

October 1, 2020

Town of Ulysses  
Gloria Cassetti  
Bookkeeper Report  
**July - September 2020**

The entire month of July was dedicated to the internal audit performed by Insero & Assoc. Normal duties were performed around the audit.

### **July 2020**

- June 2020 monthly close and financial reports completed and distributed
- Processed payroll #14 & 15 and distributed.
- Monthly COBRA billing to former employee.
- Quarterly retiree Insurance Billing
- Quarterly retiree Insurance re-imbusement
- Quarterly Disability and PFL Audit and payment
- Quarterly PERMA Report
- Daily deposits.
- NYSLRS reporting for June
- Monthly pre-pays completed and mailed.
- Monthly vouchers completed and mailed.
- On board Youth Employees for Summer 2020 session.
- Compiled numerous documents for CPA audit. Documentation included items from FY 2018 & FY 2020.
- Numerous correspondence with CPA and MEW regarding audit.
- Work on Dept Budget Worksheets for distribution.
- Reconcile Water accounts and produced Journals for review re: same

### **August 2020**

- July 2020 monthly close and financial reports completed and distributed
- Processed payroll #16 & 17 and distributed.
- Monthly COBRA billing to former employee.
- Daily deposits.
- NYSLRS reporting for July
- Monthly pre-pays completed and mailed.
- Monthly vouchers completed and mailed.
- Create Journal Entries for 6-month CD investment maturation for all reserve account. Review with MEW and Enter into WLB.
- Create correcting water journals and enter accordingly.

## **September 2020**

- August 2020 monthly close and financial reports completed and distributed
- Process payroll 18 & 19
- Monthly COBRA billing to former employee.
- Daily deposits.
- NYSLRS reporting for August
- Monthly pre-pays completed and mailed.
- Monthly vouchers completed and mailed.
- Coordinate NYSLRS Signups for Youth Programs and implement same
- Enter real time transactions into WLB
- Refine bank recon excel document to better serve cross auditing purposes & to provide real time banking activity to newly designed dashboard.
- Preliminary year end phone meeting with Ted at WLB regarding CPA Audit generated Journal Entries.
- Prep 2020 FYE action item document.
- Refine Water recon document.
- Multiple Resolution Journal Entries created and confirmed with Ted at WLB.
- Refine and implement proper hard copy documentation filing.

## **Status of Projects**

Real time accounting – Created document to track individual bank registers that feed into a central dashboard. This has helped streamline the month end process as well as provide a central document location for the reconciliation process.

The dashboard also has a section that captures the monthly revenues and expenditures of each fund. The end goal is to have this dashboard available to the board as a quick reference to the more detailed monthly financial reports.

## **Future Projects and Goals**

- Departmental Dashboard.
- Refine employee onboarding process
- Refine voucher review process.

#### Budget

- Worked with Michelle E. Wright to prepare Tentative 2021 budget and overview
- Submitted 2021 Tentative Budget on 9/29/20
- Worked with Michelle to provide 10/1/20 overview for Town Board
- Notified staff re: budget recommendations and to arrange for attendance at upcoming review sessions
- Prepared brief budget summary for List Serve, which was re-printed by the Free Press
- Requested updated sales tax figures from the County
- Requested and reviewed ambulance billing data to determine possible fee increases

#### Union Negotiations

- Continuing negotiations for 2021. An executive session may be needed after 10/13 meeting

#### Water

- Researched and prepared background information on WD#1 and reviewed re-stated Agreement with CARS
- Working on updating calculations on water units for WD#1 for budget and Assessment office tax billing
- Worked with Carissa, Michelle, and Councilman Boggs on WD#3 budget

#### Staffing/ Program Administration

- Updated staff on status of budget and preparation for budget reviews
- Briefly discussed plans for updating Comprehensive Plan with Planner
- HVAC- met with Michelle and Roxanne Marino re: close out of grant and reporting
- Middle School Program- worked with Will Glennon, Ethan Crampton and Michelle E Wright to be sure we had staff hiring protocols in place and liability coverage for the COVID-19 community-based education/support program
- Provided background information on Recreation Program to Youth Commission
- Reviewed water and waste system work and invoices related to Jacksonville Park Restroom Project

