



**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

---

## **Totals for 2020**

### **Decks**

**10**

**Total Cost**  
**\$110,900.00**

### **Sheds**

**4**

**Total Cost**  
**\$25,000**

### **Roofs**

**15**

**Total Cost**  
**\$277,398.00**

### **General Repair**

**4**

**Total Cost**  
**\$20,980**

### **Reside/Insulate**

**3**

**Total Cost**  
**\$36,000.00**

### **Backup Generator**

**3**

**Total Cost**  
**\$32,439.00**

**Pools**

**2**

**Total Cost**

**\$44,845.00**

**Hot Tubs**

**2**

**Total Cost**

**\$11,458.00**

**Gazebo**

**1**

**Total Cost**

**\$3,000.00**



**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

## **Totals for 2020**

### **New Homes**

**11**

<b>Total Cost</b>	<b>Average</b>
<b>2,885,000.00</b>	<b>\$95.40/Sqft</b>
<b>Total SqFt</b>	
<b>30,235</b>	

### **Additions/Conversion**

**7**

<b>Total Cost</b>	<b>Average</b>
<b>529,863.00</b>	<b>\$94.70/Sqft</b>
<b>Total SqFt</b>	
<b>5,595</b>	

### **Interior Renovations**

**7**

<b>Total Cost</b>
<b>\$387,000.00</b>

### **Pole Barns**

**15**

<b>Total Cost</b>
<b>\$372,400.00</b>

**We had 6 Houses that were taken down in 2020  
With 1 rebuild**

**There were 2 new solar systems installed  
And 2 Geothermal systems installed**

---

## Planning & Zoning Updates

---

John Zepko, Environmental Planner, CPESC, CFM  
Reporting Period 1 Feb – 28 Feb 2020

### Planning Board

---

- 2 Feb – Minor subdivision of a Flag Lot - Approved

### Board of Zoning Appeals

---

- 17 Feb - Area variance request for relief from side yard setback requirement in AR zone - Adjourned

### Planner Activity

---

- 1 Feb – Met w/ Deputy Supervisor M. Wright – Emergency Management Planning
- 2 Feb – Web demonstration of municipal software program SmartGov
- 8 Feb - Attended Town Board meeting
- 9 Feb – Attended Town Board meeting
- 10 Feb – Attended ToU Emergency Preparedness Meeting
- 10 Feb – Met with Dude Solutions regarding SmartGov municipal permitting program
- 10 Feb – Attended Tompkins County Stormwater Coalition Meeting
- 10 Feb – Attended webinar: Battery Storage Safety, Research, and Testing
- 12 Feb - Web demonstration of municipal software program Integrated Property System (IPS)
- 18 Feb – Attended webinar : Stormwater Best Management Practices
- 23 Feb – Attended webinar : Digital Pathways to Resilience
- 26 Feb – Attended Town Board meeting

### Zoning Enforcement

---

---

\*\* NOAV – Notice of Apparent Violation

---

## Building & Code Updates

---

Mark Washburn, NYS CEO, Certification No 1020-0364  
Reporting Period February 1 – February 28, 2021

### Plan Reviews

---

- 3 New Home Meeting with architect / 1 rejected for code compliance and resubmitted

### Site Visits

---

- Ongoing monitoring of Erosion Plan/ Issue noted and meet with contractor on site to discuss issue and plan to fix issue and maintain site plan submitted to town.
- Pre-site visits x6 New Project

### CEO Activity

---

- 3 Foundation/Footer inspections/ 1 reinspection's needed
- 2 Building envelope inspections/ 1 reinspection's needed
- 2 Plumbing inspections/ 0 reinspection's
- Total inspection time of 120 hrs. for Feb.
- 25 Final inspections For CofC 2 For CofO
- Continuing to work through back log
- Started Annual Report for NY state. Wrapping up this month
- 1 stop work order issued, corrected 3/3/2021 Permit issued plus Fine

### Zoning Enforcement

---

SBL	Violation	Code	Action	Status
18.-1-3	Erosion control	Not following site plan on file	Reviewed plan	Fixed/monitoring
				Ongoing



**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for FEBRUARY 2021**

*Submitted by Carissa Parlato 3/5/2021*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	0
Disabled parking permits	4
Dog licenses and renewals	42
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	1

<b>FINANCIAL REPORT:</b>	
\$615	TOTAL Collected for fees & licenses
465.	stays in the town
50.	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, provide notary services, issued marriage & dog licenses and disabled parking permits
  - participate in weekly Supervisor/Clerks office meetings
- Administer oaths of office for newly elected/appointed
- Emergency tasks during COVID-19:
  - Participate in periodic meetings with county health dept., community leaders, town staff
  - Send weekly listserv messages to residents including COVID resources
- HR tasks- prepare for Bookkeeper turnover

**SAFETY COMMITTEE:**

- Held Annual Staff Emergency Preparedness Training in coordination with Deputy Supervisor.
- Created draft Emergency Plan mandated by NYS and sent to union for feedback before sending to Town Board for approval.
- Met with new worker' comp carrier to learn about procedures/course offerings

**TAX COLLECTION TASKS:**

- Collect taxes via mail, in-person payments, town drop box and on-line payments.
- Pay Supervisor weekly until levy amount reached (
- Have collected \$4,795,515.88 of \$5,418,223 (town + county levies) to-date.

