

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364
Reporting Period June 1 – June 30, 2021

Plan Reviews

- 1 home build Started
- 2 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Pre-site visits x1 New Home builds

CEO Activity

- 12 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 8 Framing inspections/ 1 reinspection's
- 4 Plumbing inspections/ 0 reinspection's Issue resolved
- 1 Final inspection
- Total inspection time of 130 hrs. for June.
- 1 C of O's issued, 2 C of C's issued
- Continuing to work through back log
- Completed 15 credit hours for recertification taken
- Code research for 10 different issues approximately 12 hours
- Field work Meeting with homeowners and engineer regarding Zoning issues
- Falls Rd. Resident outreach regarding concerns with proposed special event permit
- Research and meetings regarding Special Event Permit Application

Zoning Enforcement

SBL	Violation	Code	Action	Status
18.-1-3	Erosion control	Not following site plan on file	Reviewed plan	Fixed/monitoring
		2 visits were after heavy rain	4x Site visit No issues	Ongoing
	Burned out house Safety Violation	[NY] 108.1.1 Unsafe structure	Letter of violation sent	Awaiting response

Town of Ulysses Clerk's Office
MONTHLY REPORT for JUNE 2021

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	20
Disabled parking permits	13
Dog licenses and renewals	79
Marriage licenses	4
Plumbing permits	0
Address assignments	0
Notarizations	8
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$1674.50	TOTAL Clerk fees & licenses collected
\$1110.43	stays in the town
\$564.07	goes to the state
\$4306.00	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, collect building & zoning fees, assign new addresses
 - participate in weekly Supervisor/Clerks office meetings
- Assist with search & on-boarding of temporary planner
- Send weekly e-newsletter messages to residents including COVID resources
- Provide documents to NYS auditors as requested
- Meet with Supervisor, Deputy Sup. And Bookkeeper to update Human Resources procedures
- Facilitate Community Leaders meeting
- Schedule meeting for community funding policy creation & prepare draft
- Update asset database
- Work on software inventory
- Procurement training for Rec Director

SAFETY/EMERGENCY COMMITTEE:

No updates

TAX COLLECTION TASKS:

- Worked with Tompkins County on settlement of 2021 taxes

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Collected and posted water payments
- Monthly reporting to the bookkeeper to reconcile accounting
- Internal water working group meetings
- Met with Town of Ithaca to reconcile water loss

HABITAT NATURE PRESERVE COMMITTEE:

- Next mtg scheduled for July 19

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- Joint Committee on Plan Structure & Design- attended June mtg. Discussion of wellness

- Tompkins County Clerks Assoc.- meeting held on June 9

Town of Ulysses
MONTHLY WATER REPORT
June 2021

WATER DISTRICT 3:

Note to Town Board: this is the first report. Please let me know if you would like any other information included and whether you'd prefer a monthly or quarterly report.

Testing

The following tests are mandated by the Tompkins County Health Dept.

<u>Test</u>	<u>Frequency</u>	<u>This month's result</u>
bacteria	Monthly	negative
DBP/THMs	Monthly	41ppm on Hyd. #60 (max of 80 allowed)
chlorine	Daily	Within normal range
Lead & copper	Every 3 yrs	<i>(next due in 2022)</i>

Financials

- Quarterly billings (Feb. May, Aug. & Nov.)

Maintenance

- Meters switched to radiohead (remote) meter readers:
 - 82 switched
 - 149 outstanding
 - # does not include trailer park sub-meters but does include master meter
 - estimated cost= \$29,055 (\$195 each)
- # Water main breaks discovered – 0
- Hydrant flushing:
 - Perry City Rd, Jacksonville Rd., Swamp College completed
 - In progress: Rte. 96, Cold Springs & Van Dorn's Rd.
- Tank/aerator updates?

Water hook ups

- In process- 1 in district, 1 out of district
- 250 users connected & using
- 52 connected to water main but not using town water

Trainings

- Water District Operator is scheduled for training in August.

