
Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period February 1 – February 28, 2022

Plan Reviews

- 12 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Meeting with contractor about new house build
- 4 Meetings with resident regarding new project in LS zone.
- Modular home set 6hrs on location

CEO Activity

- 4 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 10 Framing inspections/ 2 reinspection's Issue resolved
- 3 Plumbing inspections/ 2 reinspection's
- 2 Final inspection/1 Reinspection
- Continuing to work through back log
- Code research for 10 different issues approximately 15 hours
- Field work Meeting with homeowners and engineer regarding Zoning issue
- 1 Fire inspections/2 issues noted and fixed for operating permit
- 8 hours training for recertification NYSERDA Credits
- 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 4 meetings
- 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 February 1 – February 28, 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 snow melt	4x Site visit No issues	Ongoing
	Burned out house Safety Violation/ Camper used as residence on property	[NY] 108.1.1 Unsafe structure	Camper moved	Awaiting response
33.-5-3.1	Boat storage not in compliance	Submitted application for Site plan review	Monitoring	Owner bring into compliance

Highway Report March 2022

Snow Events :

12 days of minor events where we had to plow and salt, Had some drifting as well

Repair :

T1 New Vibrator for salt spreader and new right tail light which was covered under warranty.

T21 New Cylinders for the chain in the truck body

T10 Re-wired yellow flashing lights for the back of the truck

Misc:

Had Hearing tests done for the entire Highway Staff

Cleaned entire shop and reorganized cold storage area

Received new Volvo EC88D excavator from Alta Equipment

Washouts from melting and rain: 2/18/22

All were Minor and repaired on 2/22/22

Agard Road

Rice Road

Mekeel Road

Supervisor Report February 5 - March 4, 2022

Staffing

- John Zepko continues as part-time temporary Planner. Conducted numerous conversations with a Planner applicant, including a formal interview with R. Goldman and Blix T. (HR rep), and informal negotiations. Applicant declined position on 3/2.
- Conducted a survey of planning positions in Tompkins County, and range of pay is \$65K-\$93K for municipal planners, reflecting a range of different duties.
- Held meetings with all of Town staff members.
- Worked with Clerk and Second Deputy to host staff coffee hour on February 14.
- Reviewed and accepted time cards.

Town Board preparation and follow up

- Prepared and reviewed materials for the 2/8, 2/11, 2/15, and 3/8 regular and special meetings.
- Collected and provided answers to Town Board members on a variety of topics, and held in-person, phone and email conversations with all Town Board members.
- Worked with legal on noise ordinance.
- Worked with legal counsel on updating special event permitting.
- Signed paperwork with Tompkins Trust per Board approval @ 2022 Organizational Meeting.
- Communicated multiple times with applicants to the Town Board about the application process to fill the vacant town board seat.
- Consulted legal counsel on Open Meetings requirements and feasibility of the Town adopting a vaccine mandate for the public to attend meetings in person; confidential advice of counsel memo distributed to the board 3/3.

Budget

- Worked with Michelle E. Wright on continue to wrap up 2021 and plan for the grant and project cycles for 2022.
- Reviewed the financial documents related to closing out 2021, including the December financials and the AUD report.
- 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 2/8/2022 meeting.
- Signed contact for federal audit per approval of Town Board at 2/8 meeting. (Insero)

Camp Barton

- Met/spoke/emailed numerous 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.
- Worked on developing language for new MOU and accompanying resolutions, and discussed this process with legal counsel.

Comptroller/Audit

- Attended the close out meeting of the Comptroller's Audit on 2/11, and had follow up conversations with staff and Comptroller's office.
- Oversaw IT/Cyber responses internally.
- Developing a response letter to audit.

Highway/Water

- Reviewed water reports submitted by Bolton Point and Water Operator.
- Attended a meeting with municipal engineer to discuss Smart-Start water extension.
- Had follow-up conversations with Town of Ithaca and Bolton Point on the possible use of a new metering system for WD3. Tabled for the time being due to significant costs for meter proposed by M. Boggs. (Excess of \$100K)
- Attended water reconciliation meeting with Town of Ithaca on 2/11.

COVID

- Open Meetings extension allowing for fully remote meetings is anticipated to end on March 16th.
- NYS Courts still require masking; mask requirements for Town Hall remain in effect.

Land Use

- Provided support to the Planning Board in response to 3/2 meeting. Have arranged for legal counsel to attend Planning Board meetings until a permanent planner can attend and staff the board.

