

February 8, 2022

Town of Ulysses Recreation Department Brief

Created by: Will Glennon, Recreation Director

Winter Programs

- **Youth Travel Basketball Program** for students in grades 3-6.
 - Tournament scheduled in February has been canceled due to a shortage of referees available to officiate games.
 - Travel team games are scheduled to end on February 26th.
 - Each team will have played 6-7 games.
 - Majority of the games scheduled were played at the Trumansburg Middle School.
- **Youth basketball clinic** for students in grades 1-3 and 4-6
 - Clinic is scheduled to conclude on February 12th.

Future programming for Spring and Summer

- Met with the new Ulysses Philomathic Library Director, Laura Mielenhausen to discuss summer programming. A collaboration has been set up between the summer camp and the library to offer programming to support the summer reading program and to have the camp visit the library weekly. The library is also planning to host two events that the camp will attend as a special event.
- Met with the Education and Engagement Fellow Carley Robinson of the Hangar Theater to discuss theater based programs for children of Ulysses/Trumansburg. The Hangar Theater is exploring program opportunities to the surrounding Tompkins County communities.
- Summer recreation camp, summer sports camps, baseball and softball program registration will open in March (1st week)
- Meeting with the Ithaca Youth Bureau to collaborate on games for youth baseball and softball this spring.
- Creating a new code of conduct form for coaches, players, and parents for youth programming. The code of conduct will include clear messaging to all involved about possible penalties (game suspensions, etc.) and consequences (removal from current and future programming) for repeated incidents.
- Exploring youth coach training courses/certification courses for head coaching volunteers to become certified prior to coaching.

Reporting and Administrative

- United Way of Tompkins County application for community care fund Part B, due February 15th, 5:00 pm. Each program that receives funds from the United Way must submit materials to continue to be considered for funding.
- Tompkins County Youth Services Department annual report is due February 14th.

February 8, 2022

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period January 1 – January 31, 2022

Plan Reviews

- 12 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Meeting with tenant of condemned apartment. Guide lines to have condemnation lifted given
- 2 Stop work order issues
- Meeting with contractor about new house build

CEO Activity

- 4 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 10 Framing inspections/ 4 reinspection's Issue resolved
- 3 Plumbing inspections/ 0 reinspection's
- 10 Final inspection/9 Reinspection
- Continuing to work through back log
- Code research for 15 different issues approximately 20 hours
- Field work Meeting with homeowners and engineer regarding Zoning issue
- 1 Fire inspections/2 issues noted and fixed for operating permit
- Complaint investigation Tenant Landlord dispute. Ongoing
- 2 hours training for recertification
- 8 property investigations for Letters of violation, code and zoning violations
- Follow up on condemned property Maplewood Drive
- Meeting at property in regards to zoning questions
- Meeting with contractor regarding demolition of old home and new home in Lakeshore district
- Answered 15 zoning questions that I was able to answer and past along 3 to the Zoning Department for further help

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period January 1 – January 31, 2022

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 Resent Tried stopping by No one home	Awaiting response
33.-5-3.1	Boat storage not in compliance	Submitted application for Site plan review	Monitoring	Owner bring into compliance

Town of Ulysses Clerk's Office
MONTHLY REPORT for JANUARY 2022

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	1
Disabled parking permits	8
Dog licenses and renewals	63
Marriage licenses	4
Plumbing permits	0
Address assignments	2
Notarizations	6
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$2680.00	TOTAL Clerk fees & licenses collected
\$2445.72	stays in the town
\$234.28	goes to the state
\$1475.00	Building & Zoning fees collected (included in total amount above)

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, provided notary services, issued marriage & dog licenses and disabled parking permits, collected building & zoning fees, assigned new addresses as requested, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletter messages to residents, contract management, coordinated building use/equipment sign out, administered oaths of office
- Fielded Planning & Zoning inquiries
- Deputy Clerk vacancy:
 - Applications accepted through Feb. 4.
 - Have a temporary helper for 8 hrs/week.

IT UPGRADE:

- Met with Greg Potter (Tompkins County IT)
- Reviewed contract draft

TAX COLLECTION:

- Collected and posted \$4.5 million Dec. –Jan. About \$300,000 will be collected in Feb. and March before turning duties over to Tompkins County in April

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Reconciled accounts with bookkeeper
- collected and posted payments

HABITAT NATURE PRESERVE COMMITTEE: (no meeting in Jan.)

