

# Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364  
Reporting Period March 1 – March 31, 2021

## Plan Reviews

- 4 New Home Meeting with architect / 1 pulled for change in roof truss, Resubmitting

## 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. Visited 3 times no issues
- Pre-site visits x4 New Home builds

## CEO Activity

- 4 Foundation/Footer inspections/ 2 reinspection's needed issues fixed
- 1 Building envelope inspections/ 0 reinspection's needed
- 4 Plumbing inspections/ 1 reinspection's Issue resolved
- Total inspection time of 90 hrs. for March.
- 2 C of O's issued
- Continuing to work through back log
- Completed 3 credit hours NY energy code for Recert.
- Attended Software meeting
- Code research for 10 different issues approximately 15 hours

## Zoning Enforcement

| SBL     | Violation                                                                                                                                                                                                                                                   | Code                            | Action                     | Status           |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------|------------------|
| 18.-1-3 | Erosion control                                                                                                                                                                                                                                             | Not following site plan on file | Reviewed plan              | Fixed/monitoring |
|         |                                                                                                                                                                                                                                                             |                                 | 3x Site visit<br>No issues | Ongoing          |
|         | <ul style="list-style-type: none"> <li>• Met with Zoning Officer and Supervisor re: enforcement plans and how to set priorities</li> <li>• Coordinating with Fire Inspector, Fire Chief, Zoning Officer re: possible violations in Dev. District</li> </ul> |                                 |                            |                  |
|         |                                                                                                                                                                                                                                                             |                                 |                            |                  |
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## Planning & Zoning Updates

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John Zepko, Environmental Planner, CPESC, CFM

Reporting Period 1 March – 31 March 2020

### Planning Board

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- 2 March – Site Plan for Farm Cidery - adjourned
- 16 March – Site Plan for Farm Cidery - approved

### Board of Zoning Appeals

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- 17 March - Area variance request for relief from side yard setback requirement in AR zone - Denied

### Planner Activity

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- 10 March – Met w/ SmartGov municipal software
- 11 March – Met w/ Deputy Supervisor M. Wright – Emergency Management Planning
- 9 March – Attended Town Board meeting – presented on basics of Development Districts, basis in NYS Town Law and Town of Ulysses zoning code, at Town Supervisor’s request
- 18 March – Met with Town Supervisor to discuss Development District proposals, zoning and code enforcement plans, and re-summarize the 2021 Planning & Zoning work plan.
- 23 March – Attended Town Board meeting – Drafted reports for two development district proposals outlining every alternative for development of the parcel that led up to application for Development District.
- 30 March – Attended Town Board meeting – Sunbeam Candles Development District discussion

### Zoning Enforcement

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- 8669 Falls Road. Complainant concerned that camper may be used as residence. Upon further investigation, the camper is a legally registered motor vehicle being parked on the site. No violation of the zoning was found.
- 1377 Taughannock Blvd – property owner has obtained services of architect and general contractor. Demolition of illegal addition scheduled to begin in April.
- 6211 Brook Road – property owner has agreed to submit a work plan, with milestone schedule, to bring the property into compliance with conditions of variance approvals. Work plan to be submitted by second week of April.

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\*\* NOAV – Notice of Apparent Violation

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

*Submitted by Carissa Parlato 4/9/2021*

| <b>LICENSES/PERMITS issued:</b> | <b>#</b> |
|---------------------------------|----------|
| Sporting licenses               | 2        |
| Disabled parking permits        | 9        |
| Dog licenses and renewals       | 46       |
| Marriage licenses               | 2        |
| Plumbing permits                | 0        |
| Address assignments             | 2        |
| Notarizations                   | 6        |
| FOIL requests-received          | 0        |
| FOIL requests-completed         | 0        |

| <b>FINANCIAL REPORT:</b> |                                                                    |
|--------------------------|--------------------------------------------------------------------|
| \$805.00                 | TOTAL Collected for fees & licenses                                |
| \$662.76                 | stays in the town                                                  |
| \$142.44                 | goes to the state                                                  |
| \$4112.90                | Building & Zoning fees collected and deposited in supervisor acct. |

