



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 October **2023**

Submitted at November 2023 Town Board Meeting

Building Permits issued		6
Plan Reviews		4
Certificate of Occupancy issued		2 C of O 3 C of C
Permits Renewed		1
Complaints Received		0
Complaints Resolved		2 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		18 0 Reinspection's
New Site Inspections		4
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		4
Fire Safety Inspections		On going
Code Training Seminars		
County Assessment, Town, DOS Reports		4
Open property in violation cases		Ongoing outreach

Property violations resolved	1
-------------------------------------	----------

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer

Building & Code Updates

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

Plan Reviews

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

Site Visits

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

CEO Activity

- 6 Foundation/Footer inspections/ 0 reinspection's
- 4 Framing inspections/ 0 reinspection's Issue resolved.
- 2 Plumbing inspections/ 1 reinspection
- 6 Final inspection/0 Reinspection
- Code research for 14 different issues approximately 18 hours
- Plan review for 2 new home builds
- Started investigation into multiple code and zoning violations Meetings with Zoning and Legal regarding 2 different properties.
- Follow up safety meeting with grassroots regarding 2023 festival.
- 2 C of O's – 3 C of Cs

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period October 1 – October 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 OCTOBER 2023

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	18
Disabled parking permits	2
Dog licenses and renewals	50
Marriage licenses	2
Plumbing permits	2
Address assignments	4
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$5490.60	TOTAL fees collected
\$4407.70	stays in the town
\$1082.90	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:
 - Continue transition to new billing and meter reading software
 - Citizen communications for DOT project
- Sporting Licenses:
 - Continue to sell hunting licenses
- Dog Census:
 - continue to license new dogs
 - collect responses
 - mass mailing paused until Feb.
- Social Media
 - Share info on Facebook
- IT:
 - Continue weekly meetings with A2K
 - Help transition to new email
- Records Mgmt
 - Fulfill FOIL requests- coordination with other departments to fulfill
- Special Election:
 - Meet with attorney
 - Manage public notices
 - Begin planning

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

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 10/31/23 were \$1,237,189.98, an increase of \$97,736.91 from the prior month. A few notable items this month:

- Sales tax payments – We received September sales tax – payments are now being received on a timely basis.
- BDT Scoping – We received payment of \$18,304 from the County for grant funds allocated to the BDT Scoping activity.
- Mortgage Tax – We received our second payment amounting to \$77,959.13. This payment was substantially more than the first, bringing our total mortgage tax revenue earned on target with the budget.
- Normal cash outlays for planned operating expenses.

In addition to cash balances, the Town had investments valued at a total of \$2,422,656.32 as of October 31, 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 October 31.

Income Statement

Revenues through October 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 September, with 19% of the budget unearned – this is slightly ahead of the annual budget.
- EMS revenue is ahead of budget, with 10.4% earned as of September.
- 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 September.
- Justice Court fines and fees are running behind budget, with revenue recorded through August.
- 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 83% of the year we have completed, except for Water District 3, where a significant portion of spending is debt service which has been paid in full for the year.

Town of Ulysses
October 2023 Bookkeeper Board Report
November 14, 2023, Town Board Meeting
Prepared by Blixxy Taetzsch, 11/6/2023

Bookkeeper Activities

- Personnel: I continue to support employees and retirees with payroll related questions and benefit administration. I will be providing 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.

Work Activities

Insurance Related

- Communications regarding obtaining application for 2024 coverage

Financially Related

- 11/9 first local Finance Monthly Zoom lunch meeting

Finance Committee

- No significant work this period

Multi-year Planning

- Budget related multiyear planning
- Highway specific multiyear planning: culverts, paving, equipment

Budget Related

- Monthly financial statement review
- Voucher review
- 2024 Adopted Budget: 10/10 and 10/24 TB mtg and related prep

Asset Management

- IT update related work, see active projects section

Stormwater Long Term Planning

- Meeting with Cornell Culvert Program and Tompkins County Soil & Water

Water District 3 Related

- Working group coordination and communications
- Participation in permit process development with multi-department working group
- Budget monitoring

General Water

- No significant work this period

Recreation Department Administration

- County grant related admin: camp scholarship

Transportation

- No significant work this period

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
- IRS electronic reporting online account set up

Miscellaneous/General Town Work

- 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

Active Projects Update

- **IT Related: Modernization Strategic Plan Execution**
 - Multiple full work days related to the Microsoft 365 migration project
 - Staff training and communications
 - Vendor communication
 - General problem solving
- **DEC NPS Planning Grant**
 - Contract review, clarification, etc. with DEC
- **DEC Climate Smart Communities Comp Plan Update**
 - Contract review, clarification, etc. with DEC
- **BRIDGE NY Curry Road**
 - Contract execution
 - Follow up communications with Barton and Loguidice and NYSDOT
 - Asset ownership planning related communications
- **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

- Grant Administration: Contract Making
 - CSC DEC
 - NPS DEC
 - BRIDGE NY
- IT Consultant: strategic plan execution
- 2024 org meeting preparation