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- no Jan. mtg.
 - Share wellness and other program info to staff as received from consortium

Greetings Board Members:

While I am still working to close the books of account for 2021, I thought I would provide a brief financial update to give you a sense of where I am in that process.

First, although the full financial statements are not finalized yet, I thought I would provide you with the Supervisor's Report, which details cash transactions for December and bank balances as of December 31, 2021. Total cash balances as of 12/31/2021 were \$2,845,113.20, an increase of \$42,956.73 from last month. A few things to note:

- Sales tax payments – November sales tax was received in December in the amount of \$57,918.01
- The 2021 annual AIM Related payment of \$33,545.00 was also received in December.
- State Funding for CHIPS, Pave NY, and EWR was received in the amount of \$169,064.11
- Construction payments were made in the amount of \$191,861.27 for the Cemetery Bridge project, with receipts of \$209,604.13 in grant funds.

As you are no doubt aware, closing the books for year-end is a longer process, as we must record all transactions related to the 2021 fiscal year. We are still awaiting information from the County on the figure for December 2021 sales tax, but I believe all other year-end accruals (accounts payable and accounts receivable) have now been recorded.

I am also taking the time to review in detail account transactions and account balances in all of the funds since I was only here for a partial year. During this process I have made some minor corrections in the classification of transactions (recording things in the correct account) and some corrections related to prior year activity. I would like to emphasize that these amounts are small, and would likely be considered immaterial by the independent auditors. However, I would like to start 2022 clearly documented assets and liabilities, regardless of the amount.

I would also like to mention that since the Town expended in excess of \$750,000 in federal funds for 2021 (Cemetery Bridge Project) that we will be subject to a Single Audit. I have been in touch with the auditors (Insero) and hope to have a time frame for the audit scheduled soon. Insero will also provide the Town with an engagement letter that will be presented to the Board for approval prior to beginning the audit.

Lastly, the Annual Update Document (AUD) to the State Comptroller's Office is due by March 1, 2022. I expect to have the AUD completed and filed on time. I will be presenting the finalized financial statements (unaudited) to the Board at your March 8th meeting. Please feel free to contact me if you have any questions in the meantime.

MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF ULYSSES:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of December, 2021:

DATED: February 2, 2022

SUPERVISOR

	Balance 11/30/2021	Increases	Decreases	Balance 12/31/2021
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	24,817.57	99,378.04	99,376.11	24,819.50
CASH - EV CHARGING STATION	301.42	336.94	0.00	638.36
A200-RECREATION DEPT CHECKING	61,530.57	1,250.04	0.00	62,780.61
CASH - SAVINGS	445,266.01	74,790.80	98,972.86	421,083.95
CASH - SAVINGS, ARPA	160,350.65	6.80	0.00	160,357.45
PETTY CASH - CLERK	150.00	0.00	0.00	150.00
PETTY CASH - COURT	150.00	0.00	0.00	150.00
RESERVE UNEMPLOYMENT	2,355.45	0.00	0.00	2,355.45
A231-12MO-CD	6,075.21	0.00	0.00	6,075.21
RESERVE RETIREMENT CONTRIBUTIO	5,606.93	0.00	0.00	5,606.93
A232-12MO-CD	14,461.90	0.00	0.00	14,461.90
RESERVE EMPLOYEE BENEFITS & AC	8,693.83	0.00	0.00	8,693.83
A233-12MO-CD	9,527.75	0.00	0.00	9,527.75
RESERVE CAPITAL	5,653.34	0.00	0.00	5,653.34
A234-12MO-CD	22,648.96	0.00	0.00	22,648.96
RESERVE BUILDING REPAIR	13,343.70	0.00	0.00	13,343.70
A235-12MO-CD	34,420.66	0.00	0.00	34,420.66
ASSIGNED FUNDS / INFORMAL RESE	22,305.49	0.00	0.00	22,305.49
A236 12-month CD	37,506.22	0.00	0.00	37,506.22
RESERVE FOR TAX STABILIZATION	1,138.12	0.00	0.00	1,138.12
A237-12MO-CD	2,935.83	0.00	0.00	2,935.83
TOTAL	879,239.61	175,762.62	198,348.97	856,653.26
B GENERAL PART-TOWN FUND				
CASH - CHECKING	224.90	11,551.38	11,551.38	224.90
SAVINGS ACCOUNT	298,302.13	17,076.93	11,551.38	303,827.68
RESERVE UNEMPLOYMENT	1,422.64	0.00	0.00	1,422.64
B230-12MO-CD	3,669.79	0.00	0.00	3,669.79
EQUIPMENT RESERVE	6,422.64	0.00	0.00	6,422.64
B231-12MO-CD	3,669.79	0.00	0.00	3,669.79
RESERVE CAPITAL	40,514.02	0.00	0.00	40,514.02
RESERVE FOR EMPL BENES & ACC L	2,667.64	0.00	0.00	2,667.64
B234-12MO-CD	13,581.15	0.00	0.00	13,581.15
TOTAL	370,474.70	28,628.31	23,102.76	376,000.25
DA HIGHWAY FUND				
CASH - CHECKING	0.00	127,882.19	127,882.19	0.00
SAVINGS ACCOUNT	603,029.41	24,143.39	127,882.19	499,290.61
RESERVE REPAIR: SNOW & ICE BAN	9,476.95	0.40	0.00	9,477.35
DA231-12MO-CD	28,156.00	0.00	0.00	28,156.00
RESERVE REPAIR: BRIDGE	280,743.26	0.00	0.00	280,743.26
RESERVE CAPTIAL EQUIPMENT	189,901.20	0.00	0.00	189,901.20

MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/2021	Increases	Decreases	Balance 12/31/2021
TOTAL	1,111,306.82	152,025.98	255,764.38	1,007,568.42
DB HIGHWAY PART-TOWN FUND				
CASH - CHECKING	0.10	21,153.61	21,153.61	0.10
SAVINGS ACCOUNT	47,986.29	176,063.39	21,153.61	202,896.07
RESERVE CAPITAL	24,886.40	0.00	0.00	24,886.40
DB230-12MO-CD	38,221.58	0.00	0.00	38,221.58
TOTAL	111,094.37	197,217.00	42,307.22	266,004.15
HA WD 3 CAPITAL PROJECT FUND				
CASH - CHECKING	27,811.01	0.00	0.00	27,811.01
TOTAL	27,811.01	0.00	0.00	27,811.01
HB CEMETERY BRIDGE REPLACEMENT				
CASH - CHECKING	56,847.41	209,604.13	191,861.27	74,590.27
TOTAL	56,847.41	209,604.13	191,861.27	74,590.27
SF FIRE PROTECTION DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SM AMBULANCE DISTRICT				
	0.00	0.00	0.00	0.00
SAVINGS	107,559.12	11,290.63	0.00	118,849.75
TOTAL	107,559.12	11,290.63	0.00	118,849.75
SW1- WATER DISTRICT #1				
	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT	2,404.73	1,468.58	0.00	3,873.31
RESERVE FOR REPAIRS	655.75	0.00	0.00	655.75
SW1-230-12MO-CD	1,692.02	0.00	0.00	1,692.02
TOTAL	4,752.50	1,468.58	0.00	6,221.08
SW2- WATER DISTRICT #2				
	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT	1,515.11	0.00	0.00	1,515.11
RESERVE FOR REPAIRS	56.79	0.00	0.00	56.79
SW2-230-12MO-CD	147.77	0.00	0.00	147.77
TOTAL	1,719.67	0.00	0.00	1,719.67
SW3- WATER DISTRICT #3				
CASH - CHECKING	0.20	29,781.90	29,781.90	0.20
SAVINGS ACCOUNT	89,691.37	9,557.87	29,781.90	69,467.34
RESERVE FOR REPAIRS	24,763.75	0.00	0.00	24,763.75
SW3-230-12MO-CD	5,498.75	0.00	0.00	5,498.75
TOTAL	119,954.07	39,339.77	59,563.80	99,730.04
SW4- WATER DISTRICT #4				

