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## Building & Code Updates

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Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period October 1 -October 31, 2022

### Plan Reviews

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- 10 discussions about upcoming projects
- permit review, 4 conversations with contractor regarding issues with structure/compliance

### Site Visits

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- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 2 Meeting with contractor about new house build/8 Site meetings with contractors
- 3 site visits regarding Setback issue
- 3 visits regarding erosion issues
- 6 visits to answer possible renovations and zoning allowability

### CEO Activity

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- 5 Foundation/Footer inspections/ 1 reinspection's needed issues fixed
- 3 Framing inspections/ 1 reinspection's Issue resolved
- 6 Plumbing inspections/ 2 reinspection's
- 9 Final inspection/1 Reinspection
- Code research for 15 different issues approximately 10 hours
- 2 Field work Meeting with homeowners and engineer regarding Zoning set back requirements
- 4 property investigations for Letters of violation, 1 letter issued code and zoning violations (ongoing). 2 Meetings with Attorney regarding violation
- Court Appearance Regarding Zoning Enforcement
- Meeting at property in regards to zoning questions/setback and
- Meeting at residence on Taughannock Blvd. Regarding zoning questions (2hr)
- Attended meeting with Zoning and Property owner regarding new home build
- Attended meeting with Zoning and Property owner regarding possible future development of property and DD
- Meeting with Property owner regarding DD violations and made plans to bring property into compliance
- Zoning and Property maintenance code violation sent to correct property owner. Numerous possible solution to bring property into compliance

## Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period October 1 – October 31, 2022

SBL	Violation	Code	Action	Status
	Erosion control		4x Site visit No issues	Ongoing
	Burned out house Safety Violation/	[NY] 108.1.1 Unsafe structure	Clean up happening around house	Awaiting response
12.-4-9	Rubbish, Vehicles, Fire road violation Protective covering violations	Property maintenance code 301.2, 302.3, 302.8, 304.2 Fire Code 503.4	Clean up and remove vehicles from side of roadway and property	Letter sent to Property owner Clean up happening slowly
20.-3-9.22	Cars, Rubbish	Multiple Property Maintenance code, Fire Code violations	Clean up and comply with DD regulations	New information Working with property owner

**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for OCTOBER 2022**

*Submitted by Carissa Parlato*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	135
Disabled parking permits	8
Dog licenses and renewals	51
Marriage licenses	4
Plumbing permits	0
Address assignments	1
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

<b>FINANCIAL REPORT:</b>	
\$7043.70	TOTAL Clerk fees & licenses collected
\$6357.51	stays in the town
\$686.19	goes to the state

**CLERK'S OFFICE TASKS:**

- Routine tasks:
  - retrieved, sorted, vouchered mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, provided notary services, issued licenses (marriage, dog, sporting) 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, fulfilled FOIL requests, ordered supplies, posted board meeting (Planning, Town & BZA) videos to Youtube
- Continue training new Deputy Clerk- Casey Beck
- Begin process of renegotiating a new copier (or lease)
- Continue sales of hunting licenses
- Assist with new Planner on-boarding
- Vacation 10/4-10/21/22. Deputy Clerk was in charge of office with assistance from 2<sup>nd</sup> Deputy Clerk.

### Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 10/31/2022 were \$1,982,684.88 a decrease of \$171,1821.53 from last month. The decrease in cash is primarily due to highway spending for road improvements. A few notable items this month:

- Investments in Securities – you will now note on the balance sheet “Investments in Securities”, which represents our new Treasury Bond investment portfolio. Amounts are currently shown at cost basis.
- We have received payment from Tompkins County for the local share of the Cemetery Bridge project.
- This month we paid for road improvements that are funded by CHIPS and other highway state aid. However, funding won't be received until later in the year.

You may note that there are amounts due to the B fund from the DB and SW1 funds to cover expenditures in excess of cash available, with funding to cover such expenditures anticipated in the future. In the DB fund, this is due to the timing of CHIPS funding. In the SW1 fund, this is due to the large bill paid to the Village of Trumansburg, but not yet paid by the water user. Amounts due to the A fund from the HB fund have been reduced by the \$73,628 received from the County.

Other than cash and inter-fund transactions (due to/due from other funds), there are no significant assets or liabilities in the Town's operational financial statements, with the exception of funds due from the State and County for capital projects. In the September financial statements, you will note that the WD3 capital project has now been closed out (HA Fund) and the SW3 fund has been repaid the inter-fund loan. The Cemetery Bridge capital project will be closed out when final payment from the DOT is received.

