

## Recreation Department Report

March 6, 2024

Created by: Will Glennon, Recreation Director

### Adult Recreation Programming

- Total adult recreation registrations for 2024 increased from 182 registrations for 9 individual programs to 212 registrations for 11 individual programs.
  - Adult yoga session two began on March 4th (8 participants)
  - Adult recreation volleyball clinic will begin on March 9th (24 participants).

### Winter youth programming and administration

- All basketball programs concluded in February.
- The winter track program will finish up on March 10th with the final meet at Barton Hall.
- A new session of Driver's Education will begin on March 18th. There are currently 13 registrations for 8 spots. The program is set up as a lottery.
- A new pilot (free) two-day youth wrestling clinic will run on March 7th and 9th at the elementary school. The program is set at 20 wrestlers and filled up very quickly. If the clinic is a success, another clinic will be offered later in the Month.

### General administration

- Attended the monthly youth commission meeting on March 5th.
- Summer camp registration will open March 16th
  - Programming and scheduling for summer camp
- Spring sports registration will open March 16th
- The summer camp job application will open on March 11th.
- Youth wrestling clinic will begin on March 7th.
- Inquiries into a semi-permanent location for a skateboard park.
- Application for the United Way funding is due March 31st.

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## Building & Code Updates

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Mark Washburn, NYS CEO, Certification No. 1020-0364 February 1 - February 29, 2024

### Plan Reviews

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- 8 discussions about upcoming projects
- CARS plan review is completed. Third party review complete on same project/ Comments Sent
- Plan review site visits for multiple permits issued

### Site Visits

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

### CEO Activity

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- 4 Foundation/Footer inspections/ 0 reinspection's
- 3 Framing inspections/ 0 reinspection's
- 2 Plumbing inspections/ 0 reinspection
- 3 Final inspection/1 Reinspection
- 3 Mechanical inspections / 0 reinspection's
- Code research for 12 different issues approximately 16 hours
- Attended Code enforcement training 8 hrs on Energy plan review for Residential and Commercial buildings Clean energy points available with this training
- 7 permits issued Total cost = 426,443.00  
Total in permit fees = 2,894

## Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period February 1 – February 29, 2024

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 FEBRUARY 2024**

*Submitted by Carissa Parlato*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	1
Disabled parking permits	9
Dog licenses and renewals	43
Marriage licenses	0
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
6372.33	TOTAL fees collected
6313.89	stays in the town
58.44	goes to the state

**CLERK's OFFICE TASKS:**

- **General:**
  - 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
- **Tax Collection:**
  - Continue collections at a much slower pace than in January
  - Settle current collections with county
- **Water:**
  - Continued transition to new billing software and meter reader in coordination with DPW
  - Set up new bank acct to receive credit card payments for more efficient reconciling
- **Social Media & website**
  - Continue to build a Facebook following- up to 213
  - The post regarding preliminary assessments got the most views
- **IT:**
  - Meeting with A2K and MEW on new email filter (Barracuda)for virus protection
  - Check filter weekly
- **Records Mgmt**
  - Fulfill FOIL requests- coordination with other departments
  - Look into email use policies
- **Cross reconciliation of bank statements with Bookkeeper**
  - Reviewed bookkeepers' stmts



## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886  
townofulyssesny.gov

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

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### Planning & Zoning February 2024 Report to Town Board

Town Board Meeting Date, 03.12.2024

Submitted by Niels Tygesen, 03.01.2024

#### Planning Board

The Planning Board held a meeting on February 6<sup>th</sup> to discuss the following items:

- The Board continued discussion from September 19, 2023 and January 8, 2024 for the 'Gaulke Tram Site Plan' project, and approved the proposed site plan.
- The Board conducted a public hearing for the 'Burruss 2 Lot Land Division' project and approved the subdivision.

The Planning Board held a meeting on February 20<sup>th</sup> to discuss the following items:

- The Board conducted a sketch plat review of the 'Hamilton 2 Lot Land Division' project, a proposal to subdivide the subject 18.67 acre lot into two lots.

