

Recreation Department Report

December 7th, 2022

Created by: Will Glennon, Recreation Director

Winter Youth Programming

- Youth basketball clinic began Saturday, December 3rd.
 - 44 grade 1-3 participants and 8 grade 4-6 participants.
 - Program is run by Erick Whelpley (boys JV basketball coach, with assistance from Paul Pennock, and Tburg basketball players).
- Youth team basketball programs began last week. Teams in 5 divisions; boys 3/4, 5th, 6th, and girls 4th-6th. Total of 55 participants. The team based program will have a short season beginning in January, with a tournament at the end of the season.
- Tournament will be hosted by Candor.
- Surrounding communities are discussing forming a basketball league for future years.

Winter Adult Recreation Programming

- Registration has opened for January - June adult sport recreation programming. The program offerings will be the same as in the fall, with volleyball, basketball, indoor soccer, and pickleball.
 - Programs will begin the first week of January.

Future programming

- Exploration of offering a youth wrestling program in Trumansburg/Ulysses again. Surrounding communities have offered programs with dual meets for youth programs and the community has a history of a program. Possibly a program that could be added for December 2023 to begin in January 2024
- Exploration of offering a youth volleyball program. A few surrounding communities have also started youth volleyball. Possibly a program that could begin in December 2023 to begin in January 2024.
- Meeting with the Cornell Women's Club soccer team to offer spring soccer clinics to players in grades k-6.
- Meeting with SUNY Cortland Women's Club softball team to offer softball clinics to interested girls in grades 3-6.
- Meeting with the Trumansburg school system to take over additional youth and adult programming.
- Meeting with Paddle n More about offering the finger lakes adventure camp on this side of Cayuga Lake in 2024 depending upon the status of Camp Barton. The program will be similar to the program offered out of Myers Park. This is an initial meeting to talk about scope of the program and specific needs/responsibilities/requirements of the program and the recreation department.

- The basics of the program - This is a water sport based summer program that offers campers opportunities to paddleboard, kayak, canoe, sail, etc. the camp is essentially based "on the water" and not "in the water". The outline of the opportunity will be for the camp to run from the end of June through to the end of August.

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period November 1 -November 30, 2022

Plan Reviews

- 8 discussions about upcoming projects
- permit review, multiple joint Zoning, Building and resident meetings
- 5 pre permit site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 4 Site meetings with contractors
- 3 visits regarding erosion issues

CEO Activity

- 4 Foundation/Footer inspections/ 0 reinspection's
- 5 Framing inspections/ 2 reinspection's Issue resolved
- 6 Plumbing inspections/ 1 reinspection
- 4 Final inspection/1 Reinspection
- Code research for 10 different issues approximately 8 hours
- 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
- 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(ongoing)
- Zoning and Property maintenance code violation letter sent to property owner. Numerous possible solutions to bring property into compliance. Property is currently being cleaned up with a vast improvement

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	Ongoing
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	Vast improvement and cleanup continue
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 NOVEMBER 2022

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	30
Disabled parking permits	9
Dog licenses and renewals	56
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

FINANCIAL REPORT:	
\$3204.00	TOTAL Clerk fees & licenses collected
\$2264.16	stays in the town
\$939.84	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, monthly Community Leaders meeting
- Continue sales of hunting licenses
- Assist with new Planner on-boarding
- Begin prep for tax season
- Begin prep for Organizational meeting
- Meet with Tompkins County Municipal Clerks
- Coordinate with Water supervisor on quarterly meter reads

Highway Report December 2022

Trucks have been converted to snow removal.

T21, T22 and T10 All had oil and filters changed for the winter

Hauled material for Trumansburg Village (Crusher Run)

Installed driveway pipe on Rabbit Run Road

Mowed backside of ditches on Houghton and Agard roads

Swept off 1's on Colegrove Road from oil and stone project

Worked on enclosure for the fuel pumps

Salted and plowed on 3 different occasions (Very light snow and Ice)

Fixed Curve sign on Mayo Road

Read Meters for Water District

Hauled in Stock for next years projects (Item 4, Crusher run)



TOWN OF ULYSSES
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 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 *November 2022*
 SUBMITTED AT DECEMBER 2022 TOWN BOARD MEETING

Building Permits issued		8
Plan Reviews		4
Certificate of Occupancy issued		2 Cof O 4 C of C
Permits Renewed		1
Complaints Received		3
Complaints Resolved		1 Resident outreach Letter sent 1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		23 4 Reinspection's
New Site Inspections		5
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: \$331,569.00

Building Permit fees collected for month: \$1,404.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

Report to Town Board

Work between: 11/3 – 12/7/2022

Out of office 11/21 – 12/2

Meeting date: 12/13/2022

Submitted by Michelle E. Wright

Work Activities

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor, Highway Superintendent
- Resolution drafting, agenda packet related work
- Organizational meeting preparation
- HR related matters

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

- Contract related work

Finance Committee

- 11/16 committee meeting agenda related work
- Policy updates: various meetings and related communications

Budget Related

- Tax Cap online form submitted

Asset Management

- Submission of FEMA BRIC grant for generators for Town Barn and design for Town Hall
- BRIDGE-NY engineer procurement related work

IT Update Related/IT Committee

- Domain transfer related work and troubleshooting
- RFP related communications: Q&A development; related meetings with TC IT Director

Transportation Related Updates

- Pilot Ditch Program related work (Local Roads, CU, Soil and Water, IO, Watershed Network)
- 12/6 Black Diamond Trail meeting w/NYS Parks, County, ITCTC