### Income Statement

Last month, I included a detailed analysis of revenue and expenditure activities through the 3<sup>rd</sup> quarter of the year. Not much has changed since then. No further sales tax payments have been received, nor have we yet received our second mortgage tax payment. Expenditures continue to be as expected, with larger payments this month for highway improvements as mentioned earlier.

### Bookkeeper Activities

Below is a brief overview of my activities for the month:

- Finance Committee: I continue to support the work of the finance committee, and attend monthly meetings. Included with my Board report this month are the notes from the most recent finance committee meeting.
- Personnel: I continue to support hiring needs and processes as well as the administration of employee benefits. I have communicated to all employees and retirees regarding 2023 benefits and I am preparing for a hopefully smooth transition in January.
- Budget Preparation: I continued to work with Michelle to support the 2023 budget process and attended two Board meetings where the budget was discussed.

Highway Report November 2022

**Oil and Stoned**

Rabbit Run, Glenwood and Colegrove Roads

**Cold Patched**

Town Hall Parking Lot and various spots

**Mowed**

Roadsides, Cemeteries and Town Properties

**Enclosure for Pumps**

Started working on the enclosure for fuel tanks

**Training**

2 Employees received their Grade D Certification which enables them to work on the water district water lines

**MISC**

Helped Town of Covert with oil and stone projects

T10, T1, T21 inspected NYS

Overseen the replacement of anode Replacement at the water tank

Submitted Chips, Pave NY and EWR for reimbursement of payment for paving and oil and stone projects



**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 *October 2022***  
 SUBMITTED AT NOVEMBER 2022 TOWN BOARD MEETING

Building Permits issued		14
Plan Reviews		10
Certificate of Occupancy issued		3 Cof O 6 C of C
Permits Renewed		1
Complaints Received		2
Complaints Resolved		1 Resident outreach Letter sent 1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		28 5 Reinspection's
New Site Inspections		14
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		4
Fire Safety Inspections		Ongoing
Code Training Seminars		Recert. complete
County Assessment, Town, DOS Reports		5
Open property in violation cases		Ongoing outreach
Property violations resolved		1

**Value of Permits issued: \$694,366.00**

**Building Permit fees collected for month: \$2604.00**

Respectfully Submitted,

*Mark Washburn*

Mark Washburn – Building & Fire Code Enforcement Officer

## **Planning & Zoning October 2022 Report to Town Board**

Town Board Meeting Date, 11.08.2022

Submitted by Niels Tygesen, 11.02.2022

### **Planning Board**

The Planning Board did not conduct any business this month.

### **Board of Zoning Appeals**

The Board of Zoning Appeals did not conduct any business this month.

### **Planning Projects**

#### **Comprehensive Plan 2024 Update**

- Continued outreach for members for the Comp Plan Steering Committee
- Draft revisions of the Public Participation Plan
- Compiled timeline of 2024 update process and past Comp Plans

### **Zoning Projects**

- 2<sup>nd</sup> floor building addition to an existing dwelling unit for parcel 28.-1-14
- Lot Line Adjustment between parcels 26.-1-6.2 and 26.-1-7
- Preapplication meeting for a new dwelling unit for parcel 24.-4-9.116
- New detached garage and carport for parcel 24.-4-9.115
- Finalized collaborative work with the County on a new, [online interactive zoning map](#) for the Town

### **Zoning Enforcement**

No new zoning code enforcement cases to report.

### **Miscellaneous**

- Meeting with owner and architect for Inn at Taughannock Falls regarding process and proposal for a new development district
- Meeting with Mary Bouchard (TB) for Agriculture Committee member outreach
- Meeting with Roxanne Morino (TB) for Comp Plan Steering Committee member outreach

- Meeting with Tompkins County DPS and other local jurisdictions pertaining Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) Funding for 2023, tied to the Town's initiative action items in the [Hazard Mitigation Plan](#)
- Meeting and site visits with MRB Group, Kocher Surveying, and Trumansburg staff regarding potential stormwater project for Larchmont Dr. and adjacent Town properties.
- Training course by Tompkins County DPS and NYSERDA pertaining [Model Solar Law](#)
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process



## Recreation Department Report

November 2, 2022

Created by: Will Glennon, Recreation Director

### Fall programming (Youth)

- XC for ages 9-13
  - The cross country program concluded on Saturday morning with a host XC meet at the Trumansburg HS. Runners attended from Groton and our own program. The race included both a 2k and 3k race.