Liaison

- 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

Respectfully submitted,

Supervisor Katelin Olson
March 4, 2022

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

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	0
Disabled parking permits	7
Dog licenses and renewals	33
Marriage licenses	0
Plumbing permits	0
Address assignments	2
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$422.50	TOTAL Clerk fees & licenses collected
\$2567.50	stays in the town
\$37.00	goes to the state
\$2145.00	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:
 - Hire temporary deputy
 - Screen 3 more people via Zoom

IT UPGRADE:

- Met with NYS auditors to discuss IT recommendations.

TAX COLLECTION:

- Collected and posted over \$4.5 million. Collections slow down and continue through March.

WATER DISTRICT TASKS:

- Tracked water usage/testing/consumption/billing for annual spreadsheet
- Reconciled accounts with bookkeeper
- collected and posted payments
- Meet with Town of Ithaca for annual reconciliation

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

- Next meeting in March.

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- attend 2/3. mtg.
 - Share wellness and other program info to staff as received from consortium



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 2022*
SUBMITTED AT MARCH 2022 TOWN BOARD MEETING

Building Permits issued		3
Plan Reviews		10
Certificate of Occupancy issued		2 Cof O
Permits Renewed		0
Complaints Received		3
Complaints Resolved		3
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		35 Plus 10 Reinspection's
New Site Inspections		6
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		4
Fire Safety Inspections		Ongoing
Code Training Seminars		8 Credit hours NYSERDA
County Assessment, Town, DOS Reports		5
Open property in violation cases		7
Property violations resolved		1

Value of Permits issued: \$81,000.00

Building Permit fees collected for month: \$840.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

March 2, 2022

Town of Ulysses Recreation Department Brief

Created by: Will Glennon, Recreation Director

Winter Programs

- **Youth Travel Basketball Program**
 - Concluded Saturday, February 26th.
- **Youth basketball clinic**
 - Concluded on February 12th.

Spring Programs

- Youth baseball/softball and tee ball registration will open on Friday, March 4th.
 - The program is coed and will consist of four different divisions.
 - PreK-K
 - 1st and 2nd Grade Coach Pitch
 - 3rd and 4th Grade Hybrid (Coach and Kid Pitch)
 - 5th and 6th Grade Kid Pitch
 - This spring, the coach pitch and hybrid programs will take part in the Ithaca Youth Bureau Kiwanis league. Our teams will be scheduled to play on Saturday mornings beginning April 23rd. On occasion our teams may also be scheduled for an evening game during the week. All games will be played at the fields at Cass Park.
 - Practices will be held at the Trumansburg high school and middle school athletic fields.
- Spring Track registration will open March 4th.
 - Program is coed for students in grades 1-6
 - Program will run on Tuesdays this spring due to scheduling conflicts with the Trumansburg HS track. The program will be instructed by Andrew Burton again this spring.
- Tennis Clinic
 - Proposed to be offered on Saturday mornings instead of during the week. Conflicts with school teams are too numerous to run a successful weekday program.
 - Program will have two sections; one for beginners and one for intermediate players.
 - Currently searching for a new instructor this spring.

Summer Programs

March 2, 2022

- Summer Camp registration will open March 15th for the July 5 - August 13 recreation day camp.
 - Hours will be full-day 9am-4pm; pre-camp 8-9am; post-camp 4-5pm
 - Camp fees will be \$150.00 per week for a full day. Pre and Post camp will be \$15.00 each for the week.
 - The camp will utilize Taughannock State Park and Watkins Glen Pool for swimming again this summer.
 - Ryan Holmes will be the onsite Camp Director again this year.
 - Recruitment of staff will begin in March. All staff from last summer will be offered positions for this summer based off of director recommendations from last summer.
- Camp Barton Location (Specialty camps)
 - Initial inquiries are being conducted into the viability of operating a small specialty camp using the facilities at Camp Barton.
- Summer Sports Camps
 - Volleyball Summer Clinic and Basketball Summer Clinic will both operate again this summer using the HS facilities. Angela McClennan and Paul Pennock respectively will operate the camps again this summer.

Reporting and Administrative

- United Way of Tompkins County application for community care fund Part B, submitted.
- Tompkins County Youth Services Department annual report submitted.
- Town of Ulysses Recreation Department Financial Summary, provided necessary information for completion.
- Updated 2022 registration forms for programs and camps
- Updating 2022 summer program/camp registration information.