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

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

Upcoming

- BRIDGE-NY related work
- IT RFP 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

- 11/15 ITCTC Meeting
 - Review of the Carbon Reduction Program
 - The Bipartisan Infrastructure Law (BIL) includes funding for the Carbon Reduction Program (CRP) focused on reducing emissions from the transportation sector. Under this program funds are allocated to MPOs to distribute within their jurisdictions. The purpose of the CRP is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions. The ITCTC has the responsibility to distribute \$92,771 in funds, with funding available immediately (FFY 22) and through FFY 2026 (Fund totals from FFY 23 through 26 may vary). Funds from 2022 and 2023 may be combined to approximately \$185,000. In collaboration with NYSDOT, ITCTC staff proposes to follow a process similar to that used in TIP development to program CRP funds. In summary:
 1. have a call for projects using an Initial Project Proposal (IPP) form
 2. evaluation of proposals with review by applicants and Planning Committee members
 3. selection of project(s) for funding approval by Planning and Policy committees
 4. Staff has prepared a draft CRP Initial Project Proposal form and a CRP guideline summary document. These two documents were sent accompanying the agenda. Please provide questions and comments to staff or at the meeting Nov.15. During the meeting we will also consider a timeline for implementation of this effort.
 - Action Requested: Planning Committee review and agreement on CRP fund programming strategy.
 - Discussion at the meeting included considerations and feedback from NYSDOT about combining multiple years funding so larger projects can be considered.
 - Conversation on level 3 EV charging stations as a potential project
 - Study needs to be done on electrical draw demands of increasing number of EV charging stations as they draw a lot of power
 - Bike Share program launch ~100 bikes
 - Run by local group
 - Growing carefully to maintain viability
 - Multi-use trails in County funding: contacted Fernando to request an update to the Long-Range Plan to have stronger verbiage regarding the needs associated with the completion of the Black Diamond Trail from Taughannock to the Village.

Planning & Zoning November 2022 Report to Town Board

Town Board Meeting Date, 12.13.2022

Submitted by Niels Tygesen, 12.07.2022

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

Proposed New Development District

- Town Board meeting on 11.08 adopted resolution 2022-166 for a rezone request for parcels 14.-1-11, 14.-3-18.1, and 14.-3-18.2

Comprehensive Plan 2024 Update

- Continued outreach for members for the Comp Plan Steering Committee

Zoning Projects

- New accessory buildings for parcel 24.-4-9.115, will require BZA approval
- New accessory structure for parcel 28.1-5, will require BZA approval
- Preapplication meeting for a new dwelling unit and historic barn relocation for parcel 27.-3-2.62
- Preapplication meeting for potential land division for parcel 26.-2-15.24

Zoning Enforcement

Investigations on two new potential violations

Research and outreach on one existing code case

Miscellaneous

- Meeting with Trumansburg Community Recreation regarding process and proposal for a new development district/rezone
- Meeting with Roxanne Morino (TB) for Comp Plan Steering Committee member outreach

- Meeting with Tompkins County DPS, DEC, and other local jurisdictions pertaining Stormwater Coalition Meeting
 - MS4 General Permit Audits, Compliance Trends
 - Salt Storage Regulations
 - [Water Quality Improvement Project](#)
- Training course by Tompkins County DPS and NYSERDA pertaining [Battery Energy Storage System Model Law](#)
- FEMA BRIC grant application review
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 11/30/2022 were \$1,885,521.23 a decrease of \$97,163.65 from last month. Although we did have an influx in cash as noted below, we also made a couple of large annual payments: the new truck in the Highway Department and the NYS Retirement System. Notable details of cash flow this month:

- Sale Tax – We have received the August and September sales tax payments from Tompkins County.
- Mortgage Tax – We have received the final mortgage tax payment from Tompkins County for 2022.
- EMS Payments – We have received the October payment for EMS services from the Village.
- We made two large annual payments in November – installment purchase payment for the new truck anticipated to be received in early 2023 (\$84,921.78) and the retirement system payment (\$72,344).

As we approach year-end, you will begin to see amounts showing as prepaid expenses in account #480 on the balance sheet in several funds. This is due to payments made now, but relating to next year or future years. For example, we have made the installment purchase payment for the new Highway Department truck, however since we don't yet have the truck, it is recorded as a prepaid expense. You will see more of this as we pay invoices in December that are due by the first of the year for 2023.

Income Statement

For the most part, revenues and expenditures are as anticipated. As noted above, we have one quarter of the year remaining in sales tax payments to be received and two months EMS payments yet to be received. We are also still waiting to receive the CHIPS funds for highway improvements, which we expect in December. Justice Court revenues are recorded through September. There are no significant expenses that are expected to hit the 2022 budget for the remainder of the year other than normal operational activity – larger anticipated cash outlays in December will be for annual payments related to the 2023 budget.

Bookkeeper Activities

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

- Finance Committee: This month the Finance Committee completed its review of policy updates for this year, which were then forwarded for legal review. Policies reviewed were: Purchasing, Investments, Capital Assets, and Personnel (only certain sections).
- Personnel: I have completed communication with employees and retirees to prepare for benefit administration in 2023. Our transition to the Platinum plan seems to be going smoothly with the help of consortium staff. I have been supporting the search and hiring for new staff – notably a highway department MEO and a Project Assistant.
- Year-End: In addition to normal operational activities, I have been working to prepare for year-end. This includes communication with vendors and prepping for the issuance of 1099's.