

Town of Ulysses Clerk's Office
MONTHLY REPORT for NOVEMBER 2020

Submitted by Carissa Parlato 12/4/20

LICENSES/PERMITS issued:	#
Sporting licenses	22
Disabled parking permits	9
Dog licenses and renewals	55
Marriage licenses	1
Plumbing permits	0
Address assignments	2
Notarizations	2
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$884.50	TOTAL Collected for fees & licenses
\$729.08	stays in the town
\$155.42	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, issued marriage & dog licenses and 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
 - Closed office to visitors, encouraging remote services
- Coordinate compliance with annual staff training requirements for Harassment & Violence.

WATER DISTRICT TASKS:

- Worked with Water District Operator on billing cycle
- Updated water accounts as properties sold and meters were upgraded
- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collect and post water payments

COMMITTEES/ASSOCIATIONS:

- Health consortium- attended Nov. mtg for Joint Committee on Plan Structure & Design

Highway Report December 2020

ROAD

Driveway Pipe on Iradell Rd

Mowed backside of ditch on various roads

New Delineators on Maplewood Rd

SNOW

November 18th

December 2nd

REPAIR

Spinner Motor on T5

Installed new LED headlights on snowplow trucks

Greased heavy equipment

Planning & Zoning Updates

John Zepko, Environmental Planner, CPESC, CFM
Reporting Period 1 Nov – 30 Nov 2020

Planning Board

- 17 Nov 2020 - training (see Planner Activity)

Board of Zoning Appeals

- No Meeting in November

Planner Activity

- Cleaner Greener Grant (39053) – periodic follow up with NYSERDA project manager to close out grant project and release remaining ~\$4,000 in funds
- 12 Nov Attended Smart Floodplain Workshop hosted by Buffalo Niagara Waterkeeper
- 17 Nov –Created and presented one hour training titled “Planning Board 101” discussing the powers, roles and responsibilities of the Planning Board. Training was attended by numerous Planning, BZA, and Town Board members

Zoning Enforcement

SBL	Violation	Code	Action	Status
28.-1-4.1	Building w/ out permit	Article II § 212-5 B & C and Article VIII § 212-54 F	Owner has retained architect and general contractor and formulated plans to remediate	Ongoing/ working w/ owner – in person meeting scheduled for 15 Dec
23.-2-4	Violation of conditions of variance approval		Met with owner on site	Owner is working to create plan to remediate

** NOAV – Notice of Apparent Violation

Hazard Mitigation Plan

- Staff has evaluated and confirmed ratings of Hazards and problems caused by those hazards, in the community. Severe Storms, severe winter storms, flash flooding, and drought were among the hazards identified. Potential power outages (downed trees) and damaged roads from flash flooding, etc. are the sorts of problems identified.
- Staff is currently providing detailed descriptions of possible solutions to be included in Ulysses's annex to the Hazard Mitigation Plan. Detailed descriptions and plans submitted at this point could better position the community for Emergency Planning or mitigation funding in the future.

