

May 2024 Youth Services Report (Rachel)

Youth Employment:

May was nearly 100% focused on youth employment.

By the May 18 deadline, we received 29 applications. And after the application deadline closed, I heard from nearly 10 additional youth and/or parents. Lots of people looking for jobs.

I conducted those 29 interviews, and have been able to place 14 or possibly 15 youth in jobs at these locations:

Tburg Summer Rec Camp
Taughannock Park
Jenny Creek Flowers
Main St. Market
Trumansburg Library
Bet the Farm Winery
Floating Classroom
Trumansburg Community Nursery School

It's been challenging this year to decide how to distribute jobs. At a future meeting, I'd like to discuss some aspects of the program with the youth commission- it may be that the budget can't do as much as it once did, or perhaps I am wanting it to do more than it can. I'm seeking clarification, or wanting to revisit/discuss who the program is meant to serve, and what is the best way to structure it. And also discuss best or new ways to create or uncover job opportunities and growth opportunities.

On the positive side, I was able to facilitate a number of connections that I think will be very worthwhile and beneficial.

Training:

Via Tompkins County Youth Services, attended a virtual presentation (Dr. Elizabeth Henry, MD FAAP) and community discussion: "The Effects of Social Media on Our Youth and Communities" on May 22. Worthwhile for me as a youth services provider and a parent.

Other:

Supporting the onboarding of Zak Kozlowski and his initial programming.

Highway Report June 2024

Road Work:

Repaired shoulders on

Curry Road, Pennsylvania Road, Mekeel Road

Cold Patched various spots, mostly to repair edges of the road

Installed Driveway Pipes (Curry Rd and Van Liew Rd)

Worked with Tompkins County Soil and Water to hydroseed where we ditched, (Colegrove Rd, Garrett Rd, Rice Rd, Curry Rd)

Put 45 MPH signs up on Garrett Rd and Curry Rd after speed study was completed by NYS DOT.

Put up Bee City Signs and Right to Farm Signs on NYS DOT Roads 96, 89 and 227.

Cleaned up tree on Rabbit Run rd that fell due to weather

Removed Debris from Cross Pipes in numerous areas to help avoid blockage.

Mowed Roadside

Ditched Van Dorn's Corners Road.

REPAIR:

Air Leak in T22 and T21

Tires for F550

Oil Change (Water Truck)

New Blades for the Zero Turn

Bearings for the Tiger Flail (Roadside Mower)

MISC:

Haul Item 4 and Gabions

Weed Eat all Fire Hydrants

Installed LED Lights at Highway Barn

Attended Highway School

BAC Sample and Water Report

Training at Town Hall

Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 May 1 -May 31, 2024

Plan Reviews

- 8 discussions about upcoming projects
- 15 permit review
- 8 pre permit site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 4 Site meetings with contractors

CEO Activity

- 7 Foundation/Footer inspections/ 0 reinspection's
- 4 Framing inspections/ 1 Issue resolved during inspection
- Plumbing inspections/ 0 reinspection
- 6 Final inspection/0 Reinspection
- Code research for 12 different issues approximately 10 hours
- CARS permit on hold for SWP review
- Attended meeting with Zoning and Property owner regarding new home build
- Investigation of DD violations Photos taken, building code violations letter written for
- Investigated and reviewed Operating permit and Food truck regulations.
- New operating permit and food vendor applications. Sent for Legal review (waiting on response)
- 3 Fire inspections completed
- Out reach in regards to Fire inspections ongoing and multiple appointments scheduled

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period May 1 – May 31, 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	Investigating owner
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

10 Elm Street, Trumansburg, NY 14886

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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 May **2024**

Submitted at June 2024 Town Board Meeting

Building Permits issued		8
Plan Reviews		10
Certificate of Occupancy issued		2 Cof O Temp 4 C of C
Permits Renewed		0
Complaints Received		0
Complaints Resolved		0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		24
New Site Inspections		8
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		12
Fire Safety Inspections		3 Complete / 0 reinspection
Code Training Seminars		0
County Assessment, Town, DOS Reports		4
Open property in violation cases		2

Property violations resolved

VALUE OF PERMITS ISSUED: 326,494.00

Building Permit fees collected for month: \$3,453.00

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer



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Town of Ulysses Clerk's Office
MONTHLY REPORT for May 2024

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	13
Disabled parking permits	2
Dog licenses and renewals	83
Marriage licenses	2
Notarizations	6
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$8418.16	TOTAL fees collected
\$8016.78	stays in the town
\$401.38	goes to the state

CLERK's OFFICE TASKS:

- General/routine tasks:
 - mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, notary services, licensing (marriage, dog, sporting) and disabled parking permits, collect building & zoning fees, weekly Supervisor/Clerks office meetings, weekly e-newsletters, building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
- Habitat Nature Preserve Committee:
 - Bird/spring plant walk- May 19 at 9am with Marvin Pritts and Marc Devokaitis. 6 people attended.
 - Began investigating Tompkins County grant for boardwalk/bridge maintenance/construction, signage, benches, etc.
- 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 between Clerk & Bookkeeper
 - Uptick in requests for final reads due to property transfers
- Social Media & website
 - Continue to share town & other municipal news
- IT:
 - Internal meetings to discuss phone project
 - Check spam filter weekly
- Records Mgmt
 - Fulfill FOIL requests- coordination with other departments
 - Go through boxes of old files, dispose/keep/organize what's needed
 - Scan permanent files
- Cross reconciliation of bank statements with Bookkeeper
 - Reviewed bookkeepers' stmts
- Safety Committee
 - Held quarterly meeting on May 13
 - Discussed building security and incidents since Feb. meeting



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Planning & Zoning May 2024 Report to Town Board

Town Board Meeting Date, 06.11.2024

Submitted by Niels Tygesen, 06.03.2024

Planning Board

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

- The Board conducted a public hearing and approved the preliminary plat for the 'Bartishevich 3 Lot Major Land Division', a proposal to subdivide the existing 17.72 acre lot into 3 lots.
- The Board conducted a public hearing and approved the site plan for the 'Nieuwendyk Accessory Structure', a proposal to construct a new detached accessory building approximately 576sf with a covered 8' deep patio.
- The Board continued their review of a request to amend the zoning code related to DD8, approved the proposed site plan, and made a recommendation to the Town Board to amend the zoning code.
- The Board continued previous discussions regarding amendments to the map for Ag District #2.

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

- The Board continued their review of the 'Bennett 2 Lot Land Division', a proposal to subdivide the existing 1.56 acre lot into two lots, and issued their SEQR determination.
- The Board continued their review of the 'Kearl Site Plan Amendment', a proposal to permit civil work within the HpE steep slope overlay including grading, excavation, and fill of approximately 50cy, retaining walls, steps, rip-rap, gabions, and realignment of the driveway, and kept the public hearing open.
- The Board discussed annual training for the year.
- The Board continued previous discussions regarding amendments to the map for Ag District #2 and ways to liaise better with the Town Board, and passed a resolution requesting invitation from the Town Board to the Planning Board when there are items on the agenda germane to the Planning Board.

Comp Plan Steering Committee

The Committee held a meeting on May 9th to discuss the following items:

- The Committee discussed the submission proposals and interviews of consultants related to the RFQ.
- The Board discussed annual training for the year.
- The Committee continued discussions related to public engagement.



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Board of Zoning Appeals

The BZA held a meeting on May 15th to discuss the following items:

- The Board considered requests for the 'Hamilton Area Variance' to reduce the minimum lot width, reduce a side yard setback, and to reduce a rear yard setback associated with a proposed plat to subdivide the existing 18.67 acre lot into two lots. The Board requested additional information from the applicant and discussed holding a hearing on the proposal in June.
- The Board discussed annual training for the year.

Planning Projects

- Tompkins County Housing Needs, meeting with Tompkins County and local municipal planners/officials regarding housing issues in communities, and tools and solutions available.
- Youth Internship Program and Periodic Comp Plan Update outreach – youth input/engagement.
- Students with the Youth Internship Program, CPSC members, and staff attended the Earth Day celebration at the Farmer's Market on April 20th to engage the public on the Comp Plan update.

Zoning Enforcement

Ongoing research on code enforcement cases.

Miscellaneous

- Hazard Mitigation Meeting with Tompkins County and other local jurisdictions: Jessica Verfuss from Tompkins County Department of Emergency Response discussed items related to emergency planning and the County's update to the Comprehensive Emergency Plan; FEMA's proposed FIRM maps are anticipated to be adopted and official by Q1 2025 but could be sooner, DEC will distribute a draft local law in the future for the Town to consider related to the updates.
- Town staff training on MS 365 items.
- Building, Planning, and Zoning permit reviews.
- Customer support pertaining zoning information and permitting process.
- Continued outreach for alternate members for the Planning Board and BZA.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.

2024-03 Recreation Monthly Report

June 2024

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- The adult recreation pickleball programs have ended.
- The fees proposed by TCSD have not been communicated as of June..

Spring Youth Recreation

- Spring track ended on Tuesday, May 28th. The program had 98 registrations and there are potential changes in place for future programming.
- Tball programs ended on Thursday, May 23rd.
- The baseball coach pitch, hybrid, and kid pitch programs will end on June 8th.
- The tennis program will end on June 15th.