#### Enforcement

- Convened a meeting with enforcement attorney Robert Sarachan, Planner and Code Enforcement officer to clarify protocols for assuring successful enforcement efforts and outlined next steps on a long-term violations case.
- Updated the budget to reflect Town Board priority on increased enforcement
- Notified County Human Resources re: intention to change the enforcement position title to include zoning as well as building and fire inspections to determine next steps
- Requested and received a more comprehensive report from the Fire Inspector

#### Energy/ Environment

- Met with NYSEG representative and Terry Carroll from CCE and CSAC re: Streetlight LED conversion options to prepare Town Board resolution on next steps.
- Reviewed reports from Cayuga Lake Intermunicipal Organization (CLIO), Water Resources and Community Science Institute services.

#### Comprehensive Planning

- Reached out to County Planning to explore help with updating Comprehensive Plan data.

#### Community Meetings/ Public Information

- Hosted Community COVID call
- Participated in County COVID and Budget update calls

- Participated in two broadband meetings re: expanding internet access to all in Tompkins County
- Worked with Carissa on Election information Ad for Shopper
- Provided items for List Serve newsletter
- Attended Jacksonville Community Association Board of Directors as Town liaison
- Shared a non-partisan video on how to register to vote in Tompkins County with High School Principal to encourage young people to register and vote
- Responded to Trumansburg Community Recreation's request to have independent community recreation programs advertised and offered through our online registration program. Consulted with insurance company re: liability. Provided background information to Youth Commission.

#### Constituent Contact

- Followed up with Krums Corners resident re: next steps for petitioning re: speed reduction for safety.
- Took Grassroots inquiry re: water district to attorney for background opinion.



**TOWN OF ULYSSES**  
10 Elm Street, Trumansburg, NY 14886  
ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232    supervisor@ulysses.ny.us  
Town Clerk (607) 387-5767, Ext 221      clerk@ulysses.ny.us

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Activity Report  
Town of Ulysses Fire Inspector  
Lucas Albertsman  
September 2020

Fire Inspections	3
Invoices sent out	2
Notices sent	18
Operating permits issued	6



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Building & Code Enforcement Office  
607-387-9778 ext. 231

**Buildings & Code Enforcement Report for *September 2020***  
SUBMITTED AT OCTOBER 2020 TOWN BOARD MEETING

Building Permits issued	11
Plan Reviews	14
Certificate of Occupancy issued	4
Certificate of Compliance issued	8
Complaints Received	0
Complaints Resolved	0
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	26
New Site Inspections	11
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	3
Fire Safety Inspections	
Code Training Seminars	9f code class Last Class
County Assessment, Town, DOS Reports	1
Open property in violation cases	4
Property violations resolved	1

**Value of Permits issued: \$307863.00**

**Building Permit fees collected for month: \$1691.00**

Respectfully Submitted,

*Mark Washburn*

Mark Washburn – Building & Fire Code Enforcement Officer

Recreation Department Report  
October 10, 2020  
Created by: Will Glennon, Recreation Director

### **Current Programs:**

#### **Fairgrounds Middle School Program:**

Officially called the Trumansburg Community School-Day Program, in conjunction with Cornell Cooperative Extension Rural Youth Services, Paul Pennock, and support from the Trumansburg middle school, has offered a five-week pilot program for middle school students to support the community for the hybrid school model.

The program runs Monday - Thursday and is designed as two two-day programs for the students that are only attending school two days per week. The current cost of the program is \$30 per/two days. The daily activities include academic support and recreation. The Internet has been provided at no cost from Trumansburg Telephone.

The attendance/registration started at four and increased to a maximum of 13 per session.

The initial five weeks of the program at the Trumansburg Fairgrounds is set to end on October 15th. The Cayuga Nature Center has offered their space for rent over the late fall to early spring months to continue the program. Next session of the program is set to begin on Monday, October 26th. The week of October 19th will be used to evaluate the program and recruit students.