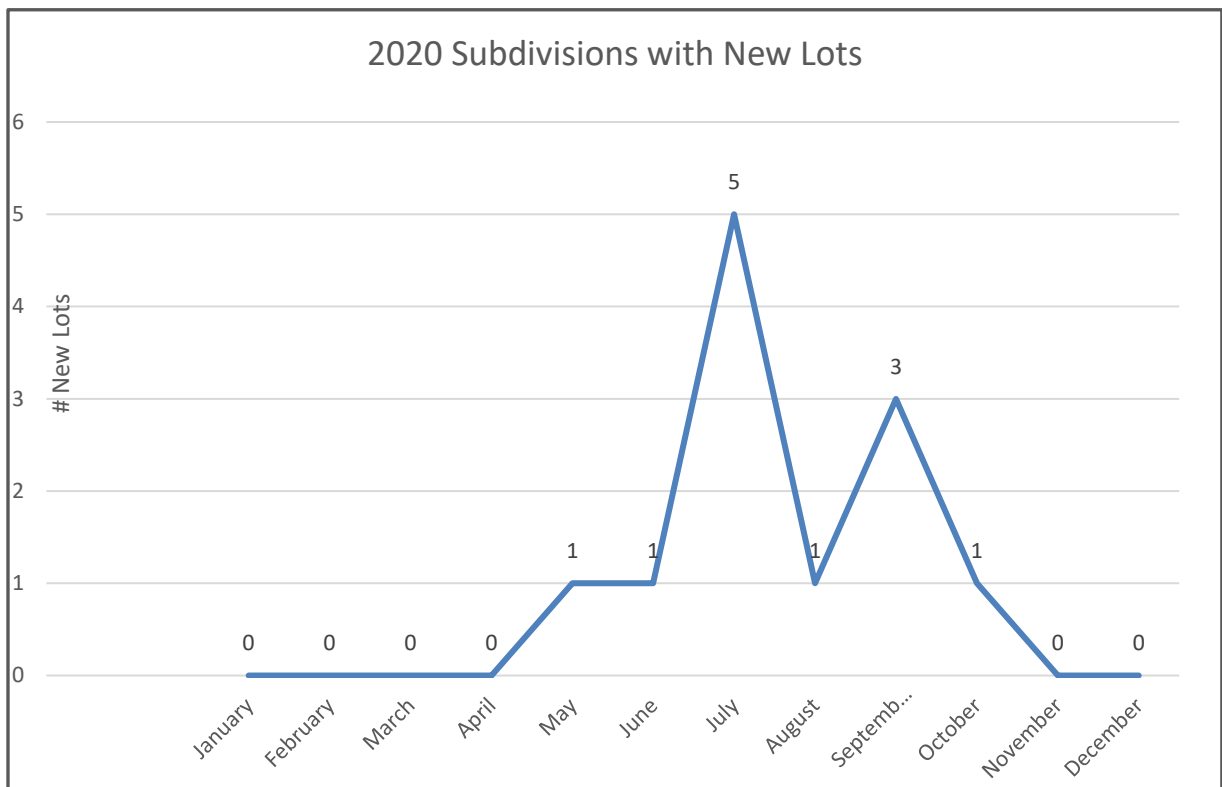
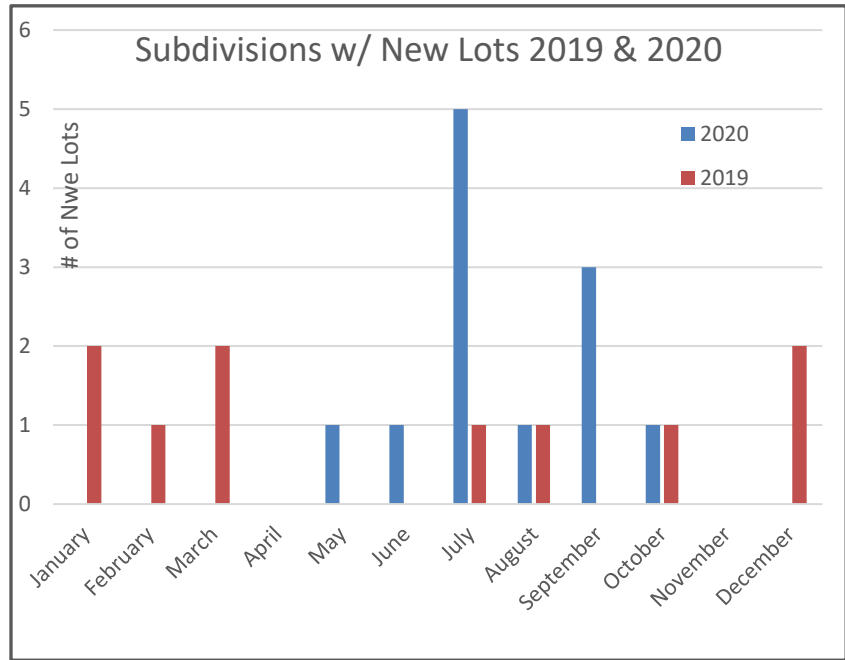
Board Activity Jan 2020 – Nov 2020

<u>Planning Board</u>				
Date	Parcel	Property Address	Project	# New Lots
4/23/2020	22.-5-18	Waterburg Rd	Lot Line Adjustment	0
5/5/2020	23.-3-6	5410 Pine Ridge Rd	Minor Sub	1
6/2/2020	22.-5-6.2	Lyke Rd	Minor Sub	1
6/3/2020	34.-3-24.3	4398 Iradell Rd	Lot Line Adjustment	0
6/28/2020	12.-3-4	4031 South St	Lot Line Adjustment	0
7/2/2020	20.-4-1.2	4225 Cold Springs	Lot Line Adjustment	0
7/2/2020	19.-1-7.1	2112 Agard Rd	Lot Line Adjustment	0
7/7/2020	18.-4-33	2107 Houghton Rd	Minor Sub	1
7/7/2020	31.-2-8.2	1149 Taughannock	Site Plan (residential)	0
7/21/2020	12.-4-4	4487 Rabbit Run	Major Sub	3
7/21/2020	19.-4-8.2	2101 Agard Rd	Minor Sub	1
8/4/2020	33.-5-3.1	1616 Trumansburg Rd	Site Plan (commercial)	0
8/4/2020	31.-2-6	1153 Taughannock	Site Plan	0
8/18/2020	23.-3-13.22	4256 Jacksonville Rd	Minor Sub	1
9/1/2020	22.-3-11.23	Waterburg Rd	Minor Sub	2
9/15/2020	24.-2-8.32	Mekeel/Jacksonville	Minor Sub	1
10/6/2020	26.-1-6.2	2141 Kraft	Minor Sub	1
12/1/2020	22.-4-25.2	Mayo	Lot Line Adjustment	0
12/15/2020	18.-4-2	1500 Taughannock	Minor Sub	Pending
			Total New Lots	12