Water notifications to customers

- *None this month*

Water notifications to town from DOH

- *None this month*

Meetings

- Wright, Stevenson, Parlato & Zahler met on June 10 to discuss reporting & long-term water district planning

Submitted by Carissa Parlato, Water District Clerk, 7/9/21

July 2021

TRUCK / HAUL

1a's for oil and stone

Item 4 for shoulders

ROADS

Trim Brush along right of way for sight visibility

Mowing roadsides

Working on shoulders

Cold patching in various spots

REPAIRS

Water truck fuel injection replacement

Tire on T20

Adjust brakes on T20 and T21

STORMS

Clearing numerous trees from wind damage

Assisting Fire dept with tree damage



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 *June 2021*
SUBMITTED AT JULY 2021 TOWN BOARD MEETING

Building Permits issued	4
Plan Reviews	1
Certificate of Occupancy issued	1
Permits Renewed	0
Complaints Received	
Complaints Resolved	1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	25 Plus 2 Reinspection's
New Site Inspections	1
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	1
Fire Safety Inspections	Ongoing
Code Training Seminars	15 Hours completed
County Assessment, Town, DOS Reports	3
Open property in violation cases	7
Property violations resolved	0

Value of Permits issued: \$482,000.00

Building Permit fees collected for month: \$1,801.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer



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Activity Report
Town of Ulysses Fire Inspector
Lucas Albertsman
June 2021

Fire Inspections	6
Taughannock Farms Restaurant	
Taughannock Farms Inn	
Taughannock Farms wedding venue	
Racker Center	
Grassroots	
New Park Ithaca	
Invoices sent out	4
Notices sent	10
Operating permits issued	2

Recreation Department Report
July 9th, 2020

Created by: Will Glennon, Recreation Director

Summer Programs:

Basketball Sports Clinic: June 28-July 2nd

- Instructors/coordinators:
 - Paul Pennock, TBurg Varsity boys basketball coach
 - Rob Reakes, TBurg Junior Varsity boys basketball coach
- 32 participants (boys and girls, grades 4-8)
- Two sections.

Volleyball Sports Clinic

- Instructor:
 - Angela McClennan, Varsity girls volleyball coach
- 25 participants (girls grades 4-12)
- Two sections

Summer Programs/Camps:

- Week one completed 49/50 spots enrolled.
 - Four day camp made it Taughannock for swimming 3 of 4 days due to weather. One day had to be cut short due to thunder.
 - Campers have use of 10x20 pop up tents at Taughannock for inclement weather and fast moving storms.
 - TCAT and School bus transportation system has been working well to date.
 - TCAT provided 39 passes at a 50% discount for the summer. A savings of nearly \$700.00
- Week Two begins on Monday.
 - 50 campers
- Remainder of the camp is sold out with waiting lists.
- Total of 14 staff are working at the camp.
 - We have a constant staff to camper ratio of 1:6 each day.
- Camp Director and Assistant Directors are performing very well.
 - Assistant Directors are in charge of daily programming.
 - One AD is a physical education teacher
 - The other is a music and band teacher
- Shared fairgrounds space with grassroots has gone smoothly so far. A gate and sign has been posted at the entrance during camp hours to prevent vehicle and pedestrian traffic.
- July 23rd the camp will be taking a field trip to Seabreeze Amusement Park. Buses will leave Fairgrounds at 9:30 with a 4:30/5:00 return time.

Emergency Related

- Tasks and communications pertaining to my work specifically have drawn down to near close regarding emergency related work activities.

Bookkeeper Transition

- Blixly is an incredible asset to the Town, I would like to express gratitude for her aptitude, skill set, and professional and friendly demeanor and work style. We are very lucky to have her on our team.
- Ongoing training and delegation of tasks
- HR/Payroll related: the idea is that this work will shift entirely to the Bookkeeper
- Retiree benefits training

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - Communications and work activities related to project budget, financing, construction inspection contract, communications with County and NYSDOT; subsequent resolution drafting
 - 7/7 pre-construction meeting with engineers, Economy Paving, NYSDOT, Village, Town Highway, County Highway
 - PR and community communications regarding construction schedule
 - Learning a new system for reimbursement submission
 - Communications with Bridge neighbors whom were experiencing disruption in driveway access due to NYSEG

Cemetery Bridge Project Timeline

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	Complete
12/28/2020	PS&E Submitted	Complete
January 2021	PS&E Approved by County & State	Complete
April 2020	Construction Phase Authorized	Complete
April 2020	Advertisement	Complete
5/14/2021	Bid opening	Complete
Spring 2021	Letting	Complete
7/7/2021	Pre-Construction Meeting	Complete
7/19/2021	Begin Construction	
Fall 2021	Construction complete	

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Engineer update:
 - Guardrail installation:
 - Due to extended leave times created by the COVID emergency, the guardrail installation will not happen until later this year.