MONTHLY REPORT OF SUPERVISOR

	Balance 11/30/2021	Increases	Decreases	Balance 12/31/2021
CASH - CHECKING	0.00	152.10	152.10	0.00
SAVINGS ACCOUNT	901.01	97.00	152.10	845.91
RESERVE FOR REPAIRS	285.85	0.00	0.00	285.85
SW4-230-12MO-CD	736.89	0.00	0.00	736.89
TOTAL	1,923.75	249.10	304.20	1,868.65
TA TRUST & AGENCY				
	0.00	0.00	0.00	0.00
CHECKING	2,364.68	51,771.07	53,148.16	987.59
BAIL - UNCLAIMED EXONERATED	7,108.76	0.30	0.00	7,109.06
TOTAL	9,473.44	51,771.37	53,148.16	8,096.65
TOTAL ALL FUNDS	2,802,156.47	867,357.49	824,400.76	2,845,113.20

Highway Report Feb 2022

REPAIR : T5 Ball Joint

T21 New Front Tires

T22 New front plow edge

SNOW EVENTS :

Minor snow storms with some drifting with the exception of Jan 17th which brought over a foot of snow.

Jan : 11th, 13th, 14th, 15th, 17th, 18th, 21st, 23rd, 24th, 28th, 29th, 30th

Feb : 2nd and 3rd

MISC:

Pushed back drifts with loader at various places.

Washing off salt and grime on equipment whenever we get a chance

Grease equipment



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 *January 2022*

SUBMITTED AT FEBRUARY 2022 TOWN BOARD MEETING

Building Permits issued		8
Plan Reviews		12
Certificate of Occupancy issued		1 Cof O
Permits Renewed		0
Complaints Received		2
Complaints Resolved		1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		40 Plus 9 Reinspection's
New Site Inspections		5
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		1
Fire Safety Inspections		Ongoing
Code Training Seminars		2 Credit hours
County Assessment, Town, DOS Reports		5
Open property in violation cases		7
Property violations resolved		1

Value of Permits issued: \$476,699.00

Building Permit fees collected for month: \$1,250.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Emergency Related

- COVID safety one-on-one check-in with all staff: to ensure everyone is still feeling safe with our working procedures and COVID safety. This was a recommendation that came out of the last safety committee meeting.
- In coordination with Supervisor and Clerk, test kit distribution related communications
- Food security chart updated specific to our community

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Finalization of Unfinished Work Agreement
 - Internal activities:
 - On-going reimbursement related work activities
 - Routine banking work activity
 - Communications pertaining to federal funding categorization: moving leftover funds from design to construction
 - Update NYSDOT with new Town Supervisor contact
 - Final payment to Economy communications
 - Accrual information communications

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	Complete
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	Complete
Fall 2021	Construction complete	Complete except uncompleted turf and grass establishment work to come in Spring 2022
Winter 2022	Project closeout with DOT and County	Upcoming

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Internal activities
 - Communications pertaining to guardrail installation
 - Engineer update:
 - Guardrail installation complete, subsequent DOH communications

Other Work

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor
- Organizational meeting preparation in coordination with Clerk, Supervisor
- Resolution drafting
- 2022 work plan development
- Cleaned and organized office—go check it out 😊

Bookkeeper Supervision

- Weekly meeting on Wednesday

Insurance Related

- Employee Assistance Program related communications
- Online portal system set up
- Records retention related communications

Financially Related

- NYSOSC Audit Exit Conference communications
- Preparation for Town Board audit
- First Finance Committee meeting held
- 2020 and 2021 Recreation Department Financial report preparation
 - Will be providing to the Board upon completion
- Grant eligible project list creation and prioritization with Town Supervisor
- With current smaller team, continued higher amount of time with voucher / procurement process

Budget Related

- 2021 budget modifications
- Review of December financial entries and 2021 close out journal entries

Contract Related

- Development of boilerplate / standard clause verbiage for all ToU contracts
- Communications with insurance broker and attorney regarding specific verbiage for boilerplate
- Cleaner RFP development: process coming up in the spring

Procurement

- Communications with Recreation Department regarding 2022 t-shirt/jersey vendor quote

Asset Management

- Asset annual process documentation
- Continued development of asset database
- Data management and communications pertaining to 2021 highway infrastructure asset improvements
- Highway asset replacement prioritization:
 - Submitted transportation priority project list to ITCTC in collaboration with the Village and Town Officials
 - Project planning with Highway Superintendent regarding future plans to prioritize all highway assets for replacement
- Investigation into geospatial asset software via Soil and Water district meeting invite