Additional funds for the program have been raised through Cornell Cooperative Extension, the individual efforts of members of the Youth Commission, and the generosity of the Trumansburg Education Foundation.

### **Recently concluded program:**

#### **Movie night series:**

The three movie series concluded on September 11th. The three movies offered were *North by Northwest*, *The Goonies*, and *Sing*. The series was supported by the Town of Ulysses (financial support and staffing), the Trumansburg Conservatory of Fine Arts (staffing, logistical support, and 24' inflatable screen) and the Trumansburg Library (projector).

Community members were encouraged to register to attend through RecDesk. Contact tracing for the event was conducted through both RecDesk and in-person logs.

The attendance for the events ranged from 23-32.

Total cost of the three movies was \$1050.00 and licensing was provided through Swank Motion Pictures INC.

**Future initiatives:**

Responding to the request from Trumansburg Community Recreation to the Town of Ulysses and the Recreation Department concerning becoming the hub for recreation programming information and opportunities in the community and the use of RecDesk for information dissemination and registration.



## Highway Report Oct 2020

Dead Trees on Wilkins road and Cayuga street

Removed large branch from damaged tree at Jacksonville Park

Clean Shop

Shoulder work on various roads

Mowing back wherever we can

Bill Austen is working on T10, Replacing King Pins, Drag links, Front Springs, Air Tanks and muffler

Undercoated New Mack Truck T22

Painted the Salt Shed

Working on Budget for 2021

**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for SEPTEMBER 2020**

*Submitted by Carissa Parlato 10/6/20*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	80
Disabled parking permits	7
Dog licenses and renewals	62
Marriage licenses	5
Plumbing permits	1
Address assignments	0
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
\$5831.00	TOTAL Collected for fees & licenses
\$1386.21	stays in the town
\$4444.79	goes to the state

**CLERK'S OFFICE TASKS:**

- Routine tasks:
  - retrieved, sorted, vouchered mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, mailed and posted dog licenses, issued disabled parking permits
- Emergency tasks during COVID-19:
  - Took part in periodic meetings with county health dept., community leaders, town staff
  - Assisted in review and update of Reconstitution of Operations Plan
  - Sent weekly listserv messages to residents
  - Ensure that visitors entering adhere to protocols

**WATER DISTRICT TASKS:**

- Continued weekly water meetings with Deputy Supervisor, Supervisor & Councilperson Boggs to work on updating/creating water procedures and the 2021 budget.
- Researched historical of water charges for budgeting break out details
- Updated water accounts as properties sold and meters were upgraded
- Completed annual water unit determinations for Water District 3 to be used for breakdown of O&M and debt service charges on tax bills
- Tracked water usage/consumption/billing for annual spreadsheet

**SAFETY COMMITTEE:**

- Announced annual staff trainings & deadline, documented completions

**COMMITTEES/ASSOCIATIONS:**

- Health Consortium- Joint Committee on Plan Structure & Design:
  - Attended August virtual meeting

**COURT ASSISTANCE:**

- Deputy Clerk assisted during court days- checked in defendants and attorneys, took temperatures, disinfected all surfaces between defendants

**LED LIGHTING UPDATE:**

- Ordered additional LED bulbs for Town Hall conversion project, tracked grant expenses and forwarded to Roxanne Marino for grant reimbursement

**CODE/ZONING ASSISTANCE:**

- Sent legal ads in for publication and neighbor notices for public hearings (BZA and PB)
- Assisted Code office in property research & set up Laserfiche access through County
- Collected/entered building/code fees

**Emergency Related**

- COOP re-development work in anticipation of cold and flu season.
- Assistance with re-configuration of Town Hall traffic flow.
- Sanitization of Town Hall when last in building for day.
- Coordination with Clerks office regarding Town Hall sanitation supplies.

**2021 Budget Development Work**

- Continued development of the budget worksheet.
- Continued communication with outside organizations and Town Staff and Officials regarding elements to include in the 2021 budget.
  - Including work related to obtaining a rough estimate on design work for highway infrastructure.
- Submission of the tentative budget.