**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- assist with off-boarding & new Bookkeeper recruitment

**SAFETY/EMERGENCY COMMITTEE:**

- Met with Michelle & John to strategize for updating town emergency plan

**TAX COLLECTION TASKS:**

- Finish tax collection. Now have to complete reports to turn over collecting duties to the county

**WATER DISTRICT TASKS:**

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collect and post water payments
- Monthly reporting to the bookkeeper to reconcile accounting

**OTHER COMMITTEES/ASSOCIATIONS:**

- Health consortium- Joint Committee on Plan Structure & Design March mtg cancelled.

## 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.  
Assigned staff to do maintenance and repairs at Town Hall





**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 *March 2021***  
SUBMITTED AT APRIL 2021 TOWN BOARD MEETING

|                                                                                |                       |
|--------------------------------------------------------------------------------|-----------------------|
| Building Permits issued                                                        | 12                    |
| Plan Reviews                                                                   | 4                     |
| Certificate of Occupancy issued                                                | 2                     |
| Permits Renewed                                                                | 4                     |
| Complaints Received                                                            | 0                     |
| Complaints Resolved                                                            | 0                     |
| Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.) | 25                    |
| New Site Inspections                                                           | 4                     |
| Building Review Consultations (pre-plan meetings, Future Building/Remodeling)  | 6                     |
| Fire Safety Inspections                                                        | Ongoing               |
| Code Training Seminars                                                         | 3 Energy code credits |
| County Assessment, Town, DOS Reports                                           | 4                     |
| Open property in violation cases                                               | 4                     |
| Property violations resolved                                                   |                       |

**Value of Permits issued: \$1,118,940.00**

**Building Permit fees collected for month: \$4,119.00**

Respectfully Submitted,

*Mark Washburn*

Mark Washburn – Building & Fire Code Enforcement Officer



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**Activity Report**  
**Town of Ulysses Fire Inspector**  
**Lucas Albertsman**  
**March 2021**

|                               |    |
|-------------------------------|----|
| Fire Inspections              | 6  |
| West Hill Community Church    |    |
| Evergreen House               |    |
| Jacksonville Methodist Church |    |
| Moore's Marine                |    |
| Country View Apartments       |    |
| New Park Ithaca               |    |
| <br>                          |    |
| Invoices sent out             | 6  |
| Notices sent                  | 16 |
| Operating permits issued      | 2  |

## Recreation Department Report

April 8, 2021

Created by: Will Glennon, Recreation Director

### **Programs:**

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

- The TCSDP came to a close on April 2nd. The Trumansburg Middle School is set to provide four full days of instruction to students beginning after the school break.

#### **Spring Programs:**

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

- Registration ends April 12th
- Coaches Meeting and Parents Meeting: Week of April 19th
  - A new coaches training manual, developed by our new baseball coordinator Marc Kimmerly will be provided to all coaches. (please see attached)
- 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)
  - Games are being scheduled against Watkins Glen, Groton, Newfield, and 4Towns.
- Current registration totals as of Thursday 4/8/21
  - TeeBall 1 - 39 registered participants
  - TeeBall 2 - 36 registered participants
  - Coach Pitch - 19 registered participants
  - Kid Pitch - 16 registered participants
  - Softball - 4 registered participants
    - The softball program participants, in conjunction with 4Towns and Romulus will play on a combined team in the IYB softball league.

