

January 7, 2022

Town of Ulysses Recreation Department Brief

Created by: Will Glennon, Recreation Director

Winter Programs

- **Youth basketball program** for students in grades 3-6.
 - 63 registered participants
 - Program started November 29th. Practices are held at the elementary school gym.
 - Due to the school district switching to virtual learning the week prior to the winter break, practices were canceled as the facilities were closed.
 - The team basketball programs did not operate during winter break.
 - Practices resumed on Monday, January 3rd when the school district opened.
 - Covid - 19 has impacted players and coaches with positive tests. Players and coaches are at risk of potential exposure and quarantine/isolation in the event of positive tests and contact tracing requirements as set forth by the TCHD.
 - The first weekend of games with Newfield Recreation have been canceled due to complications on the Newfield Rec side.
 - Games are confirmed for January 15th and 22nd against teams from Lansing and Spencer Van-Etten. Both of these scheduled games will be played away at their teams locations.
 - A tournament for boys and girls basketball teams is currently scheduled for the bookend weekends of February break.
- **Youth basketball clinic** for students in grades 1-3 and 4-6
 - 83 registered participants
 - The clinic will re-start on January 8th.
 - Due to a confirmed potential Covid-19 exposure and the school district switching to virtual learning on December 17th, the clinic on December 18th was canceled.
 - The make-up date for the clinic has been moved to the end of the program in February.
 - T-shirts for all the participants have arrived and will be available to be handed out this Saturday.

Future programming for Spring and Summer

- A meeting with the new Ulysses Philomathic Library Director, Laura Mielenhausen to discuss summer programming is currently being set up for the week of January 10th.
- A meeting with members of the Hangar Theatre is being scheduled to discuss a theatre program for children of Ulysses/Trumansburg. The Hangar Theatre is developing a program to extend opportunities to the surrounding Tompkins County communities.
- Held a meeting with a representative of the Taughannock Soccer Club discussing a collaboration between the recreation department and the soccer club for the summer

January 7, 2022

and fall of 2022. The discussion centered on supporting each program and developing a clear communication strategy for parents/families in the community to learn what is being offered for soccer in Ulysses/Trumansburg and the differences of each program. The recreation program focuses on younger children (grades third and younger) for local soccer games and practices. The Taughannock soccer program for advanced and older players with an interest in travel soccer and a more competitive team for games and practices.

- 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.
- Spring and summer program registrations will open March 1st.

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period December 1 – December 31, 2021

Plan Reviews

- 7 discussions about upcoming projects

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- Tenant Complaint investigation (mold, unlivable) Multiple meetings with land owner and County agencies (not condemnable)
- 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

- 5 Foundation/Footer inspections/ 2 reinspection's needed issues fixed
- 7 Framing inspections/ 3 reinspection's Issue resolved
- 3 Plumbing inspections/ 0 reinspection's
- 12 Final inspection/1 Reinspection
- Continuing to work through back log
- Code research for 12 different issues approximately 18 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
- 8 hours training for recertification (total of 34 for year)
- 5 property investigations for Complaints, 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

Building & Code Updates

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Reporting Period December 1 – December 31, 2021

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	Awaiting response
33.-5-3.1	Boat storage not in compliance	Site Plan violation	Letter sent	Owner bring into compliance

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

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	15
Disabled parking permits	6
Dog licenses and renewals	41
Marriage licenses	1
Plumbing permits	0
Address assignments	2
Notarizations	6
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$4136.50	TOTAL Clerk fees & licenses collected
\$1492.10	stays in the town
\$2644.40	goes to the state
\$720.00	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 including COVID resources, contract management, coordinated building use/equipment sign out
- Fielded Planning & Zoning inquiries
- Deputy Clerk vacancy:
 - Continued recruitment
- Worked with Michelle to get 1her information for Personnel Policy update and map out process
- Meetings and research in preparation for Organizational Meeting
- Transition meetings with Supervisor's office

IT UPGRADE:

- Meetings with Greg Potter (Tompkins County IT)
- Application to get townofulyssesny.gov domain
- Presentation from Integrated Systems on IT support/hosting

TAX COLLECTION:

- Coordinate bill creation and mailing as well as PR.
- Begin tax collection

WATER DISTRICT TASKS:

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

HABITAT NATURE PRESERVE COMMITTEE:

- Held meeting on 12/15.
- Designed and ordered signage for neighboring property as well as Liz Thomas commemorative sign
- Coordinated sign commemoration event

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- meeting on Dec. 2.
 - Share wellness and other program info to staff as received from consortium