Summer Camp

- The camp will be rehiring 13 employees from last summer. Interviews have been completed and offers have been made and accepted by six new staff for this summer. Two more offers have been made for part-time counselors, these have not been accepted yet. Additional interviews have been scheduled for part-time and substitute counselor positions.
- Training for CPR/First aid for the summer is scheduled for June 22nd. The camp training will also be held on June 22nd.
- Permits have been submitted for payment for swimming at both Taughannock Falls and Wakins Glen state parks.
- Reservations have been completed for the three summer field trips for 2024.
- All six weeks of summer camp are sold out.

General administration

- The annual report for the United Way funding was submitted on May 20th.
- Paperwork for returning employees

Work Activities

Financially Related

- Support to departments for budget related matters

Finance Committee

- Fund balance policy update: Town Board adoption at 5/28 meeting
- Prep associated with 5/22 meeting

Budget Related

- Voucher review
- Budget Document and Department Budget Request Worksheet formatting improvements and updates

Asset Management

- Fixed asset data management in coordination with Bookkeeper
- IT update related work, see active projects section
- Project planning: scoping and estimate work for priority projects
 - Town Barn facilities
 - Town Hall facilities

Stormwater Long Term Planning

- Project estimate and scope related communications as part of ARPA use of funds investigation
- Communications with Tompkins County Soil and Water regarding potential field work for culvert data

Water District 3 Related

- Working group coordination and communications
- Budget monitoring
- 2025 budget prep

Bookkeeper Supervision

- Review of monthly financial statements

Miscellaneous/General Town Work

- 2024 work plan development
- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Organization of once-a-month staff walk
- Training day administration for 6/6
- Contract related review, general support and related communications
- Procurement related work
- Insurance related communications

Active Projects Update

- **ARPA Use of Funds Decision Making Process**
 - Proposed project scope and estimation related work and communications
 - Scoping and estimation administration and communications for the following projects:
 - Town Hall Safety Renovations
 - Parking Lot Design and Engineering Services
 - RFQ development and release
- **IT Related: Modernization Strategic Plan Execution**
 - Staff meeting 5/16
 - Phone system modernization site prep meetings and project kick off meeting 6/4
 - Onsite IT related administration
 - Continued work with IT support provider and staff

- Email security system “Barracuda” launch and related process documentation and communication
- Billing and contract related communications
- **DEC NPS Planning Grant**
 - Review of draft report
 - Communications with MRB regarding draft report
 - Contract status: DEC contract fully executed
- **DEC Climate Smart Communities Comp Plan Update Grant**
 - RFQ respondent administrative and contract analysis
 - Contract status: DEC contract fully executed
- **BRIDGE NY Curry Road Culvert Replacement**
 - Project life cash flow development
 - Related communications with B&L
 - 5/16/24 meeting**
 - Present: Wendell, Scott S., Michelle W.
 - Completed work to date:
 - Survey
 - Soil boring
 - In the works: environmental survey
 - Next phase: design criteria developed and finalized
 - Contract status: NYSDOT fully executed contract received 4/12/24

Upcoming

- Phone system upgrade
- 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

Town of Ulysses
June 2024 Bookkeeper Board Report
June 11, 2024, Town Board Meeting
Prepared by Blixxy Taetzsch, 6/5/2024

Greetings Board Members: Accompanying this report are the May 2024 Financial Statements, which are referenced in my narrative. Next month, with the June financial statements, I will provide a detailed financial analysis.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 5/31/2024 were \$1,136,168.80, an increase of \$94,390.09 from the end of April. A few notable items to comment on for this month, and the first quarter of the year:

- Sales tax payments are coming on a timely basis, having received payments through April as of the end of May.
- There were larger than usual cash outlays in May, due in part to three payrolls being processed rather than the typical two. Additionally, annual payments were made to community organizations funded in the 2024 budget.
- \$250,000 of investments matured in May as planned to fund cash flow needs. This is why cash increased despite the increase in cash outlays.

In addition to cash balances, the Town had investments valued at a total of \$2,947,593.96 as of May 31, 2024. As of March 31, \$25,565.64 was recorded in interest and earnings across funds, representing the first quarter 2024 realized and unrealized earnings on investments. Earnings will be updated again at the end of June.

Income Statement

Revenues through May 2024 are as expected. You will primarily see tax revenue, with some revenue coming from the County and the Village for snow and ice and emergency services, respectively. Sales tax payments have been received through April.

Expenditures through May 2024 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). As noted above, May included higher than usual cash outlay due to three payrolls, and annual payments to community organizations.

Bookkeeper Activities

- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. I have also begun the process of hiring for summer camp, and in June we will be completing our hiring processes for the summer camp, and youth employment programs.
- Finance Committee: The Finance Committee met on 5/22/24 and finalized their work plan for the year. In addition, the final version of the fund balance policy was recommended for board approval. I also prepared a detailed analysis of compensation and benefits from other public entities to provide data for the next union contract negotiation. Finance committee notes are available to the Board for review in SharePoint.