<u>Board of Zoning Appeals</u>				
Date	Parcel	Property Address	Variance	
6/17/2020	16.-1-16	1617 Taughannock Blvd	Area Var	Approved
6/17/2020	31.-2-6	1153 Taughannock Blvd	Area Var	Approved
8/19/2020	24.-2-8.32	Jacksonville/Mekeel	Area Var	Denied
12/16/2020	13.-1-10	1113 Glenwood	Area Var	Pending

Subdivision activity in 2020 was consistent with that of 2019. Only the distribution of approval time differed. The most likely cause of this was interruptions related to COVID -19.

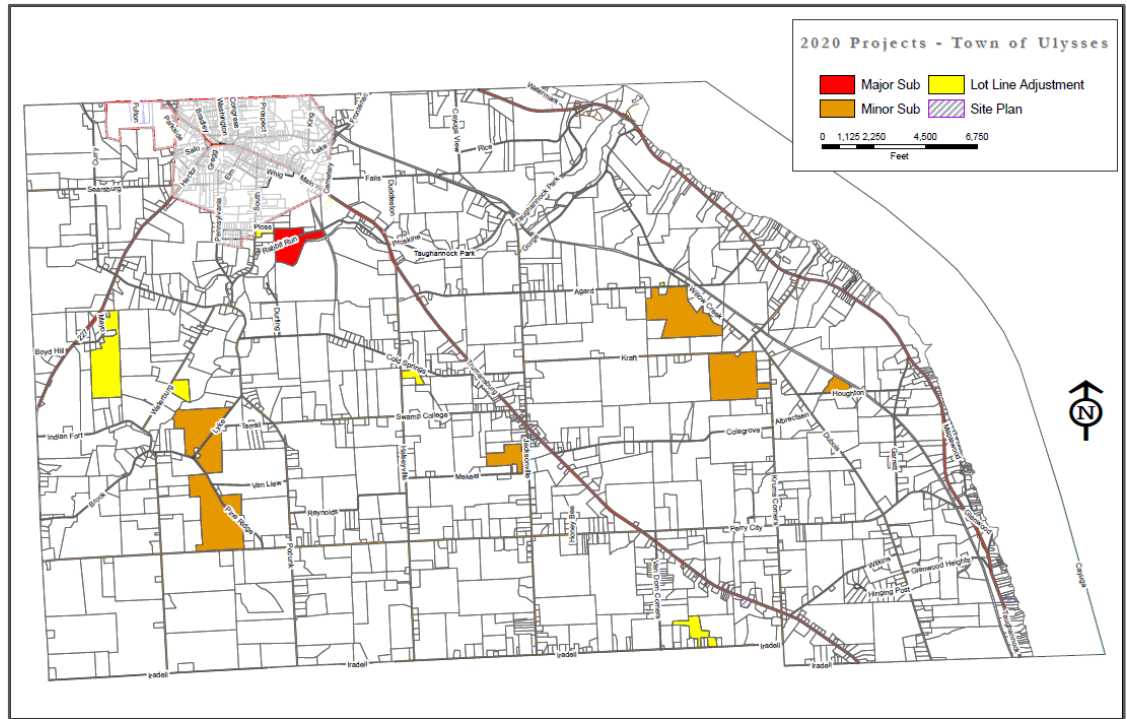
12 new lots were created in 2020, versus 11 new lots created in 2019.



A Lot Line Adjustment moves a boundary line. No new lots are created.

A Minor Subdivision divides one lot into two resulting in the creation of a new lot.

A Major Subdivision is the three (3) or more lots, including the parent lot.



Subdivision & Agriculture

Although it can be an indicator of changing land use, the subdivision of land does not necessarily represent the loss of agricultural land. While newly created lots can be purchased for the construction of a new home, they can also be purchased for agricultural use. Additionally, larger lots often contain both single family and agricultural uses on one parcel, as land owners are able to take advantage of favorable land assessment practices by leasing portions of their land to agricultural operations.