Compliance Related

- Communications with the Department of Labor

Water District 3

- Procurement and 2022 budget meeting with Water District Operator

IT Update

- Bi-weekly meetings with County contact regarding scope of work
- Communications regarding Microsoft software acquisition

Upcoming

- Close out and finalization of Cemetery Road Bridge
 - Communications with Engineers and Vendors
 - Communications and close out of County MoU
- Contract related work
- Procurement related work
- GASB 75 accounting report RFP

Notes from Meetings, Webinars, and Conferences

2/2/2022 (10:30 – 11:50am) BRIDGE-NY 2021 Debriefing Webinar

- Participants: ~90
- Webinar posted on BRIDGE-NY website
- Results
 - Bridge side:
 - 240 applications submitted
 - \$585 million requested
 - 52 bridges awarded
 - \$167.2 million available
 - Culvert side:
 - 421 applications submitted
 - \$379.2 million requested
 - 52 culverts awarded
 - \$53.6 million available for award
- Evaluation Process
 - Evaluation teams make up DOT and local
 - 30 local reps
 - 20 DOT employees
 - Each application was reviewed by 3-person team
 - Bridges: LBPI
 - Local bridge priority index
 - Points received for participating in pre-review process
 - Delivery risk factors
 - Scheduling, logistics risk
 - Delivery risk is evaluated throughout: scope, estimate, timeline schedule
 - If there is already design approval, points for scheduling = low risk
 - Scope: acknowledgement if there is money available for over budget
 - Project sponsor is owner = less risk
 - Third party coordination = railroad, utilities, etc. = higher risk
 - With risk factors: provide mitigation plan for all risk factors
 - Economic competitiveness

- How location affects community, tourism, economic development in area
- Improvements for future applications
 - Read and understand notice of funding availability (NOFA), application, FAQs
 - Well-defined scope
 - Provide solid estimate
 - Scope keeps hydraulics in mind
 - Culverts need inspection documentation
- Timeline is unknown at this point, perhaps more info available in April
 - The BRIDGE-NY office has tried to seek this info from the executive office to no avail

2/1/22 (noon – 12:30) Legislation at Lunch: Executive Budget SFY (2022-2023)

- The Executive Budget is the Governor’s budget
 - 30 days for amendments
 - AOT gives a budget testimony 2/9
- Sarah Brancatella thinks this is the best budget for Towns in years
- AIM Funding
 - Maintains AIM funding last year’s level
 - Exec Budget looks to end the practice of funding AIM through county sales tax, which is good for Towns
 - Sales tax distribution based on agreement with local governments, the County is not required to distribute sales tax (13 current do not)
 - County does not have to provide more sales tax just because AIM is no longer funded via sales tax
 - AOT thinks they will be asking the State to increase funding level as this has not been increased since 2009
- Highway Funding
 - CHIPS, PAVE-NY, EWR all maintained
 - AOT wants to see
 - CHIPS increased
 - PAVE-NY, etc. codified into law
 - BRIDGE-NY increased to \$200 million
 - POP program: potholes
- Accessory Dwelling Units
 - Requires towns to adopt local laws allowing ADUs on residential and multi-family lots
 - Attempts to increase affordable housing
 - Not allowed to impose health or safety requirements
 - Exceptions: septic, flood resiliency policies, wetland protection
 - Town does not have authority to deny an ADU application
 - Must issue permit within 90 days and have an appeal process
 - AOT concerns:
 - imposition on home rule
 - municipal water and sewer systems
 - setbacks, parking, size
- Local Government Ethics Reform to Article 18
 - “Family members” interest in contracts broader definition
 - Prohibits gifts of “nominal” amount (currently set at \$75)
 - AOT would like to see a working group for a comprehensive update of Article 18
- CHIPS funding project: threshold for competitively bid CHIPS (i.e. you can use your own employees) from \$350k to \$750k

1/26/2022 FEMA Grant & Tompkins County Hazard Mitigation Plan: Online Reporting Tool (BAToolSM) Training

- funding announced for mitigation projects
- even if it's not in current plan, okay to apply
- BAT one year trial to track hazard mit progress