### Fall Programming (Adult)

- Adult recreation opportunities
  - The adult recreation programming for soccer, volleyball, and basketball has started. Currently there are a total of 112 registered participants.
  - Program takes place on Sun, Tue, Wed, & Thurs.
  - Pickleball has been scheduled to begin November 6th and will continue on Sunday afternoons from 2:30-4:30 pm. An initial instructional clinic will take place on November 6th for players new to the game.

### Winter Programming (Youth)

- Winter programming scheduling has begun. Reservations for space with the school have already been submitted for the basketball season. The team based program scheduling has started for the January/February basketball season.
- Basketball teams are planning to participate in the Candor end of season tournament in Candor.
- Winter youth programming registration is open for team and clinic basketball for grades 1-6. Currently we have a total of 62 registered participants for both programs.

### Administrative

- The Tompkins County grant has been submitted led by Katelin.
- Planning for proposed addition of one week of summer camp and an increase in the summer camper cap from 72-84.
- The recreation department took part in a jobs fair on October 20th at TC3 to recruit for summer camp staff and new programming. This event did not have the success that I was looking for in recruitment.
- The recreation department will take part in the SUNY Cortland camp jobs fair in February.
- Attending the keynote speaker for the SUNY Cortland Recreation Conference on Nov. 4th.
- Meeting with TCSD about taking on additional TCEP programming. The former TCEP administrator/coordinator is leaving the position and the recreation department will be taking over fully for all programs.

**Work Activities**

**Miscellaneous**

- Standing weekly meetings: Clerk’s office, Supervisor, Highway Superintendent
- Resolution drafting, agenda packet related work; assist Clerk’s office with agenda related activities
- Organizational meeting preparation
- Intro meeting with new Planner
- Village storm water project related activities

**Bookkeeper Supervision**

- Weekly meeting on Wednesday
- Review of monthly financial statements

**Insurance Related**

- Application process for 2023 coverage
  - Applications are required for each carrier (very time consuming)
  - Asset verification
  - Program and general organization procedure verification

**Financially Related**

- Voucher entering and review, adjustments, related communications: an increased amount for month of October
  - Voucher process internal meeting
- GASB 75 report related communications
- Contract related work
- Work activities associated with the submission of the Tompkins County Community Recovery Program
- Work activities associated with FEMA BRIC grant
  - SAMs registration number trouble shooting (very time consuming)
  - Meeting with County Planning Office

**Finance Committee**

- 10/19 committee meeting agenda related work
- Policy updates: various meetings and related communications; 11/2 policy meeting

**Budget Related**

- Budget agenda items at Town Board meetings
- Preliminary budget creation
- Narrative draft support, chart creation

**Asset Management**

- Data management related work

**Procurement Related**

- Procurement related work in various areas: conference furniture, WD3 service contract

**Compliance Related / Water District 3 Related / Safety Committee**

- No significant work activity for this period—place holder for future reports

## **IT Update Related/IT Committee**

- Domain transfer related work
- RFP related communications

## **Transportation Related Updates**

- Pilot Ditch Program related work (Local Roads, CU, Soil and Water, IO, Watershed Network)

## **Upcoming**

- Insurance applications
- FEMA BRIC grant application
- Procurement related work: conference room furniture
- Further development of capital plans
- IT RFP related work
- Contract related work
- Title VI related work

## **Active Grant Updates**

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
  - Internal activities:
    - Communications with NYSDOT re: final reimbursement—still waiting on the administrative process on their end
    - Local share owed by County received

## **Meetings & Professional Development**

- 10/26/2022 State and Federal Funding, Financing, and Resources for Municipal Infrastructure Roundtable Discussions (1-3pm)
  - Hosted by SU EFC
  - Link: <https://efc.syr.edu/2022-funding-roundtable/>
  - Agenda: Latest funding programs
  - 6 NYS and Fed
    - **NYS DOH & NYS EFC**
      - Annie Belvian (DOH), Liz Ricci (EFC) Elizabeth.ricci@efc.ny.gov
        - SRF
          - Annual funds from EPA and 20% match from NYS
        - IUP
          - Two list categories: one for drinking and one for clean water
          - Two project lists: multi-year (future needs); annual list (ready for funding)
  - Engineering Planning Grants (EPG) via CFA
    - Up to \$100k
  - Green Innovation Grant Program (GIGP) [50-70% grant]
    - Water efficiency (ex. new water meters and metering system), energy efficiency (ex. heat and power), green stormwater infrastructure

