision.
- The Board continued their discussion with Crystal Buck regarding the updates to Ag District 2 noted above.
- The Board conducted a sketch plat review of the 'Burruss 2 Lot Land Division' project, a proposal to subdivide the subject 12.15 acre lot into two lots, and requested additional items from the applicant.
- The Board discussed concerns with development districts, special events, tents, and noise issues.

Board of Zoning Appeals

The BZA did not conduct any business this month.

Comp Plan Steering Committee

The Committee held a meeting on November 2nd to discuss the following items:

- The Committee continued their discussion of the Community Visioning process for the periodic update.
- The Committee discussed training requirements.



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

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- Planning and prep for WinterFest participation.
- The Committee scheduled their January meeting for Thursday the 11th at 5:30 PM.

Planning Projects

- Long term multi-year town-wide planning cycle.
- Youth Internship Program and Periodic Comp Plan Update outreach – youth input/engagement

Zoning Enforcement

Ongoing research on existing code cases.

Miscellaneous

- Meeting with PW re utility-water permitting process and procedures and Debris Management Plan
- Continued outreach and interviews 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 reviews.
- Updates to webpages and applications.
- Customer support pertaining zoning information and permitting process.

Recreation Department Report

December 7, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Registration for January-June adult recreation programming opened on December 4th. There will be three volleyball programs, one soccer, one basketball, and one pickleball program.
- A second yoga session started on November 27th and will run for 4 weeks.

Winter youth programming and administration

- The youth basketball clinic began on December 2nd. The program has two sessions.
- The K-1st grade session currently has 38 participants and 2 on the waitlist.
- The 2nd-4th grade session currently has 39 participants and 6 on the waitlist.
- The travel team based basketball program has four teams for this winter and will participate in the new basketball league formed.
 - Girls basketball - 10 players
 - Boys 3rd/4th - 15 players
 - Boys 4th/5th - 10 players
 - Boys 6th - 13 players
- The basketball clinic will move to water bottles for this winter for participants of the basketball clinic.
- The basketball jerseys have been ordered for the team based program.
- A new winter track program will begin on Saturday, December 9th. The program will be coached by Bryce and Lara DeSantis. The program will train on Saturdays and take part in the winter track meets at Barton Hall, Cornell throughout the winter.

General administration

- The recreation department purchased another net in conjunction with the school district for adult recreation programming use.
- Attended the November 28th Town Board meeting

Final Recreation Registration Summary for 2023

- 1802 total registrations for 2023 youth and adult recreation programs
- 66 total individual programs offered
- 48 individual youth programs and 18 individual adult recreation programs.

Report to Town Board

Work between: 11/10 – 12/6/2023

Meeting date: 12/12/2023

Submitted by Michelle E. Wright

Work Activities

Insurance Related

- 2024 coverage applications
- Coordination with Highway Superintendent re: assets

Financially Related

- Investment related communications
- Communications regarding the establishments of Local Finance Monthly Zoom lunch meeting

Finance Committee

- Finalization of Fund Balance Policy Update
- 11/30 Finance Committee Meeting

Multi-year Planning

- No significant work this period

Budget Related

- Monthly financial statement review
- Voucher review
- 2024 Adopted Budget: modifications
- Development of tax insert

Asset Management

- IT update related work, see active projects section

Stormwater Long Term Planning

- No significant work this period

Water District 3 Related

- Working group coordination and communications
- Budget monitoring

Recreation Department Administration

- County grant related admin: camp scholarship

Bookkeeper Supervision

- Review of monthly financial statements
- Budget related work
- HR related matters
- New employee orientation development support

Compliance Related

- ADA accessibility related work for Town website

Miscellaneous/General Town Work

- 2024 Organizational Meeting: resolution development
- JCA County grant related communications
- General support for 12/6 special election
- New employee orientation development with Clerk and Bookkeeper
- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Organization of once-a-month staff walk
- FOIL request related support
- Draft policy development
- Climate Smart Communities Recertification process related activities

Transportation

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

Emergency Planning & Hazard Mitigation

- 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

General Water

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

Active Projects Update

- **IT Related: Modernization Strategic Plan Execution**
 - Continued work with IT support provider and staff
- **DEC NPS Planning Grant**
 - Status: still waiting to get contract from DEC
 - Communications regarding contract making
- **DEC Climate Smart Communities Comp Plan Update**
 - Status: contract fully executed
- **BRIDGE NY Curry Road**
 - 11/17 Initial meeting with NYSDOT and B&L
 - Contract execution follow
 - Follow up communications with Barton and Loguidice and NYSDOT
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)** Process update as of 12/7/23: with assistance from the Region 3 office, we have resubmitted the paperwork required to obtain the final payment. We hope to get it in the next few weeks.
- **USDOT Technical Assistance for Rural and Tribal Pilot Program**
 - Received notification that this project will not be funded

Upcoming

- Grant Administration:
 - CSC DEC: admin and reporting
 - NPS DEC: contract making
 - BRIDGE NY: admin and initial action steps
- End of year related activities

Meeting Notes

TCCOG's Energy Committee Zoom 11/30 3-4:30pm

Purpose: to explore how collaboration and mutual support can enhance our climate change, energy, and sustainability initiatives.

- Hailey Delisle EV Charging: County soliciting interest regarding larger local government group for installation bid
 - hdelisle@tompkins-co.org
 - Right now, they are trying to ascertain the level of interest and if the County should pursue this
 - County wide = better rates
 - Looking for "critical mass" for interest
 - critical mass not yet defined, double digits
 - Timeline not yet defined, in initial stages
 - EV charging stations
 - revenue share model
 - monthly subscription
 - turn-key solutions
- Chris Skawski Clean Energy Communities (CEC) & Jerry Sheng Climate Smart Communities (CSC)
 - Via CCE
 - Clean Energy Communities description
 - NYSERDA
 - In general: apply for action, complete action, report metrics
 - New in 2023
 - IRA Funding, "stack on top funding"

- Inflation Reduction Act: funding stream through federal money now more available for local government
 - Climate Smart Communities Coordinator
 - DEC
 - Broader topics than CEC
- Community Choice Aggregate: TCCOG will have separate webinar when they are in a place to move forward
 - Rebecca Evans provided explanation to two pathways to participate
- Alice Green Dryden
 - Going for Silver Certification
 - Upgrades to DPW office building CEC
 - Volunteer task force led many of their initiatives
- Terry Carroll
 - If municipality is looking for renovations = reach out to Terry
 - EV questions = reach out to Terry
 - Rod Howe: EV fleets for local governments—hoping County can play a frontline role in converting
 - EV arcs = all in one solar charging solution, intention to buy 3 at County facilities; they are portable so they can use during emergencies elsewhere (\$60-\$70k)
 - Fast charger at the airport
 - Green energy upgrades throughout county facilities
 - EERP: electricity emergency response plan
 - Prelim research mode re: the electric grid in the future when there are more EVs and housing is electric
 - County collected information regarding upcoming new demands for electric and gave it to NYSEG
- Ronny Hardaway
 - Village of Lansing
 - Working on bronze certification
- Rebecca Evans from City of Ithaca
 - Phase 1, 3 or 4 have been involved
 - Digital twin city
 - Flood modeling: emergency service blockages, ground materials
 - Entire County mapped
- Collaboration ideas
 - Potential for quarterly meetings
 - "lessons learned" sharing space / repertoire of knowledge