



## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

[townofulyssesny.gov](http://townofulyssesny.gov)

**Town Supervisor** (607) 387-5767, Ext 232 • [supervisor@townofulyssesny.gov](mailto:supervisor@townofulyssesny.gov)

**Town Clerk** (607) 387-5767, Ext 221 • [clerk@townofulyssesny.gov](mailto:clerk@townofulyssesny.gov)

### Building & Code Enforcement Office

607-387-9778 ext. 231

## Buildings & Code Enforcement Report for *December 2022*

Building Permits issued		8
Plan Reviews		8
Certificate of Occupancy issued		1 Cof O 2 C of C
Permits Renewed		1
Complaints Received		0
Complaints Resolved		1 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		20 <b>2 Reinspection's</b>
New Site Inspections		8
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		2
Fire Safety Inspections		Ongoing
Code Training Seminars		
County Assessment, Town, DOS Reports		5
Open property in violation cases		Ongoing outreach



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Property violations resolved		1

**VALUE OF PERMITS ISSUED: \$90,000.00**

**Building Permit fees collected for month: \$345.00**

Respectfully Submitted,

*MARK WASHBURN*

Mark Washburn – Building & Fire Code Enforcement Officer

**Annual Report: 2022 Review**

- The Town's team during leadership transitions: since the beginning of 2020 the Town has had three different Town Supervisors. Through the pandemic and these leadership transitions administrative continuity and organizational knowledge were maintained while progressing through several large capital projects and increasing general administrative and project capacity. My position in particular would not have been able to focus on some of these capacity building projects described below if it were not for such a solid basis of the Town's bookkeeping—a huge thank you to Blixly Taetzsch. Not only has she ensured the integrity of the Town's financial data and bookkeeping systems, she has also tackled historical deficiencies in areas like the NYS Retirement System data integrity process among other synergistic improvements.
- Grant applications submitted: 2022 marked a relatively ambitious grant writing application process much in thanks to Town Supervisor Katelin Olson's steady keel in prioritizing this work. The list below indicates an increase in internal capacity for future planning opportunities. The following grant funding was applied for during this year:
  - DEC Climate Smart Communities: Comprehensive Plan update
  - DEC Non-Point Source: Culvert design planning
  - Tompkins County Community Recovery: Recreation programming
  - Congressional Funding: IT/Cybersecurity update and Curry Road structure replacement
  - FEMA BRIC: Generator design for Town Hall and generator design and installation at Town Barn
  - Nature Conservancy Grant Writing Capacity Program: Stormwater study
- Multi-year capital project close outs: in a culmination of two of the largest grant-funded capital projects the Town has undertaken in recent history--aerator/blower installation in WD3 water tank and the Cemetery Road bridge replacement.
- 2023 budget development process: the 2022 budget season marked a newly designed process to develop and review the Town's annual budget. It included context setting process with the Finance Committee, an early August Board Retreat, and committee-style line by line reviews prior to the release of the tentative budget.
- Financial Audits: 2022 was possibly the first federal audit in Town history. Required due to funds associated with the Cemetery Bridge replacement project, this audit contained more administrative work than meets the eye. Years in the making, the Town's recordkeeping, procedures, and policies allowed for an audit without any findings or a modified opinion.
- Long term financial planning for the Town took a big step forward in 2022. Projects included: in collaboration with the Highway Staff, a Town-wide review and identification of areas prone to flooding followed by creation of

a Town-asset map with help from Tompkins County Soil and Water; continued work on the Town's asset database; continued work on existing capital plans including a more in-depth look at Town Hall facilities repair and maintenance needs; creation of the paving and culvert capital plan, and development of multi-year data in a consolidated and useable form (increasing the Town's ability to plan for the future and analyze historical information).

- Water District 3: beyond the resolution to the decade-long TTHM issue in WD3, 2022 saw continued development for long term planning as well as the first ever Standard Operating Procedure document.
- IT modernization related work: 2022 marked a huge step forward in IT and Cybersecurity for the Town. The process to acquire an IT consultant to develop a strategic plan for the Town's IT and cybersecurity systems was pursued in 2022, laying the ground work for modernization in 2023. A long-awaited domain transfer proved to be timing consuming and not without its challenges, but allowed for the continuity of the Town's website, the most important public communication tool.
- Staff training: 2022 also marked a large effort to train all Town staff based on state and local law, this included season staff in the Recreation Department as well as all participants of the Town's Youth Employment Program.
  
- **Finance Committee 2022 Highlights**
  - In its inaugural year, the Finance Committee stayed busy with the following accomplishments:
    - Policy updates: the Finance Committee commenced a long-awaited update to several key policies for Town operations
      - Personnel Policy (last updated: 2019)
      - Procurement Policy (last updated: 2010)
      - Investment Policy (last updated: 1994)
    - Policy creation:
      - Capital Asset Policy
    - Investment strategy: in a period of steep inflation, the timing for the Town to initiate a more diverse investment approach was more important than ever. The Finance Committee worked to invest available funds within the guidelines of State law and Town policy. Reserve funds and other forms of fund balance were invested for the first time ever.
    - Employee benefits: a change to the health insurance plan for employees was analyzed and recommended by the Finance Committee.