1/1/21 – 1/1/22

Inspections conducted – 21

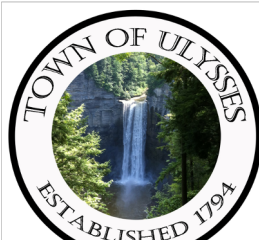
Notices sent out – 37

Operating Permits Issued – 22

Invoices sent out – 23

West Hill Community Church	Inspection conducted with violations found
Evergreen House	Inspection conducted and complete
Jacksonville Methodist Church	Inspection conducted and complete
Fingerlakes Fire and Casualty	Inspection conducted and complete
Williams insurance	Inspection conducted and complete
Moore's Marine Inc	Inspection conducted and complete
Lower Apartments	Notices sent no response/ Owner deceased
Sassy Dog Grooming Salon	Closed
Inn at Taughannock	Inspection conducted and complete
Taughannock Farms Motel	Inspection conducted and complete
Cayuga Addiction Recovery	Inspection conducted and complete
Lakshmi Living Arts	Inspection conducted and complete
Kinney Drugs	Notice sent
Country View Apartments	Inspection conducted and complete
Classic County Vacation Homes 1	Inspection conducted and complete
Classic County Vacation Homes 2	Closed
New Park Ithaca	Inspection conducted and complete
Trumansburg Shursave	Inspection conducted and complete
Trumansburg Wine and Spirits	Inspection conducted and complete
Brookside Apartments	Inspection conducted and complete
Brookside Apartments	Inspection conducted and complete
Trumansburg Veterinary	Inspection conducted and complete
Stover Lumber	Due/ notice sent
Garrett Rd Apartments	Inspection conducted and complete
Glenwood Pines	Inspection scheduled
Trumansburg Acupuncture	Notices sent no response
Mosher Apartments	Inspection conducted and complete
Seven Lakes Girl Scouts	Inspection scheduled

Cayuga Nature Center	Inspection scheduled
Brownies Produce	Inspection conducted and complete
Gimme Coffee Roasting	Due/ notice sent
Rider Sport/ Ithaca Billiards	Inspection conducted and complete
Ithaca Yacht Club	Inspection conducted and complete
Glenwood Apartments	Inspection conducted and complete
Smart Start	Inspection conducted and complete
Subway	Inspection scheduled
Trumansburg Fair Grounds	Inspection conducted and complete
Grassroots on site	Inspection conducted and complete
Grassroots off site	Inspection conducted and complete
Cayuga Compost/P&S Excavating	Notice sent no response
Jacksonville Valero	Closed/ Vacant Building
Church of The Latter Day Saints	Inspection conducted and complete
Seedway	Due/ notice sent
Salon Esperanza	Due/ notice sent
Maguire Chevrolet Complex	Inspection conducted and complete
Vanek Apartments	Inspection conducted and complete
Namaste Montessori school	Inspection conducted and complete
Namaste Montessori school	Inspection complete/ Open Complaint
Trumansburg Fish and Game Club	Due/ notice sent
Halsey House B&B	Possibly Closed?
Racker Center	Inspection conducted and complete
Martin Apartments	Inspection conducted and complete
Regional Access	Inspection conducted and complete
Koskinen Collision	Closed?
Hector Meeting House	Inspection conducted and complete
Howl Studios	Inspection conducted and complete
Mama Said Hand Pies LLC	Inspection conducted and complete
Mikes Marine	Inspection conducted and complete
ATC-NY	Inspection conducted and complete
Flo-Tech	Inspection conducted and complete
Renovus Solar	Inspection conducted and complete



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 *December 2021*

SUBMITTED AT JANUARY 2022 TOWN BOARD MEETING

Building Permits issued		7
Plan Reviews		7
Certificate of Occupancy issued		2 Cof O 12 C of C
Permits Renewed		0
Complaints Received		1
Complaints Resolved		1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		33 Plus <i>7 Reinspection's</i>
New Site Inspections		7
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		1
Fire Safety Inspections		Ongoing
Code Training Seminars		8 Hours (34 total for year)
County Assessment, Town, DOS Reports		5
Open property in violation cases		7
Property violations resolved		1

Value of Permits issued: \$100,988.00

Building Permit fees collected for month: \$695.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Construction completed
 - Upcoming: Unfinished work agreement
 - Internal activities:
 - On-going reimbursement communications and related work activities
 - Routine banking work activity

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 financial documentation with Municipal Solutions and EFC
 - Communications pertaining to guardrail installation
 - Engineer update:
 - Guardrail installation:
 - Scheduled for 1/5 & 1/6: updates available at 1/11 meeting

Other Work

Miscellaneous

- Standing weekly meetings: Clerk’s office, Supervisor
- Personnel Policy update: starting process in collaboration with Clerk—reporting out to Board committee with update asap
- Organizational meeting resolution development in coordination with Clerk, Supervisor, incoming Supervisor
- Transition/on-boarding meetings and related work with Supervisor change

Miscellaneous continued...