##### **Spring Track**

- The spring track program registration is open. The program is currently scheduled to begin May 5th and end the week of May 26th.
- Current registration totals as of Thursday 4/8/21
  - Track - 18 registered participants

##### **Spring Tennis**

- The tennis program registration is open. The program will operate on Mondays and Wednesdays beginning April 26th and ending May 26th. There will be two programs for youth to register for; Beginners (ages 6-9) and Beginner/Intermediate (ages 10-13).
- Current registration totals as of Thursday 4/8/21



- Beginner - 12 registered participants and 1 waitlist
- Beginner/Advanced - 3 registered participants

### **Summer Programs/Camps:**

- Summer camp pre-registration is open for families to secure spots for the summer recreation camp program. The program will be operated out of the Trumansburg Fairgrounds. The school location will be unavailable this summer due to construction. Currently the camp is approved for 5 of the 6 weeks. The lone week that has not been approved officially yet, is week 3 (July 19-23).
- The swim bus will be offered for campers this summer. Plans to utilize TCAT and/or the TBurg bus company are being planned and reviewed. Using TCAT for transportation to Taughannock park would create a village to park transit that is currently unavailable. The cost is also significantly less than using the district school buses.
- At this time the camp will be capped at 50 campers per week for full-day (9am-4pm).
- A half-day camp option will be opened for registration soon.
- Pre and Post camp care will be available for families. Camp guidance for the summer of 2021 has not been announced as of yet. The guidance could alter how pre/post camp and half-day camps operate.
- Current registration totals as of Thursday 4/8/21
  - Week 1 - 46 registered
  - Week 2 - 50 registered 6 waitlist
  - Week 3 - Unavailable as of now
  - Week 4 - 30
  - Week 5 - 39
  - Week 6 - 32

### **Camp staffing**

- Summer camp positions have been posted.

### **Additional initiatives:**

- The interim report to the United Way was submitted on March 30th.

**Emergency Related**

- Weekly calls with TC and DOH
- Coordination with Clerks’ office regarding adequate sanitation supplies at the Town Hall

**Bookkeeper Search**

- Review applicants
- Minor involvement in recruitment work

**Active Grant Updates**

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
  - Internal activities:
    - Continued submission for reimbursement through NYSDOT.
  - Construction authorization process at NYSDOT level: authorization is at the main office going through the signature process.
  - Next steps:
    - B&L will lead us through bid advertisement, opening, and award.

**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                      | Complete                             |
| January 2021   | PS&E Approved by County & State     | Complete                             |
| TBA            | Construction Phase Authorized       | Awaiting NYSDOT signatures           |
| TBA            | Advertisement                       |                                      |
| 1 mo. After ad | Letting                             |                                      |
| May 2021       | Contract Awarded                    |                                      |
| June 2021      | Pre-Construction Meeting            |                                      |
| June 2021      | Begin Construction                  |                                      |
| Fall 2021      | Construction complete               |                                      |

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
  - 4/7 meeting with MRB and Municipal Solutions regarding budget and project close out.
  - Upcoming: project close out will occur this Spring. For cash flow purposes, a short-term inter-fund loan might be required prior to EFC releasing the 25% retainage.

**Other Work**

**Miscellaneous**

- Standing weekly meetings: Clerks office, Supervisor

### **Financially Related**

- Preparation for presentation to the Board
- Fund balance analysis
- Transition to new financial year review of entries and adjustments
- AUD submission related communications

### **HR/Payroll Related**

- Payroll and human resource related work activities
- NYSLRS reporting problem solving
- Communications with County personnel office

### **Bookkeeper Work and Supervision**

- Voucher related work
- Due to the temporary scope of work expansion while we find a permanent bookkeeper, these work activities have been relatively more time consuming.
- Transition communications and related matters
- On-boarding temporary help
- Daily bookkeeper tasks (deposits, pre-pay vouchering and check writing)
- On-going review of expenditures, vouchering process
- Development and entry of CD rollover and interest, interfund multi-year loan

### **Water District 3**

- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
  - Timing of this unknown

### **BRIDGE NY Submission**

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

- BRIDGE-NY application process communications
- Engineer selection for application and related communications
- Letters of support drafting and requests
- Details at: <https://www.dot.ny.gov/BRIDGENY>

### **Upcoming**

- Bookkeeping work and tasks associated with recruitment of new bookkeeper
- BRIDGE-NY application submission
- Bid process for Cemetery Road Bridge

### **Meetings & Trainings**

- I will report March meetings and trainings in my May report