## Monthly Report: 12/8/22 – 1/3/2023

### Work Activities

#### **Miscellaneous/General Town Work**

- Standing weekly meetings: Clerk's office, Supervisor, Highway Superintendent
- Resolution drafting, agenda packet related work
- Organizational meeting preparation
- HR related matters
- 2023 work plan development
- Project Assistant screening interviews

#### **Bookkeeper Supervision**

- Weekly meeting on Wednesday
- Review of monthly financial statements

#### **Insurance Related**

- Work activities related to obtaining 2023 coverage

#### **Financially Related**

- FEMA BRIC related follow up (Town Hall generator design and Town Barn design and installation)

#### **Finance Committee**

- 12/14 committee meeting agenda related work
- Policy updates: various meetings and related communications

#### **Budget Related**

- Tracking end of year estimates compared to YTD
- Tax bill insert related work

#### **Asset Management**

- 2022 asset database update
- BRIDGE-NY engineer procurement and application related work
- BRIDGE-NY local rating related

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

- Domain transfer related work, troubleshooting, and training
- RFP related activities: receipt of all proposals, rating matrix creation

#### **Stormwater Long Term Planning**

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

#### **Water District 3 Related**

- Collaboration on 2023 work plan items
- 2022 financial year wrap up related work

#### **Transportation**

- ITCTC 2.5% set aside of federal funds related communications

#### **Compliance Related / Safety Committee / Procurement Related Updates**

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

## Upcoming

- BRIDGE-NY application due 1/12
- BRIDGE-NY local rating process
- IT Consultant procurement related work
- Title VI related work
- Facilities related work: recruitment of facilities manager

## 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

- 12/20/23 ITCTC Meeting
  - Way to Go from CCE
    - Conducting countywide survey
  - Review Draft 2023-2024 Unified Planning Work Program (UPWP)
    - This includes the 2.5% “set aside” funds that the Town is looking to get funds for scoping work
    - Set aside update via FHWA
      - Nicole McGrath will be advising on project eligibility
      - More guidance re: set aside upcoming for future funding
  - Coordinated Plan – Special Community Mobility Program for 2022
    - Mobility management program funding review ~\$90k
      - HSC: FISH call center
      - Center for Community Transportation: bike travel program
      - CCE Way2Go: volunteer driver recruitment
  - ITCTC suggestion: municipalities should consider a complete streets policy

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

*Submitted by Carissa Parlato*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	3
Disabled parking permits	4
Dog licenses and renewals	39
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	6
FOIL requests-received	1
FOIL requests-completed	1

<b>FINANCIAL REPORT:</b>	
\$739.50	TOTAL Clerk fees & licenses collected
\$678.33	stays in the town
\$61.17	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
- Assist new Planner on-boarding
- Begin prep for tax season
- Continue prep for Organizational meeting



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## Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period December 1 -December 31, 2022

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### Plan Reviews

- 8 discussions about upcoming projects
- permit review, Passed along for zoning review
- 5 pre permit site visit

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### Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 6 Site meetings with contractors
- 1 visit regarding erosion issues

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### CEO Activity

- 6 Foundation/Footer inspections/ 1 reinspection's
- 4 Framing inspections/ 0 reinspection's Issue resolved
- 3 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
- Investigation of DD violations Photos taken





## Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period December 1 - December 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
-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
-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



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## Highway Report January 2023

Snow and Ice / December 15th, 16th, 17th, 20th, 23rd, 24th, 25th

Maintenance / New Bearings for T21 chain, Greased all trucks and Loader, Rinse, Wash trucks as much as possible, Oil and Filter change on T20

Tree removal on Willow Point road.

New Hire on December 19th

Water Meter froze at Mirabito Gas Station on December 26th, Fixed Valve cover at 96 / Colegrove intersection

## Recreation Department Report

January 5, 2023

Created by: Will Glennon, Recreation Director

### Winter Youth Programming

- Youth basketball clinic began Saturday, December 3rd and completed three sessions in December before taking a break during the school winter break.
- Clinic will resume on Saturday, January 7th and continue through February 11th.
  - 47 grade 1-3 participants and 8 grade 4-6 participants.
  - Increased slightly with late registrations
- Youth team basketball programs began last week. Teams in 5 divisions; boys 3/4, 5th, 6th, and girls 4th-6th. Total of 55 participants.
- Schedules for all the teams have been created and submitted to each coach. The teams will play on Saturdays in both Trumansburg and surrounding communities.
- Team jerseys have been ordered, printed, and distributed to all the players/coaches.
- Referees have been assigned to all home games.
- Some school scheduling conflicts have recently impacted practices for recreation teams. I am currently working with the school to resolve these issues.

### Winter Adult Recreation Programming

- All adult recreation programs concluded the Thursday prior to the school winter break.
- Programs will begin again the first week of January, 83 people are registered for programming as of this report.
- Due to scheduling conflicts with other programming, some of the programs will be using different spaces for programs (Sunday soccer/basketball at the MS gym until April 1st).

### Future programming and administration

- Planning meeting with Trumansburg CSD Athletic Director to talk about yearly scheduling for youth and adult programming.
- Scheduled meeting with Annemarie Zwack of the Community Unity Music Education Program to discuss opportunities for the community.



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### Planning & Zoning December 2022 Report to Town Board

Town Board Meeting Date, 01.10.2023

Submitted by Niels Tygesen, 01.04.2023

#### 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

Continued outreach for members for the Comp Plan Steering Committee, Ag Committee, Planning Board, and Board of Zoning Appeals

#### Zoning Projects

- New accessory building for parcel 27.-3-8.1, will require BZA approval
- Pre-submittal meeting for potential land division

#### Zoning Enforcement

Research and outreach on two existing code cases

#### Miscellaneous

- Meeting with Tompkins County DPS, NYS Parks, and Village of Trumansburg regarding the update of the [Tompkins County Priority Trails Strategy](#) and update to the [2008 Black Diamond Trail Master Plan](#).
- Meeting with Roxanne Morino (TB) for Comp Plan Steering Committee member outreach
- Interviews for Project Assistant position
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process