- MRB will pass along the drawings once they get them back from the manufacturer, we will pass along to the Board.
- Work regarding internal cash flow financing, modeling and resolution drafting, documentation required for EFC reimbursement

Other Work

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor
- BRIDGE NY Submission
 - Durling Road, Curry Road Structure Replacement & Maplewood Hairpin Turn
 - Curry Road and Maplewood culvert program applications submitted in May
 - Durling Road bridge application submitted 6/8

Insurance Related

- 6/14 NYMIR onsite facilities assessment tour
- Communications regarding worker's comp
- Communications regarding RFP

Financially Related

- Continued communications and meetings pertaining to NYSOSC audit, 6/10 audit topic meeting, staff communications, supplying records
- 6/16 & 6/23 meetings with Rec Director regarding 2021 budget projections and general conversations regarding procurement
- Communications and procedures development for full implementation of asset database in collaboration with the Deputy Clerk
- Collaboration on IT Asset Inventory with the Clerks Office
- Continued work regarding ARPA funding
 - Set up new bank account
 - Research and analysis of allowable uses and other aspects of this fund

Budget Related

- 6/15 retreat preparation and modeling
- Looking to isolate a later week in July dedicated to budget projects
- 6/11 Community org funding meeting
- Personnel modeling for current and 2022 budget year
- TAV analysis
- Sales tax analysis and projections

Water District 3

- Water reconciliation meeting with Town of Ithaca
- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - Timing of this unknown

Upcoming

- Preparations for the 2022 budget creation season including modeling concepts that came out of the 6/15 budget retreat
- Construction process for Cemetery Road Bridge

Meetings & Trainings

- Multiple webinars on ARPA funding
- 6/15 ITCTC joint planning and policy committee meeting, link to agenda packet:
 - <https://www2.tompkinscountyny.gov/files2/itctc/agenda/2021/agen0621-Jnt.pdf>
 - Meetings notes to be reported in August

Audit

The auditors have concluded their in-person review of records and provided a verbal summary of their findings which included high praise for the qualifications and engagement of our Town Board members and the effectiveness of our Town staff and adherence to sound fiscal practices. The one area they are exploring in more depth is our information technology policies and practices and the staff are looking forward to their recommendations on how we can improve.

Staffing

Blix Taetzch, our new Bookkeeper, has gotten up to speed quickly and has agreed to centralize all human resources and benefit management functions under the bookkeeper position, which has already streamlined employee hiring, enrollments in health insurance and retirement systems.

Greg Hutnik, our part-time temporary Planner started on June 30th and will be working about 10 hours/week after hours. He has gotten oriented, introduced to our Planning Board and BZA members and has already reviewed our code to be able to respond to several different requests for action by the Planning Board which were in process and responded to other inquiries. In light of his limited hours, I did not request a formal report from him this month.

Planner position: Requested feedback from staff, Planning Board, BZA, and Conservation and Sustainability Advisory Committee on planning tasks ahead, roles, duties, and skills needed to inform our search for our next planner/zoning officer. Preliminary feedback summarized for Town Board members in preparation for initial discussion on 7/13.

Supervisor's office staffing: The Supervisor and Budget Officer have begun to work on a task analysis and staffing options for this office to be discussed with the Town Board in preparation for the 2022 budget.

Union Negotiations

In-person negotiations have not yet begun but management held a preliminary meeting to prepare. The Bookkeeper has reviewed our current agreement in light of her extension labor management experience and comments will be shared with the management team. Awaiting scheduling from Teamsters.

Grassroots

Assisted Mark Washburn as he planned for, reviewed plans and input, and developed terms and conditions for the approved Special Events Permit for Grassroots camping and parking and pedestrian safety plan. Kudos to Mark for outreach to neighbors and for a balanced set of recommendations!

Coordinated with Code Enforcement, Highway and Sheriff's Department on parking enforcement. Accommodated a request from Smith Woods for custom signage on Cemetery Road with help from the Clerk's office, Highway and Code Enforcement.

Participated in a pre-concert series meeting convened by GR to coordinate with law enforcement, EMS, and Town. During the meeting, learned of another campground in a residential zone and worked with

Code/Zoning Enforcement Officer to follow up re: compliance with our Special Permit process to offer temporary camping for GR 3-day event July 23-25.