**Active Grant Updates**

- **NYSERDA Heat Pump Grant**
  - Internal Activities: continued work regarding the close out process.
  - Coordination of training Town Staff on system.
  
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**
  - Internal activities:
    - Continued submission for reimbursement through NYSDOT.
  - Engineer Update: “On the other front (ROW vs. contract docs), the update is that the ARM was sent to Real Estate yesterday, but it looks like there are still more markups on the acquisition maps. I believe the critical path is Real Estate and so that’s good news. That said, ROW overall is going to be the critical path to go to bid and so I’ll try to ask for/pass along updates periodically.”
  - Project Timeline, updated with information **in red** from Sandra Lusher, our NYSDOT Project Manager:

When	What	Status
September 2018	Project Awarded Bridge NY Funding	Complete
October 2018	Project Added to STIP/TIP	Complete
January 2019	State-Local Agreement Executed	Complete
January 2019	Design Consultant Contract Executed	Complete
January 2020	Design sent to NYSDOT for review	Complete
March 2, 2020	Public Meeting	Meeting held 3/2
January 2021	ROW Acquisition Completed	NYS will conduct, this is in process
11/10/2020	ADP Complete	Submitted to NYSDOT and TC Highway for review

12/28/2020	PS&E Submitted	
January 2021	PS&E Approved by County & State	
1/25/2020	Construction Phase Authorized	
2/26/2020	Advertisement	
3/26/2020	Letting	
4/26/2020	Contract Awarded	
4/26/2020 (?)	PreCon Meeting	Note: assuming Sandra meant sometime after 4/26 for the PreCon mtg.
June 2021	Begin Construction	
October 2021	Complete Construction	
11/15/2021	Construction Complete	Sandra's date for completion

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**

- Financial: work pertaining to internal financing; reserve inter fund 3-year loan work
- Engineering update:
  - “We received an updated schedule from the contractor on Monday – many questions sent back to him but we were able to at least get some dates for various portions of the remaining work. Here is what we know:
    - Modifications to the tank roof will be performed on October 12<sup>th</sup> by the tank manufacturer, Statewide Aquastore. These penetrations will be for the new equipment and associated power chords for the equipment inside the tank.
    - TTHM Removal System will begin to be installed week of November 9<sup>th</sup>.
    - Chris will need to have tank operating at the high water level October 12<sup>th</sup> so the tank manufacturer can get inside the tank while they make penetrations to the roof.
    - We will plan to hold a pre-installation meeting near the end of October to coordinate installation of the TTHM System equipment.
  - The electrical power panel and control panel for the TTHM system are anticipated to be available ahead of November 6<sup>th</sup> but the delivery dates are still trying to be solidified by the GC. The contractor has been limited with work recently based on getting delivery of the equipment (TTHM System, Power Panel and TTHM Control Panel).
  - Substantial completion and Final completion of the project were scheduled for 9/21/2020 and 10/21/2020, respectively. **With the dates provided by the GC, we will need to begin coordinating a contract extension. A change order can be issued to amend the contract dates. Once we understand how long installation of TTHM system will take we can begin pulling Change Order paperwork together.”**
    - *Note that at this time, this is a no-cost change order*
  - **Revised Project Timeline:**

Advertise to Town	5/21/20
Plans and Specs Available for Bidders	5/26/20
Pre-bid Meeting	6/2/20
Bid Opening	6/19/20
Provide Bid Tabulation & Summary of Bids to Town	Completed

Board Meeting to Award Contracts	6/23/20
Start of Construction	August 2020
Substantial Completion of Construction (91 days)	10/27/20
Final Completion of Construction (30 days)	TBD: extended, see above 11/27/20

## **Other Work**

### **Other Financially Related & Bookkeeper Supervision**

- 2020 COVID budget: continuing to keep an eye on the affect the pandemic and related economic emergency has on the Town the 2020 budget.
- Continued communications with Insero regarding audit and preliminary findings
- On-going supervision of closing monthly financial books, corrections and other over sight.
  - Supervision of on-going water district bookkeeping reconciliation issues
  - Supervision of corrections needed for original February entry pertaining to CD investments
- Payroll supervision.
- On-going review of expenditures, vouchering process.