Of the 12 lots created in 2020, this Planner estimates that six (6) occurred on lands containing agricultural activity, though not all were assessed as agricultural properties. Out of these six parcels, it is likely that three (3) parcels, totaling ± 26 acres are likely to be converted to residential use, though some may choose to place land not used for a residence into agricultural use. The remaining lands were agricultural operations who intended to keep the land in agriculture.

Emergency Related

- Support with logistics and communication regarding Town Hall shut down to the public in response to the community increase in cases.
- COOP re-development work in anticipation of cold and flu season.
- Technical assistance to co-workers regarding use of Building-Use calendar.
- Bi-weekly TC/DOH phone call.

Active Grant Updates

- **NYSERDA Heat Pump Grant**
 - Internal Activities: coordination with Taitem on outstanding deliverables, scheduling a staff training session directly with Meier’s, the programmers for the HVAC units.
 - Funding update: the reimbursement from NYSERDA was received.

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Continued submission for reimbursement through NYSDOT.
 - Meeting with Director of ITCTC and NYSDOT regarding construction phase cash flow.
 - Engineer Update: Moving through design process in coordination with the State.
 - 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)**

- Continued work with Municipal Solutions on obtaining required documentation for EFC release of funds
- **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

Miscellaneous

- Internal communications and systems organization meeting with Supervisor and Clerks' office resulted in scheduling a weekly meeting to address intersecting work. This weekly meeting has been a goal for years, so it's nice to see it implemented as I think it will increase general productivity and efficiency.
- Reorganization meeting with Clerks office to delegate action items and tasks in preparation.

Financially Related

- Annual time-consuming process: Insurance renewal and quotes
 - Liability insurance
 - NYMIR renewal application process accurately reflects the Town's current conditions in regards to liability: assets, programming, etc.
 - Workers Comp insurance
 - Requesting and receiving quotes on coverage
 - Subsequent communications regarding long-term financial planning and coverage changes
- Asset database / asset valuation compliance related work
- Resolution drafting for interfund loan and Workers Comp coverage change
- Claims and voucher process meeting with Clerks to increase accuracy and fortify systems and compliance.

Bookkeeper Supervision

- Coverage of bookkeeping duties (payments, deposits, payroll, etc.) for about a 2.5-week period
- Voucher review and administration process
- Work activity goals document creation and communication

- On-going supervision of closing monthly financial books, corrections and other oversight.
 - Review and input on annual financial year straddle procedures
- Payroll and human resource supervision.
- On-going review of expenditures, vouchering process.

Water District 3

- No specific work during this period of time

Curry Road Structure Replacement

- No updates at this time

Maplewood Hairpin Turn Structure

- No updates at this time

Upcoming

- *Action items in preparation for the reorganization meeting.*
- *Payroll duties.*
- *Asset database development.*
- *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

11/17/2020 ITCTC Meeting 10 – 10:30am

- *Director's Report:*
 - *Plans underway for a replacement of the Lime bike service, whose contract was not renewed*
 - *Creation and implementation of a Transportation equity task force*
 - *Tom Mank retiring (data specialist for ITCTC)*
- *Mark Frechette from NYSDOT*
 - *Route 34 and 34B paving projects funded by NYS*
- *Reed Huegerich from Cornell*
 - *Review of CU's plan during extended winter break*
 - *CU will continue to offer surveillance testing to students who don't live on campus*

2020 Sales Tax

Updated: 12/3/2020

2020 YTD and Historic

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Budgeted	Actual	
2020 Sales Tax	\$ 53,017	\$ 44,336	\$ 56,496	\$ 37,142	\$ 34,817	\$ 53,516	\$ 48,791	\$ 47,559	\$ 83,799	\$ 51,859	\$ -	\$ -	\$ 618,000	\$ 511,330	<---'20 YTD
															82.7% <--- % of originally budget
Total Sales Tax Revenue Projections from our COVID Adjusted Budget Model:													\$ 432,600	118.2%	<--- % of COVID adjusted budget
Total Sales Tax Revenue Projections from our 2020 EOY Budget Model:													\$ 519,748	98.4%	<--- % of 2020 EOY Projections
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
	<i>Actuals</i>										Projected 30% Reduction				
2020 YTD + 30% Reducation Based on 5-Year Average for Aug - Dec	\$ 53,017	\$ 44,336	\$ 56,496	\$ 37,142	\$ 34,817	\$ 53,516	\$ 48,791	\$ 47,559	\$ 83,799	\$51,859	\$35,127	\$43,753	\$ 590,210	2020 YTD + 30% Reducation Based on 5-Year Average for Sept - Dec	
2020 % Difference of 5-year average	11.81%	13.32%	3.84%	-20.92%	-23.42%	-16.40%	-4.37%	-2.83%	32.97%	5.60%	-30.00%	-30.00%	\$ 157,610	Difference Between August Model & Spring COVID Budget	
2020 % Difference of 2019	2.75%	2.86%	-4.85%	-24.33%	-32.22%	-33.28%	-13.72%	-13.65%	30.53%	-0.83%					
2015 - 2019 Monthly Average	\$47,415	\$39,125	\$54,405	\$46,969	\$45,467	\$64,012	\$51,020	\$48,946	\$63,023	\$49,109	\$50,181	\$62,505	\$589,711	\$622,178	
2019 Actuals	\$ 51,598	\$ 43,102	\$ 59,377	\$ 49,082	\$ 51,369	\$ 80,215	\$ 56,550	\$ 55,080	\$ 64,198	\$ 52,294	\$ 58,039	\$ 68,066	\$600,000	\$ 688,970	