#### Comp Plan Steering Committee

The Committee held a meeting on February 7<sup>th</sup> to discuss the following items:

- The Committee discussed the RQF process for a consultant and extended the submission deadline to March 8, 2024.
- The Committee appointed Liz Weatherby as the Committee's primary Spokesperson with Roxanne Marino as an alternate.
- The Committee continued discussions related to public engagement.

#### Board of Zoning Appeals

The BZA held a meeting on February 21<sup>st</sup> to discuss the following items:

- The Board discussed an area variance application by Forevergreen Housing LLC related to a stormwater detention facility located on their property that was identified by Thompkins County as a local wetland. The Board determined the feature was not a wetland and that the applicant did not need an area variance.
- The Board appointed Bob Howarth as Vice Chair of the BZA for 2024.



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### **Planning Projects**

- Long term multi-year town-wide planning cycle.
- Publication and re-notification of the Comp Plan Consultant RFQ.
- Pro-Housing Community Round Table meeting with State, Regional, and Local officials regarding the State's Homes and Community Renewal Office program for designation and potential future financial resources.

### **Zoning Enforcement**

Ongoing research on existing code cases.

### **Miscellaneous**

- Stormwater Coalition Meeting with Tompkins County DPS, DEC, and other local jurisdictions
  - Coalition contract
  - MS4 General Permit and NOI Submissions
  - Illicit Discharge Detection and Elimination (IDDE) trainings
  - Stormwater pond maintenance trainings
  - Post-Construction practices
- Continued outreach and interviews for members for the Planning Board and BZA.
- Building, Planning, and Zoning permit reviews.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.
- Customer support pertaining zoning information and permitting process.

**Work Activities**

**Insurance Related**

- Coverage clarification work for specific Town activities

**Financially Related**

- Monthly Local Finance meeting
- ARPA / SLRF related training
- Annual audit related tasks
- End of year wrap up related tasks: reserve funding, end of year estimate analysis, fund balance related

**Finance Committee**

- 2/29 meeting prep
  - Committee notes available to Town Board on SharePoint

**Multi-year Planning**

- ARPA related work activities as it relates to the Town's multi-year capital and project planning

**Budget Related**

- 2023 end of year related activities in coordination with Bookkeeper
- Monthly financial statement review
- Voucher review

**Asset Management**

- IT update related work, see active projects section
- Town Hall facilities: replacement of ERV filters, ordering new; HVAC system programming related

**Stormwater Long Term Planning**

- Software demo for stormwater and asset planning

**Water District 3 Related**

- Working group coordination and communications
- Budget monitoring

**Bookkeeper Supervision**

- Review of monthly financial statements
- Budget related work
- HR related matters: development of staff resources page

**Miscellaneous/General Town Work**

- Safety related follow up and communications for Town Hall
- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Organization of once-a-month staff walk
- Climate Smart Communities Recertification process related activities
- Southern Tier Central Leadership Conference committee related