Prepared an in-depth background update for Town Board members on June 30th and two additional updates for residents via the listserv.

Provided support to the Recreation Director on coordinating summer camp at the Fairgrounds with expanded use of the facilities by Grassroots, including a field trip on July 23rd to avoid scheduling conflicts.

Responded to neighbor complaints and suggestions.

Met via Zoom with a representative from Assemblywoman Kelles office and Rich Goldman at the assemblywoman's request to discuss Grassroots and water issues.

Nuisance Ordinance

Discussed issues related to noise and fireworks with Attorney Walsh and he recommended a broader nuisance ordinance. Scheduled and advertised a forum to seek public input on issues for July 27th. Carissa found sample ordinances from other municipalities and will work with Peter Walsh on structuring feedback on various categories in a potential nuisance ordinance.

Capital Projects

Aerator: requested and received more detail on Engineering services related to Amendment #2 approved in April. Briefed by Michelle on timing for guardrail.

Cemetery Road Bridge: met with Michelle to review and sign contract documents; reviewed construction inspection contract; participated in pre-construction meeting with contractor, DOT, engineer and then with neighbors affected, and worked with Michelle E. Wright and Carissa Parlato on an update for residents. Bridge will be closed starting July 19th with completion anticipated by November 2021.

Rt. 96 Culvert Project: DOT contractor has contacted the Town with a different plan for re-locating the WD3 water line along Rt 96. Working with MRB, M. Boggs, and Bolton Point and Highway to reconcile our recommended approach with the new proposal. Project work begins soon but DOT and contractor have not yet provided more details for us to share with WD3 users and Rt 96 travelers.

ADA door for Town Hall: Will be coordinating with Court Clerk and Town Clerk to arrange for electrician bids to power back door and back up battery.

Budget

2021 oversight: Reviewed and approved vouchers; received Clerk's report and revenue; reviewed financial reports, provided feedback on contracting for Recreation Program.

American Rescue Plan funding Michelle has registered our account information with NYS to prepare for first installment payment: 50% of \$320,639 or \$160,320. Reviewing FAQs from IRS, Tompkins County's plans and working with Michelle on a Town Board presentation for July 27th.

Financial Reports Monthly closings are happening on time and a discussion of June financial report and highlights from the Bookkeeper will be scheduled for July 27th. Michelle and Blixey will work on a more user friendly monthly summary and we will begin to take action at monthly meetings to review and accept monthly financial report to fulfill our fiscal oversight duties.

Planning for 2022 Preliminary meetings held with Budget Officer. Will be providing feedback and oversight of Community Grant Application Process.

Water

Reconciliation of water loss with Town of Ithaca- Held a productive meeting with the Town of Ithaca, Clerk and Budget Officer to review water loss figures and they identified Town of Ithaca parcels to be correctly billed. Once updated bill is received, Ulysses can invoice Town of Ithaca for reimbursement for their share of water loss.

Water line re-location on Rt 96- addressed under Capital projects above

Falls Road water district- Researching documents from previous effort

WD3 Out of District User Request- a household on Durling Road wishes to connect and Health Department has confirmed water quality issue with their private supply. Working with Water Team to update process and to prepare a request for Town Board approval.

Water report for Health Department- Submitted data and narrative water quality report for Water District 3 in early June- See report send under separate cover.

Speed Control Requests

In response to request for update from Krums Corners, wrote to DOT for progress and held a productive call with regional representative re: process they use when responding. Discovered DOT did not have 2019 request from Rabbit Run. Re-submitted.

Received inquiry from Perry City Road resident re: lowering speed. Following up.

Jacksonville Gas Station

In response to community request, called Blue Ox, owner of Jville Gas Station to confirm upcoming sale of property to Stewarts Shops. Closing anticipated after Labor Day. Will ask Highway to trim tall weeds on corner for traffic safety if not cleared by owner this week. Notified JCA re: news of sale.

Comprehensive Plan Update

Requested and received from County Planning preliminary data for update of 2009 Plan Appendix C. Awaiting updated census data to complete socio-economic profile.

Requested and received advice from County Planning on funding available for updates through the Consolidated Funding Application Process. Will share with Planner and Town Board members.

Received an updated community profile from the Tompkins County Youth Services Department. Will circulate.