**WATER DISTRICT TASKS:**

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Created and mailed quarterly water bills, collect and post water payments

**COMMITTEES/ASSOCIATIONS:**

- Health consortium- attended Feb. mtg for Joint Committee on Plan Structure & Design.
- Tompkins County Town Clerks Association- correspond via e-mail on a variety of topics including assisting new clerks
- Habitat Nature Preserve- scheduled meeting for March 15



**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

Building & Code Enforcement Office  
607-387-9778 ext. 231  
**Buildings & Code Enforcement Report for *February 2021***  
SUBMITTED AT MARCH 2021 TOWN BOARD MEETING

Building Permits issued	3
Plan Reviews	6
Certificate of Occupancy issued	2
Certificate of Compliance issued	25
Complaints Received	1
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	45 25/CofC Inspections 2 CofO inspections
New Site Inspections	3
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	5
Fire Safety Inspections	Lucas Report
Code Training Seminars	3 Hrs
County Assessment, Town, DOS Reports	4
Open property in violation cases	0
Property violations resolved	3/ Demolition of derelict Violation

**Value of Permits issued: \$40500.00**

**Building Permit fees collected for month: \$354.00**

Respectfully Submitted,

*Mark Washburn*

Mark Washburn – Building & Fire Code Enforcement Officer



## Highway Report March

### **Snow Events:**

14 Days of Snow and Ice removal  
Resulting in Approximate Numbers  
549 Tons of Salt  
3120 Miles Covered.  
600 Gallons of Fuel  
235 Gallons of Gas

### **Haul material for stock:**

1 B's 100 Tons  
1 A's 72 Tons  
442.29 Miles covered.

### **Repairs:**

T21 Wheel Split.  
T10 Power Steering Box  
T5 , T10 Hydraulic Lines  
Greased T10, T21 and T22

### **Misc:**

Continually check Pipes and roads for debris and blockage in front of culverts to avoid flooding / Erosion.  
Worked on Office and Breakroom. Made Office smaller and Breakroom bigger.  
Jason Fulton checked Fire Extinguishers and updated them.

Recreation Department Report  
March 5, 2021  
Created by: Will Glennon, Recreation Director

### **Current Programs:**

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

- Week three of session three begins this week. The current session is planned to continue through until the Easter/School Break.

#### **Spring Programs:**

- Spring baseball and softball: Registration opened on Monday, March 1st through RecDesk. There are four age divisions and five different programs. The programs are Tee-Ball I & II (COED); Coach Pitch (COED); Kid Pitch Baseball and Kid Pitch Softball. Registration ends April 12th. Coaches and Parents meetings are set for the week of April 19th. As of Friday, March 5th we have 30 registrations.

#### **Baseball/Softball Program Dates**

- Registration opens March 1st and ends April 12th
- Coaches Meeting and Parents Meeting: Week of April 19th
- Practices and Games are Tuesdays and Thursdays starting at 6:15 PM for baseball
- Practices and Games are Mondays and Wednesdays for softball
- Programs Begin: April 26th for softball and April 27th for baseball
- Games end June 3rd (the older age programs may end mid June)

#### **Spring Track**

- The spring track program registration will open on March 29th. The program is currently scheduled to begin the week of May 3rd and end the week of May 31st. The program instructor has agreed to return again this spring to implement the program.

#### **Spring Tennis**

- A tennis program is being planned. A tennis instructor has been recruited and a program is being developed to run 2-3 days per for five weeks beginning the week of April 26th. Registration for the tennis program will open on March 29th.

#### **Summer initiatives:**

- Summer camp pre-registration is scheduled to open on March 15th to secure spots for the summer recreation camp program. We are currently working with the school district to secure the use of the elementary school to run the program. The summer recreation camp program will run for six weeks this summer beginning on June 28th and ending August 6th.

- Back up plans to utilize different locations are being sought out to ensure that summer camp will open for 2021.

### **Camp staffing**

- Summer camp job postings will open on March 15th for all camp staff positions. Interviews for staff will begin in April. Staff training for camp will be scheduled for the week of June 21st. Recruiting for camp staff will take place at Trumansburg HS and the surrounding colleges.

### **Additional initiatives:**

- Working with the Jacksonville Community Association, the recreation department set up a meeting with a professor in the SUNY Cortland Recreation department to seek assistance with a maintenance and management program for the park. The professor has agreed in principle to assist the association as a semester project with graduate and undergraduate students. A meeting between the town recreation department and the association has been proposed to explore the options of running small summer and seasonal camps at the park to utilize the 10 acres. The meeting is proposed for the week of March 8th.
- The interim report to the United Way is due on March 31st.