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Unfinished Work Agreement and final payment to Economy Paving
 - NYSDOT Final agreement related work
 - Internal activities:
 - On-going reimbursement related work activities
 - Communications pertaining to federal funding categorization: moving leftover funds from design to construction

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
 - Substantial completion agreement

Other Work

Miscellaneous

- Standing weekly meetings: Clerk’s office, Supervisor
- Resolution drafting
- Work week communication coordination to Town Hall staff
- Contract boilerplate development
- Deputy Clerk applicant review and interview
- Planning Board coverage as clerk

Bookkeeper Supervision

- Weekly meeting on Wednesday
- Personnel related matters
- End of year close and reporting communications

Insurance Related

- Acquired asset coverage inclusion

Financially Related

- NYSOSC Audit Exit Conference
- Preparation for March audit
- 2/10 Finance Committee meeting agenda development
- 2020 and 2021 Recreation Department Financial report preparation
 - Will be providing to the Board upon completion
- Grant funding research, notes from webinars below
- With current smaller team, continued higher amount of time with voucher / procurement process
- Planner salary modeling

Budget Related

- Financial year in review presentation development

Procurement

- RFQ development and vendor distribution and communications: Recreation Department
- 2022 t-shirt/jersey vendor quote

Asset Management

- Asset database improvements and updating for 2021 reporting
- County flood meeting, notes found below

Compliance Related

- Meeting with Workers Comp Carrier, no issues found

Water District 3

- 2/7 meeting re: out of district request
- BRIDGE-NY follow up (notes from this DOT meeting found below)
- 2/11 Town of Ithaca water reconciliation meeting

IT Update

- Meetings with County contact regarding scope of work
- Coordination and communication: OSC pre-report meeting, report and letter review
- IT contractor meeting and communications

Upcoming

- IT upgrade project work
- Grant funding cycle application preparation work
- Emergency prep staff meeting development
- Finance committee related work: capital plan development, etc.
- Close out and finalization of Cemetery Road Bridge
 - Communications with Engineers and Vendors
 - Communications and close out of County MoU
- EFC/WIIA close out
- Contract related work
- Procurement related work
- GASB 75 accounting report RFP

Notes from Meetings, Webinars, and Conferences

Tompkins County, FEMA and the STARR II team for the virtual Flood Risk Review

2/28/22 1-2:30pm

~60 municipal reps from Tompkins, engineers and insurance agencies on the call

Notes from this meeting:

- FEMA Region 2 office: specific people from this office listed in PDF
- NYSDEC works with FEMA on flood mapping
- Map updating purposes:
 - Emergency mgmt: flood depth mapping eventually released, evacuation routes
 - Insurance flood risk
- Eventual deliverable: countywide mapping database available to public; GIS level data
 - FEMA happy to work with mapping data and individual municipalities
- Ulysses studied in 2018 and current study
- Comment responses due by March 28th, 2022
- Survey and Topo Info
 - Digital Elevation Model from NYS is from 2008 (new elevation datasets can be integrated when it's available)
 - Closer look at what is next to creeks and streams, including culverts
- Hydrology Overview
 - Peak flows
 - Steady and unsteady state models
 - 2-D modeling useful when streams are emptying into v-shaped valleys
 - Volumetric analysis for bodies of water
 - Climate change question: how does anticipated climate change impact modeling equations?
 - "Always in the background"
 - 30 years of record on a gauge analysis, but can't forward project flood risk
 - How to account for climate change for more intense storms: they increase uncertainty % for climate change
 - FEMA can't put out a number that is projection, so they just increase the % of uncertainty
 - Will FEMA look at shorter records? Like 3-5 years for comparison
 - Short answer, no.
 - Scale is at watershed level is too grand to do this comparison
 - FEMA could support municipalities looking at granular data
 - How are flood insurance claims factored into hydrology analysis/calculations?
 - Push for local governments to get digital based mapping
 - FEMA goal is for all counties in NYS to have digitized flood mapping
 - FEMA doesn't factor claims as much as other data--it doesn't determine scoping
 - Cluster of claims: FEMA doesn't want that data to interfere with modeling
- Realtime data/forecasting for flooding: FEMA has it in mind, but at this point not sponsored by FEMA. They are trying to get involved to a certain extent.
- Viewer demonstration
 - Comment submission process