- Resolution drafting
- 2022 work plan development
- Habitat event to honor Liz Thomas
- ITCTC meeting

Bookkeeper Supervision

- Weekly meeting on Wednesday

Insurance Related

- On-going communications and work activities pertaining to insurance renewal, applications, and brokerage changes
- Insurance applications for 2022 coverage

Financially Related

- With current smaller team, continued higher amount of time with voucher / procurement process
- Mack Granite financing contract communications with KS State Bank
- Excavator letter of intent
- ARPA funding related work: online login
- Finance committee scope of work brainstorming
- Procurement policy compliance meeting with Recreation Director

Budget Related

- 2021 budget modifications
- Continued monitoring of revenue and appropriation end of year projections compared to year to date
- 2022 Budget: Data management and chart creation for tax bill insert

Water District 3

- No major work activities beyond aerator related project

IT Update

- Bi-weekly meetings with County contact regarding scope of work

Upcoming

- Supervisor transition related work
- Construction process and finalization for Cemetery Road Bridge
- Post budget season project work:
 - Med Ex billing investigation
 - Asset related work:
 - Database maintenance
 - Life cycle procedure document development
 - Asset/inventory policy development
 - Capital asset inventory: further development
 - WD3
 - Highway related asset analysis and assessment
 - IT update related work
 - Multi-year financial planning: town wide capital plans
 - Historic actual investigation and fund balance accumulation or use data management
 - Updates to personnel policy
 - Scheduling 2022 one-on-one staff training
 - Procurement
 - Budget
 - GASB 75 accounting report RFP

Staffing

- John Zepko continues as part-time temporary Planner, while we continue to advertise our opening planner position.
- A notice had been sent to the Tompkins & Broome County Bar Associations.
- Interviews were held with 2 different legal firms that responded to our RFP. Interviews were conducted by Nancy and myself during the last two weeks of December. Our recommendation was the firm of Coughlin and Gerhert, based on their experience in municipal law and that their firm also handles many other issues that periodically impact Town government (water, annexation, human resources, etc.) Attorney selection finalized at 1/5/22 org meeting.

Town Board preparation and follow up

- Prepared and reviewed materials for the 1/5 organizational meeting, including twice weekly meetings with Michelle and Carissa to streamline and clarify the many details in that pack. Additionally prepared and reviewed materials for the 1/11 agenda.
- Modified resolution to extend ½ Christmas Eve benefit granted to Highway to all employs when Christmas falls on a weekday to better clarify the intent of the TB, based on 12/14 agenda.
- Canvassed existing commission/board members (including staff support) and TB members to confirm intentions/desires for appointments on 1/5.
- Submitted advertising concerning open TB seat to Seneca Shopper for distribution week of 1/10/22.
- Worked with Peter Walsh, Carissa Parlotto and Scott Stewart on local law draft expanding the residency requirements for appointed, non-elected positions, including developing a resolution to hold a public hearing.

Annexation

- Sent a follow-up email with legal counsel to connect on transition.

Budget

- Worked with Michelle E Wright on beginning 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 week of 1/3/22.
- 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.

Water

- Worked on quarterly report to Health Department for Water District 3, due 1/10/22.
- Guardrail installation for Water District 3 aerator was successfully completed 1/5-1/6 2022; more information (including pictures) provided in accompanying documentation.

COVID

- Picked up and developed a distribution plan with Carissa for the rapid test kits from Tompkins County.
- Recreation Program's basketball clinic participants had minimal exposure to a COVID positive person. Director Will Glennon consulted with the Health Department and School and notified parents that exposure was minimal, not requiring contact tracing or quarantines but parents were cautioned to watch for symptoms and seek testing and medical care if children get sick.
- With the presence of Omicron, the suspension of the Open Meetings Law is expected to continue past the current deadline of January 15th.

Transition

- Met twice weekly in December with Carissa, Michelle, and Nancy to facilitate transition.
- Met with Nancy on January 1 for several hours to review files, transfer computer, etc.

Training

- Attended Newly Elected Officials training (virtual) offered by AOT.