### **Water District 3**

- Regular meetings regarding a variety of aspects: budgeting, reconciliation, operations, testing, etc.

### **Curry Road Structure Replacement**

- 9/10 Meeting with Ben W. from Barton and Loguidice and Scott Stewart to discuss progress on resolving aging bridge needs. Unedited notes from this meeting below.
  - County definition of a bridge is 25' ; DOT says 20'
  - A full study would determine if this structure needs to be replaced or if the super structure needs to be rehabilitated.
    - Culvert NY funding program: unlikely they would invest in a rehabilitation project; Ben has only seen funding for full replacement.
  - A hydraulics analysis would help determine what the size of the bridge would need to be, Tompkins County is anecdotally open to the idea of this structure needing to be over 25' (the replacement/rehabilitated structure would be designed 20% over stream average stats).
  - Weight limit signage: at Scott's discretion; calculations would need to be made to justify B&L making a weight limit recommendation, but doubtful that would be the conclusion due to the fact that most large/heavy vehicles only have one axel at a time on the structure.

### **Maplewood Hairpin Turn Structure**

- Scott Stewart requested that Barton and Loguidice take a look at this structure as well
- The "cheapest" fix is to put a new pipe (slipline pipe) in this structure—a discussion ensued regarding a product that has a smoother co-efficient from a manufacturer that can spec out specific sites.
- Any proposal would include an improved drainage plan.
- B&L hydro analysis includes proposing design fail conditions: i.e. what storm would overtake the infrastructure (aka a 25, 50 year storm, etc.)
- DEC permit would be sought

Scope of work for design on both of these structures:

- 1) complete an in-depth inspection of the structure
- 2) pull together a basic sketch of the site with rough dimensions
- 3) prepare a basic scope of work accompanied by cost estimates for both alternatives
- 4) assemble this into a summary memo

### **Upcoming**

- *2021 budget season: should take up a lot of time in the next month.*
- *HVAC project close out.*
- *Continued work with aerator installation project.*
- *Preparing for the accounting and bookkeeping work required for end of year activities*
  - *Monitoring of EOY projections versus actual in order to keep an eye on fund balance projections*
  - *The cross over from one financial year to the next requires a good deal of extra work*

### **Meetings and Trainings**

*In an effort to stay in touch with the latest financial information coming from State and other sources, I participated in several opportunities for professional development in an effort to keep my ear to the ground about the economic state in which we are designing the 2021 budget within.*

*Unedited notes from those meetings/trainings...*

- 9/9: Town Finance School
  - Gerry Geist & Dept Comptroller updated
  - Sarah Brancatella (AOT) review of fiscal highlights originally adopted NYS budget
  - Balanced Budget Amendment: unprecedented control over budget changes
  - Three measurement periods, authorizes adjust or reduce state budget director: cuts should be as uniform as possible, but targeted cuts are allowed
  - Prepare for at least a 20% reductions
    - AIM related payments included per Sarah
  - State budget finalized/released in March
  - Some talk at NYS level regarding extending Town budget calendars due to unknowns at state level
  - Chris Anderson AOT
  - Changing percentages of revenues that Towns have control over
    - Municipal fees
    - Debt issuances
    - Shared services (2% average of Town revenue)
      - shared facilities/capital projects shows a higher rate of savings
  - AIM related payments is County Sales tax money intercepted by OSC
  - Sarah Discoll OSC
    - Definitely discouraged additions to Tax Stabilization reserve
    - Unemployment Insurance Reserve: 1-3 years worth of funding is reasonable

**"Towns Talk with Tom" A Webinar with OSC and AOT"**

Wed, Sep 16, 2020 10:00 AM - 11:00 AM EDT

- Economy: Wall Street vs. Main Street
- Economy and revenue
  - GDP went down 33%
  - Unemployment at 16%
  - Getting updated August unemployment on 9/17
  - 14.5 billion budget gap for 2020 and continued for foreseeable future
  - Extraordinary power given to executive budget
    - can hold back payments
    - extend lending
  - Withholding of payments pretty much across the board
  - AIM payments scheduled to be paid this month: likely to be reduced as well
  - Will people be able to pay their property taxes?
  - Post '08 recession: NYS local gov't got 60% increase from Feds
  - NYSLRS plan: 2nd best funded pension plan in the nation, end with negative -.268%; 10 years ago, lost -10%; up 10% per quarterly estimates
    - pay out 1.1 billion per month
    - no liquidity issues
    - do have to raise the rates