How to Compete for RAISE Transportation Grants Webinar

2/9/22 1-3pm

Presented by the Office of the Under Secretary for Policy USDOT

331 participants in attendance

- 600-700 applications per year
- \$75 million out of \$1.5 billion will go to planning and preconstruction activities
- Obligating funds by 9/30/2026
 - Planning grants do not need to be obligated before this
- \$1 million minimum award size for rural
- **Merit criteria: find rubric on slides**
 - This is the first evaluation that determines if project moves along for funding evaluation
 - (in green = heavier weight in scoring)
 - High, medium, low, non-responsive
 - Each of 8 criteria will be rated, then overall rating for the whole set (see NOFO)
 - Safety
 - Mitigates systemic safety issues to improve safe movement of goods and people
 - Reduces occurrence of crashes, injuries, and fatalities, including for underserved, etc.
 - Protect motorized and non-motorized travelers
 - Supports national safety plan (should be referenced if we have one, AI = ask ITCTC)
 - Environmental Sustainability
 - Reduces pollution
 - Explicitly considers climate change
 - Incorporates zero emission vehicle infrastructure
 - Reduces air or water pollution
 - Results in modal shift that reduces emissions
 - Promotes energy efficiency
 - Improves resilience of at-risk infrastructure
 - AI: find reports about how climate change projections are lagging regarding flood risk (NPR report)
 - Quality of Life
 - Increases transportation choices, affordability
 - Reduces transportation and housing cost burdens by supporting public transportations near mixed-income developments, rural main streets, etc.
 - (Missed some here)
 - Mobility and Community Connectivity
 - Proactively incorporates Universal Design
 - Increases mobility for freight movement and improves supply chain
 - Economic Competitiveness
 - Improve long term efficiency, travel time reliability
 - Increase tourism opportunities
 - Increase economic productivity of land, capital, etc.
 - Help US complete in global economy by facilitating efficient and reliable freight movement
 - Bridge service gaps in rural areas
 - State of Good Repair
 - Partnership and Collaboration
 - Innovation: Technology, Delivery,
 - Collaboration
 - Financial Completeness Review
 - Technical assessment: project feasibility

- Benefit-Cost Analysis
 - Compare relative to a no-build scenario
- Common pitfalls
 - Submit way ahead of time
 - Check your eligibility: project and applicant
 - Check that it fits within merit criteria
 - Match designation: urban vs. rural
 - 80% max on feds side: **rural or poverty/HDC? (confirm this!)**
 - Previously spent funds cannot be used as match
- Award announcements on August 12th, 2022
- Reimbursement program
 - Include financing costs?
- **Urbanized area boundary = more than 200,000 (based on 2010 census)...ITCTC metro area**
- State caps for award funding have been set (i.e. we are competing with NYC)
- Benefit / cost ratio less than 1 will not be selected
- **City of Ithaca got 2020 BUILD grant, which is a closely related funding program that we might want to connect with them on**

Questions:

Can project budgets include planning and construction plans?

- Encourage planning or capital, but welcome to apply for capital that has planning aspects, but would be considered a capital project if any construction is included.

Can financing costs be included in budget?

- Not eligible under this program

Questions to email: raisegrants@dot.gov

- **Eligible project costs include admin?**
- **Use of ARPA funds**

Stakeholder Briefing on FY22 RAISE Grants

2/3/22 04:30-5pm

- notice of funding: transportation.gov/RAISEgrants
- apply = grants.gov
- Due April 14th
 - strongly encourage to submit application at least one week in advance to avoid any technical issues
 - So....DUE APRIL 7TH
- funding from infrastructure law
- Rebuilding America Infrastructure with Sustainability and Equity
- incorporate climate, safety, equity
- \$1.5 billion might increase with additional legislation
- Capital investments in surface transportation with significant local and regional impact
- 50% of these funds will go to rural projects (less than 200,00)
- 75 mil for planning projects that don't fund construction
- Eligible projects include stormwater mitigation
- Fed share up to 80% in urban areas

- Fed share up to 100% in rural areas, areas of persistent poverty, historically disadvantaged communities (HDC)
- Minimum = \$1 million for projects in rural area
- Max = \$25 million per project
- DOT lists all census tracts that meet the definition of poverty or HDC...on the RAISE website
 - <https://www.transportation.gov/RAISEgrants/raise-areas-persistent-poverty-find-census-tract-instructions>
 - waiting on final guidance, but if applying for this round, using the table provided on the website:
 - <https://datahub.transportation.gov/stories/s/tsyd-k6ij>
 - No tracts listed for Tompkins at first look
- Applications: clear, credible, data driven
- Project readiness: permitting, tech assistance capacity, financial plan, etc.
- Merit criteria is how applications move forward to the next round of review
- August = estimate
- How to apply webinar
- climate and equity are high on the list

BRIDGE-NY 2021 Debriefing Webinar

2/2/2022 (10:30 – 10:50am)

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