- state funding for hazard mitigation
- one year trial
- split amongst municipalities, county rate ~\$2k
- chrome preferred browser
- Scott wants feedback
- BAT is geospatial location of all hazard mit projects in county
- April 1st deadline: Scott suggests making a proposal
 - 25% match (can be in kind)
 - FEMA has to get adopted resolution
- Mitigation not maintenance
- Timeline: handed over to FEMA August, when can we expect a contract?
 - in order to assess what projects are reasonable for application
 - not meant for urgent projects, not immediate needs
- Eligible project example:
 - property acquisition and relocation: repetitive losses (remove building, turn into open space)
 - mitigation reconstruction: modifying structure/rebuilding structure to be flood resistant
 - reconstruction: cottage at lake prone to flooding?
 - dry flood proofing of historical or commercial structure
 - generators for critical facilities
 - most likely included = town barn, town hall (but depends on how we included in the hazard mit plan....did we categorize this to be defined as critical facility?)
 - localized flood risk reduction projects
 - retro fitting buildings
 - soil stabilization
 - post-disaster code enforcement: how to determine % damage
- what's a strong project?
 - problem documented?
 - has to reduced risk
 - cost effective
 - engineering design complete? 30% conceptual design
 - phased application: do 30% design when doing application, propose to do in two phases
 - 30% design fund is reimbursable
 - if you hire someone to help, need to note in budget to get reimbursed
 - prove community support
 - follow up re: suggestion for legal consult: FEMA doesn't audit but if they do you could loose your funding if you don't do this: _____
- design: if we went through engineer service procurement that explicitly mentioned grant applications
- scott says state is very open to check about project eligibility
- these funds are once a year, so if we aren't ready this year, available next year--there might be three out this year
- had to leave early

1/18/22 ITCTC Planning Meeting

- 10-11am
- Routine minute adoption and TIP modifications (not related to Ulysses)
- ITCTC work plan approval
- Sharing of municipal priorities: Ulysses prioritization developed ahead of meeting with Supervisor, Clerk, Highway Superintendent, Village
 - Brainstorm about downtown bus station
 - NYSDOT said that re-paving 96 through the Village of T-burg is on their list for upcoming projects
- Member updates
 - TCAT transit development plan draft now available on their website, spring schedule starting soon

1/20/22 Presentation from Monroe County Storm Water Andy Sansone re: Mapping of Stormwater Assets

- 1:30-2:15pm
- In conversation with Angel from Soil and Water about getting a map from her with all of our culverts, she invited me to a meeting she was having just after our phone call.
- The Tompkins County Stormwater Coalition is considering implementing a County-wide ARC GIS system to track all of the stormwater infrastructure within the County. Monroe County is undertaking a similar effort and the Tompkins County Stormwater Coalition is wondering if this application is the direction they want to move in
- mapping grant epf grant \$100k to map all stormwater assets
- goal = municipality ease for tracking info, maintain inventory, inspection processes
- what worked well = County is the owner of the online gis account and assumes maintenance of data and app

Transportation Camp 1/21/22

- Session 1:
 - Developments in MaaS (Mobility-as-a-Service)
 - Description: Brief look at the state of MaaS in the U.S., advantages to U.S. systems (urban and rural), and steps to MaaS
 - Amy Conrick, Director, National Center for Mobility Management; conrick@ctaa.org, Knowledge Center
 - What is Maas?: integrated mobility concept, one platform where you can book, plan and pay across modes: public transit, bike share, car share; one app or combine the modes book, pay in single system
 - Ithaca area is planning for Maas to not have to be 100% digital (call center, walk in)
 - <https://nationalcenterformobilitymanagement.org/blog/maas-rural-areas/>
- Session 2:
 - The RTAP Library is OPEN at TransportationCamp Ithaca
 - RTAP is demonstrating the National RTAP's Resource Library and TACL, the Transportation Technical Assistance Coordination Library. National RTAP Resource Center Manager Cara Marcus will provide an introduction to both collections, and then show participants how to access resources that meet their current research needs. So bring your questions.
 - Cara Marcus, Resource Center Manager, National RTAP
 - Tech assistance, peer connections: connect with experts who have done what you are trying to do
 - Software research: connected with Cara directly on this
- Session 3: Equitable Public Participation
 - Discuss a "no wrong door" and a welcoming approach to engaging the public all the time and at every phase of idea generation, planning, and service.
 - Sheryl Gross-Glaser, SGG Consulting LLC
 - Usual suspects: who shows up regularly at public meeting
 - Should we be engaging with the public in different ways?
 - Showing up to a meeting demonstrates some sort of privilege of time, daycare and resources, confidence and comfort
 - Most effective is going to the public directly: meet them physically where they are
 - Week-long charettes with a slight different focus
 - King County Seattle does a good job
 - Childcare provided!
 - People who can pay attention to the path of legislation through the standard lines of communication are privileged with knowledge and time resources
 - Everyone communications, you just have to tune into cross demographic/social/economic/cultural channels
 - How do you know who isn't participating?
 - How are those not participating linked in?
- Session 4:

- EV Infrastructure Cost & Evolution
- Changes from 2015 to 2022
- Gary Cremeens Project Manager, Cornell University Transportation & Delivery Services
 - Gary offered to be a resource regarding Charge Point
- Legislation developing: Gov't vehicles must be EV by 2027
- Transportation and mobility expert
- EV battery should only be charged to 80%
- Check out Gary's LinkedIn page for article on EV models
- Model suggestions per Gary:
 - Back order on models
 - Honda Clarity = best choices for 4-door sedan
- Appropriate pricing scheme for charging stations
 - CU hired consultant, ended up with Charge Point
 - Waterloo spent \$150k and company went bankrupt

Staffing

- John Zepko continues as part-time temporary Planner, while we continued to advertise our opening planner position. Our application window closed 1/28 and interviews are being scheduled for week of 2/7.
- Held meetings with all of Town staff members and established weekly and/or monthly schedules.
- Worked with Clerk and Highway Superintendent to organize staff coffee hour for February.
- Discussed, reviewed, and distributed work plans for Budge Officer.
- Appointed Michelle E. Wright as Second Deputy Supervisor on 2/2/22.

Town Board preparation and follow up

- Prepared and reviewed materials for the 1/11, 1/19, 1/25, and 1/28 regular and special meetings.
- Handled advertising concerning open TB seat to Seneca Shopper for distribution week of 1/10/22 and 1/7/22.
- Worked with legal counsel, Clerk, and Highway Superintendent on local law expanding residency.
- Conducted the court and clerk and tax collector audits on 1/19.
- Worked with legal counsel and Code Officer on updating noise ordinance.
- Worked with legal counsel, and Code Officer on updating special event permitting.
- Signed contract, with board approval, for unfinished work contract on Cemetery Road bridge.
- Communicated multiple times with applicants to the Town Board about the application process.
- Consulted legal counsel on Open Meetings requirements; memo from counsel forthcoming.

Budget

- Worked with Michelle E Wright on continue to wrap up 2021 and plan for the grant and project cycles for 2022.
- Reviewed and accepted Clerk's fee revenue report.
- Reviewed and accepted tax deposit for weeks of 1/10/22 and 1/17/22.
- Attended a consultation with Tompkins County IT Director Greg Potter with Carissa and Michelle re: developing an RFP to have an external review of our hardware, software, IT policies and cyber security using funds budgeted in 2022, per recommendations from the Office of the Comptroller's Audit.
- Reviewed and approved vouchers for 1/11/2022 meeting.
- Reviewed contract for required federal audit and submitted to Town. Board for review.

Camp Barton

- Met multiple times with representatives of Town of Covert, Village of Trumansburg, and NYS Parks to discuss possibility of the municipalities managing the park on behalf of NYS.

Highway/Water

- Reviewed water reports submitted by Bolton Point and Water Operator.
- Set up a meeting with municipal engineer to discuss Smart-Start water extension.
- Had a great 3-hour ride-along with Dave Snyder plowing during the storm of 2/4/22!

COVID

- With the presence of Omicron, the suspension of the Open Meetings Law is expected to continue past the current deadline of February 14th.

Land Use

- Discussed zoning violations concerning several properties with Code Enforcement, Planner/Zoning Officer, and legal counsel. Distributed information and plan to interested board members.
- Reviewed materials related to a potential development district request and recommended future action should involve a presentation to the Town Board in a public meeting.

Liaison

- Attended the February Youth Commission Meeting as the Town Rep.
- Attended to Town Supervisors of Tompkins County monthly meeting.
- Attended multiple T.C. Health Department calls
- Hosted a community partners call with other local leaders
- Met with 4 Boards representatives to discuss recreational opportunities in Ulysses.
- Attended presentation on INHS plans for Crescent Way.

Training

- FEMA Hazard Mitigation Grant Training session.