## 2020 PERMA Summit

9/17/2020 10-11am

Link = youtube channel PERMANY

[https://PERMA.webinarninja.com/series-webinars/2796/478265?tok\\_reg=6f81bebe-d731-4402-bf7c-ba04c53b4ca8-41198167&in\\_tok=2892a9aa-a513-4edc-a626-346920de2575](https://PERMA.webinarninja.com/series-webinars/2796/478265?tok_reg=6f81bebe-d731-4402-bf7c-ba04c53b4ca8-41198167&in_tok=2892a9aa-a513-4edc-a626-346920de2575)

- Our featured speakers **Louise Sheiner, Robert S. Kerr Senior Fellow in Economic Studies and Policy Director for the Hutchins Center on Fiscal and Monetary Policy**, alongside **Patricia Dwyer, Executive Director of New York State City/County Management Association**, will investigate the implications of COVID-19 on the state economy and local government budgets.
  - high level of inequality going into pandemic
  - natural levels of unemployment
  - relationship between unemployment and inflation
  - just before COVID the markets were up
  - housing market: what's going on?
    - activities fell due to social distancing, huge contraction in output of GDP (temporary, moved up since then, but not all the way)
    - housing wars: people have money and interest rates are low
  - "this is not a normal recession"
  - aid to state and local government is critical because tight budgeting policy at the local level is why the last recession was so slow moving to recover
    - state and local spending = 17% of GDP
    - Louise Sheiner is doing a study particular on how state and local governments will be affected by this recession
  - national debt moved to 80% to GDP, crowding out ability to invest

- long term decline of interest rates
- the worst thing that local government can do right now is cut services
- increase of services provided by local government: childcare, elder care, mental health
- workplace scope creep: keeping staff safe
- discretionary services
- most important thing at the local level: ways to participate, communicate, etc.
- public service and mental health challenge: winter is coming
- spending on clean water is an investment

## **DAY 2**

Join **Mildred Warner, Professor in the Department of City and Regional Planning at Cornell University** and **Mack Cook, PERMA Member, Director of Administration & Finance for City of Cortland** as they review what is happening to sales tax around New York State, the lessons learned in local government responses to fiscal stress during the Great Recession and impacts if mistakes are repeated.

Through a facilitated discussion, our additional guest presenters will provide a further local perspective on concerns impacting their daily operations from a County and School outlook.

Our guest presenters:

**Bob Schneider, PERMA Board of Director, NYSSBA Executive Director**

**Jack Wheeler, PERMA Board of Director, County Manager for Steuben County**

- Pragmatic municipalism
- Steuben County has sold all nursing facilities, matching highway improvements with state aid revenue
- Deferring capital expenditures will "bite you in the long term"
- Fed gov't doesn't consider internet a utility
- three responses to fiscal stress: cuts, supplemental, deferrals: higher levels of professionals, local and union engagement tended to use all three tools
- it's a political choice to have this recession as bad as it is--local governments aren't as effective as political advocates
- Mack Cook: City of Cortland re: Sales tax
  - June increase = stim checks, car sales
  - Has the pandemic stripped away local government's to recover from recession?
  - Many local gov't will move to the fiscally stress category and jump susceptible category

[https://PERMA.webinarninja.com/series-webinars/2796/478266?tok\\_reg=0333b9e5-bbba-4f8e-99bb-9742540fc81f-41198167&in\\_tok=2892a9aa-a513-4edc-a626-346920de2575](https://PERMA.webinarninja.com/series-webinars/2796/478266?tok_reg=0333b9e5-bbba-4f8e-99bb-9742540fc81f-41198167&in_tok=2892a9aa-a513-4edc-a626-346920de2575)