- Clean Water Infrastructure Act of 2017 (CWIA)
  - Clean or drinking water
  - Results of project is construction
  - Anticipating a round next year
- WIIA
  - Emerging contaminants eligible for up to 60%
- IMG Grant
  - Geared towards multiple municipalities
  - For both clean water and drinking water
  - 40% up to \$30 million
- Bipartisan Infrastructure Law (BIL)
  - New!
  - Need to be listed on IP
  - Must qualify for hardship: MHI; more info on EFC website, can use income survey as well as other tools
  - \$43.4 Billion in funding over 5 years for SRFs
  - Get listed on 2024 IUP by June 2023
  - Emerging contaminants are high priority for state and feds
  - EFC will be in touch if municipality is eligible
- **USDA Rural Development**
  - Cortland Office
  - Water and Environmental Programs (WEP) Direct Loan
    - Drinking water, sewer,
    - 10,000 population or less
    - Will not exceed 40 years (usual term = 38 years)
    - BAN is typical during construction
    - Interest rates between 2.125-3.5%...change quarterly
    - Guaranteed Loans helps reduce risk to commercial lender and allows for lower rate to applicant
  - Water & Waste Disposal Grants
    - Minimum cost per EDU = 1.5% of MHI before grant funding would be provided
  - Emergency Community Water Assistant Grants
    - Drinking water
    - Repairs = up to \$150k
    - New water source up to \$1mil
    - Needs to be an event: drought or other natural, chemical spill, federal emergency declaration not required
  - Planning Grants
    - PPG: pre development planning grant
      - Max up to \$30k, 75% covered
    - Community Facilities Program
      - Under 20k population
      - Real estate, construction
      - Not for recreational facilities
      - Modest in cost, size and design

- Rural Housing
    - Includes community facilities
  - **Office of Community Renewal**
    - Charlie Phillion
    - NYS Homes & Community Renewal has several offices within it
      - DHCR: Division of Housing & Community Renewal
      - HTFC: Housing Trust Fund Corporation
      - HFA: Housing Finance Agency
      - SONYMA: State of New York Mortgage Agency
      - AHC: Affordable Housing
    - Federal side
      - CBGB
      - HOME
    - State
      - Other programs
    - Funding from HUD
    - Public Infrastructure Funding Source
      - NYS CDBG
        - Water
          - Up to \$1mil
          - Typical activities:
            - Public water systems (source development, storage, and distribution)
            - Stormwater systems (flood control and storm water drainage)
          - 51% low to moderate income; Income surveys needed; can't just use census track data (ex...can't use Jacksonville for WD3)
        - Econ Development
        - Community planning: up to \$50k, with at least 5% cash match
- **NYS DEC**
  - Leila Mitchell
  - Two Fund Programs
    - Water Quality Improvement Projects (WQIP)
    - Non-Ag Nonpoint Source Planning Grant and MS4 Mapping Grant (MPG)
  - WQIP
    - Reimbursement grant for water quality, habitat or protect drinking water source
    - Available amount each year based on NYS budget and what's available in the state's environmental protection fund
    - Match is based on award amount, not total project cost
    - Project types
      - Installation of disinfection to facilities that don't currently have it
      - Sewer related
      - Watershed plan implementation
    - Source water projection
      - Land acquisition

- Salt storage category (focused on exposed salt), some replacement projects have been funded
    - Aquatic connectivity restoration
  - Non-Ag Nonpoint Source
    - DEC defined eligible projects defined each year
    - Planning funding leads into WQIP construction funds
- **NYS Department of State**
  - Kyle Wilber
  - Local Government Funding Programs
    - Infrastructure components
    - Funding caps are set by legislation
  - Local Government Efficiency and Shared Services
    - \$4mil in funding for 2022
      - Planning and implementation
      - Planning capped at \$100k 50%
      - Implementation capped at \$200k with 90% state funding
    - Special districts eligible to apply
  - CREG (non-CFA program)
    - Funding for consolidation
  - Appalachian Regional Commission