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period Nov 1 – Nov 30 2020

Plan Reviews

- 3 New Home Applications/ All NYS Code Compliant
- 2 Permits issued with 1 declined due to zoning setbacks. Passed on to Zoning for Appeal

Site Visits

- Ongoing monitoring of Erosion Plan
- Pre-site visits x 7 New Projects

CEO Activity

- 3 final C of O inspections scheduled. Violations noted, re-inspected after contractor fixed issues. 3 inspections turn into 5 hrs. of Re-inspection
- 5 Foundation/Footer inspections
- 3 Building envelope inspections/ 2 re-inspections needed
- 3 Plumbing inspections/ 1 re-inspection
- Total inspection time of 50 hrs. for November

Zoning Enforcement

SBL	Violation	Code	Action	Status
21.-1-9.3	Side Setback not meet	212-29	Declined permit	Seeking Appeal

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period Nov 1 – Nov 30 2020

Plan Reviews

- 3 New Home Applications/ All NYS Code Compliant
- 2 Permits issued with 1 declined due to zoning setbacks. Passed on to Zoning for Appeal

Site Visits

- Ongoing monitoring of Erosion Plan
- Pre-site visits x7 New Projects

CEO Activity

- 3 final C of O inspections scheduled. Violations noted, reinspected after contractor Fixed issues. 3 inspections turn into 5 hrs. of Reinspection
- 5 Foundation/Footer inspections
- 3 Building envelope inspections/ 2 reinspection's needed
- 3 Plumbing inspections/ 1reinpections
- Total inspection time of 50 hrs. for November

Zoning Enforcement

SBL	Violation	Code	Action	Status
21.-1-9.3	Side Setback not meet	212-29	Declined permit	Seeking Appeal

STATE OF NEW YORK

Be it known that

Mark Washburn

has successfully completed the requirements of a Basic Code Enforcement Training Program established by the Minimum Standards for Code Enforcement Personnel (19 NYCRR Part 1208) in the State of New York as a:

CODE ENFORCEMENT OFFICIAL



John R. Addario, P.E., Director
Division of Building Standards and Codes



**Building Standards
and Codes**

Certification No1020-0364

To maintain this certification, such person must satisfy annual in-service training requirements and advanced in-service training.

Recreation Department Report
December, 5 2020
Created by: Will Glennon, Recreation Director

Current Programs:

Middle School Program:

Also known as the Trumansburg Community School-Day Program (TCSDP), is approved to use the American Legion as a winter location. The program will resume on January 4th.

Rental Agreement is being reviewed by both the Town of Ulysses and the American Legion. The program will have the use of the banquet hall, the meeting room, and the outdoor areas to run the program. Additionally, the American Legion has outdoor education equipment that has been offered for use with pre-approval and proper Covid-19 cleaning procedures.

United Way of Tompkins County YAP Grant Award:

The Recreation Department submitted a grant proposal to the United Way of Tompkins County Youth and Philanthropy Award program. The award was accepted on behalf of the Community Council and the Town of Ulysses. A grant of \$5,000.00 has been awarded to support the TCSDP to continue operation.

Spring initiatives:

Spring baseball and softball: The past coordinator of the recreation baseball and softball program that serves boys and girls in grades K-6 is stepping down from the position. A search has already started for another person to take on the program. The baseball/softball program begins with registration in March and play begins the last week in April.

Recreation Directors from all the Tompkins County municipalities have met to discuss programming options during Covid-19. Another meeting is scheduled for January to continue exploring options for indoor or outdoor programming for the spring.

All youth basketball programs in the county have been suspended due to Covid-19.