**Transportation**

- BRIDGE NY Culvert Review Team

**Procurement Related Updates**

- 2/12 Bidnet demo

**General Water**

- GrassRoots proposed water district related

**Compliance Related**

- 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

**Safety Committee**

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

**Recreation Department Administration**

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

## Active Projects Update

- **ARPA Use of Funds Decision Making Process**
  - Timeline and process development
  - Rating matrix development
  - Averaging use of funds ratings
  - Information gathering and other related administrative and multi-year planning work
- **IT Related: Modernization Strategic Plan Execution**
  - Onsite IT related administration
  - Continued work with IT support provider and staff
  - Email security system “Barracuda” launch and related process documentation and communication
  - Communications regarding billing and contract related issues
- **DEC NPS Planning Grant**
  - Update from MRB:
    - In November 2023 MRB took photos, surveyed, and performed assessments of each culvert. This information will be used for the Engineering Feasibility Study/Design Report that is required for the Planning Grant. This report requires an existing condition graphic of each location. Those graphics have been prepared and are available upon request.
    - Another DEC report requirement is to provide justification for the recommended culvert repair and replacement elements and why they were selected. To justify the replacement of each culvert, they have been modeled to see what hydraulic limitations they provide. Each culvert has been modeled based on reports generated by StreamStats. StreamStats is a program provided by the US Geological Survey (USGS) that can generate an estimate of flow statistics of an analysis point by delineating drainage areas, gathering basin characteristics, and a variety of other parameters.
    - Each culvert has been modeled during 50 and 100-year storm events. The low point of the centerline of the road in the vicinity of the culvert was used to determine if the road would be overtopped during each event. The Planning Grant outline provides the NYSDOT Highway Design Manual as a resource. Chapter 8 of this manual provides flood risk management guidelines for culverts. Each culvert was checked against these guidelines as well to see if they meet the guidance criteria. A summary of the findings from the hydraulic analysis of each culvert
  - Contract status: DEC contract fully executed
- **DEC Climate Smart Communities Comp Plan Update Grant**
  - RFQ related activities
  - Contract status: DEC contract fully executed
- **BRIDGE NY Curry Road Culvert Replacement**
  - Related communications with B&L
  - Update from B&L
    - Coordination with survey sub-contractor who will be on site in the next few weeks
    - Coordination with the soil boring sub-contractor which is likely more than a month out
    - B&L has had direct contact with Region 3 about forward movement with this project
  - Contract status: waiting for NYSDOT fully executed contract

## Upcoming

- ARPA Use of Funds projects
- 2024 Work Plan development and finalization
- Budget process development
- Grant Administration:
  - CSC DEC: admin and reporting
  - NPS DEC: contract making
  - BRIDGE NY: admin and initial action steps



## Meeting & Training Notes

### ITCTC Planning Committee

2/13/2024 1-2pm

- Bike Walk Tompkins
  - Bike safety programming
  - 803 Cascadilla: free bike repair location
- ITCTC 2024 budget approved
- Unified Planning Work Program (UPWP) for 2024-2025
  - Main task = updating long range plan (heavy admin work load)
  - Big project = update of the transportation improvement program kick off in the fall
    - Call for projects will come in fall
  - TIP implementation throughout year
  - Other updates of other transportation efforts
    - Bike share has obtained more bikes and working with Cornell to coordinate at a higher level
    - Go-Ithaca: transportation event organization are making moves to become 501-C3
  - Examples of projects funded for this year:
    - TCAT hardware and route planning software
    - County planning management and technical assistance to coordinated transportation, mobility management, etc.
    - Gadabout
      - Software project – trip scheduling and dispatch platform
      - 12 replacement Buses
    - TCAT
      - Operating assistance
      - Transit Facility Rehabilitation
      - Low or No Vehicle Emission Program: project purchases six battery-electric 40-ft. transit buses; four battery-electric under 30-ft. transit buses; two battery charging systems & workforce development activities
- Directors Report
  - Tompkins County Trails Strategy 2023 Update
    - Located here: [https://tompkinscountyny.gov/files2/itctc/Trails/Priority\\_Trails\\_Strategy\\_12-2023-FINAL.pdf](https://tompkinscountyny.gov/files2/itctc/Trails/Priority_Trails_Strategy_12-2023-FINAL.pdf)
  - Census federal classification changed from population density to housing density: federal level classification process is making progress

Feb 2024

**Road Maintenance:**

Ditched Rice Road and Colegrove Road

Installed Driveway Pipe on Van Dorn's Corners Road

Cold Patched Various spots

**Snow Events:**

February 14<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> and the 29<sup>th</sup>

All Minor events

**Repairs:**

T1 New Brake Pads

T21 New Axle U-bolts

T23 New power switch (Covered under warranty)

**Misc:**

Hauling Item 4 to shop for stock

Installed 2 Water Meters

Read Meters on February 22<sup>nd</sup>

Gaggle pumped Sewer / Oil separator

Picked up Garbage that was left/put there by someone under bridge at West Seneca Road  
(Resident Complaint)

Scott Stewart completed UDig training for certified excavator program