**Emergency Related**

- All-staff emergency meeting 2/10
- Coordination with Clerks’ office regarding adequate sanitation supplies at the Town Hall

**Active Grant Updates**

- **NYSERDA Heat Pump Grant**
  - Internal Activities:
    - Coordination with Taitem on outstanding deliverables.
- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
  - Internal activities:
    - Continued submission for reimbursement through NYSDOT.
    - Communication with Village regarding construction phase cash flow.
    - Communications with NYSDOT, ITCTC colleagues, and Insero on threshold for a program specific audit versus an organizational audit of all funds.
      - Definitive information regarding this topic is forthcoming.
    - MOU drafting for Village waterline inclusion
      - Note that this MOU is no longer needed due to the fact that the Village will no longer be pursuing the inclusion of the waterline in tandem with the construction phase of this project.
  - Engineer Update:
    - Right of Way work being conducted by NYSDOT is what we are currently waiting on to move forward with bidding.
  - Next steps:
    - B&L will be the lead on the bidding process in the Spring.

**Cemetery Bridge Project Timeline**

<b>When</b>	<b>What</b>	<b>Status</b>
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	Complete
12/28/2020	PS&E Submitted	Completed
January 2021	PS&E Approved by County & State	Completed
TBA	Construction Phase Authorized	
TBA	Advertisement	
1 mo. After ad	Letting	
4/26/2020	Contract Awarded	Likely to be pushed out a bit as of 2/5
Post 4/26/2020	PreCon Meeting	
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)**
  - No significant work activities since last reporting period.

## **Other Work**

### **Miscellaneous**

- Standing weekly meetings: Clerks office, Supervisor, Bookkeeper

### **Financially Related**

- Continued work with asset database development in preparation for 2020 financial year reporting
- Final 2020 budget modifications

### **HR/Payroll Related**

- Payroll and human resource related work activities
- Work activities and communications regarding new hires related to the Rec Program

### **Bookkeeper Supervision**

- Transition communications
- Oversight of financial year close and 2021 start up
- On-going review of expenditures, vouchering process

### **Water District 3**

- Recommissioning of WD3 working group to meet on a regular basis
- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
  - Timing of this unknown

### **BRIDGE NY Submission**

#### **Curry Road Structure Replacement & Maplewood Hairpin Turn**

- BRIDGE-NY application process communications
- LDSA engineer short list solicitation of Expression of Interest
- Prereview for culvert applications due to NYSDOT 4/14
  - Feedback from NYSDOT allows for stronger final submission
- Details at: <https://www.dot.ny.gov/BRIDGENY>

### **Upcoming**

- Bookkeeping work during transition
- 2020 financial year summary to Board, planned for 3/23 meeting
- BRIDGE-NY application related activities including selection of design engineer

### **Meetings & Trainings**

- 2/15 & 2/16 AOT Annual Conference
- 2/16 BRIDGE NY mandatory webinar training
- 2/19 ITCTC TIP update meeting

Administrative/ Staffing:

- Worked with Budget Officer, Clerk and County Human Resources on updating job description and posting bookkeeper opening
- Met with Bookkeeper for exit interview 3/4/21
- Met weekly with Clerk and 2<sup>nd</sup> Deputy to coordinate Town Board follow up and administrative work plans
- Met with Highway Superintendent, Code/Zoning Enforcement Officer, Planner/Zoning Officer, Town Historian, and Budget Officer for updates.

Capital Projects & Town Hall:

- Worked with 2<sup>nd</sup> Deputy on Memorandum of Understanding with Village re: Cemetery Road Bridge and Village Water Line. Village plans changed so no MOU needed.
- HVAC followed up with 2<sup>nd</sup> Deputy, Taitem and Interstate to attempt final close out.
- With Clerk and Highway Superintendent developed a Town Hall repair list for Highway Department to assist with as time allows.
- Coordinated installation of videoconferencing equipment between contractor and Highway. A training program will be provided to key staff using the system. We will be ready when public meetings resume.
- Received grant funding from Office of Court Administration to install automatic door opener on rear door of town hall to improve access for those with mobility impairments.

Legal:

- Worked with Attorney re: Encroachment agreement with Hoffmire re: shared parking lot.
- Conducted research on annexation case law.

Water:

- Prepared update for Water District #3 users in Jacksonville on violations, budget changes, and aerator status. (See attached for sample)
- Prepared quarterly reports for Tompkins County Health Department.

Historian:

- Town Historian John Wertis is preparing 3 grant requests for the Pomeroy Foundation to fund historic markers at: Old Church in Jacksonville; former County Home on Perry City; and Cayuga Nature Center
- John provided copies of the History Center's most recent publication: Exploring Tompkins- A Local Government Handbook to Town Board members and Clerk.

Intermunicipal:

- Met with Town Supervisors for monthly networking call 2/15
- Attended Tompkins County Council of Governments meeting 2/25

COVID/ Emergency Planning

- Attended weekly calls with Tompkins County re: updates.
- Attended monthly networking call with Town Supervisors
- Followed up with Union re: review of Draft Emergency Plan

Planning:

- Comprehensive Plan Update: Received, reviewed and signed agreement with Tompkins County Planning Department for update of socio-economic and land use data.
- Development districts- met with Planner about requests and process to prepare for 3/9/21 TB meeting