
Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period July 1 –July 31, 2022

Plan Reviews

- 8 discussions about upcoming projects
- 8 permit review, 2 conversation with contractor regarding issues

Site Visits

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

CEO Activity

- 4 Foundation/Footer inspections/ 0 reinspection's needed issues fixed
- 5 Framing inspections/ 1 reinspection's Issue resolved
- 1 Plumbing inspections/ 1 reinspection's
- 3 Final inspection/1 Reinspection
- Code research for 18 different issues approximately 10 hours
- 2 Field work Meeting with homeowners and engineer regarding Zoning issue
- 8 property investigations for Letters of violation, 1 letters issued code and zoning violations (ongoing). 2 Meetings with Attorney regarding violation
- Meeting at property in regards to zoning questions
- Answered 10 zoning questions that I was able to answer and passed along 2 to the Zoning Department for further help
- Meeting at residence on Taughannock Blvd. Regarding zoning questions (2hr)
- Averaged 12 hours per week for the month of July dealing with zoning questions
- Review of Health department communications regarding Grassroot Festival, Reviewed ERP for Grassroots. Monitored Grassroots festival for violations. Conversation with Attorney
- Resident out reach regarding Shady Grove camp ground Special Event Permit Waiting on Campground permit for Shady Grove. Campground permit approved by Health department

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Reporting Period July 1 – July 31, 2022

SBL	Violation	Code	Action	Status
			4x Site visit No issues	Ongoing
	Burned out house Safety Violation/	[NY] 108.1.1 Unsafe structure	Clean up happening around house	Awaiting response
33.-5-3.1	Boat storage not in compliance	Submitted application for Site plan review	Monitoring	Site plan approved for more storage
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	2 Letters sent Waiting on reply Letter to attorney for review (Appearance ticket)
20.-3-9.22	Cars, Rubbish	Multiple Property Maintenance code, Fire Code violations		Letter to Attorney for review
26.-2-14.1	Work started without permit, Multiple Cars	Property Maintenance Code		Letter sent

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

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	5
Disabled parking permits	6
Dog licenses and renewals	60
Marriage licenses	2
Plumbing permits	0
Address assignments	0
Notarizations	5
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$5763.40	TOTAL Clerk fees & licenses collected
\$5520.00	stays in the town
\$243.40	goes to the state
\$4677.40	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, fulfilled FOIL requests, ordered supplies, posted board meeting (Planning, Town & BZA) videos to Youtube
- Continued to field Planning & Zoning inquiries
- Screen and interview Deputy Clerk applicants, then hired & started training new Deputy Clerk- Casey Beck
- Begin process of renegotiating a new copier (or lease)

IT COMMITTEE:

- Worked with Pushlar Consulting to secure new domain name: townofulyssesny.gov

WATER DISTRICT TASKS:

- Collected and posted payments
- Met with Ti-Sales on meter reading hardware & software upgrades
- Assist with water district operator transition to Highway Superintendent
- Meet with Supervisor's office as needed for related items

OTHER COMMITTEES/ASSOCIATIONS:

- Health consortium- next meeting Aug. 4

Town of Ulysses
August 2022 Bookkeeper Board Report
August 9, 2022 Town Board Meeting
Prepared by Blixxy Taetzsch, 8/3/2022

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 7/31/2022 were \$3,467,651.39 an increase of \$55,000.68 from last month. A few notable items this month:

- Sales tax payments – No additional sales tax payments were received this month.
- ARPA Funds – We received the second half of our ARPA funds in the amount of \$160,973.87.
- The June EMS payment was received in the amount of \$6,179.23.
- This month saw normal cash outlays for operating expenses. Summer programs staffed with youth employees were in full swing for the month of July, adding about \$18,000 to our bi-weekly payroll.

Other than cash and interfund 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.

Income Statement

Revenues through July 2022 are as expected, with the exception of the higher than anticipated sales tax and mortgage tax payments. Expenditures through July 2022 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs), and some expenditures being delayed for vacant positions.

Bookkeeper Activities

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

- Audit: I am hoping to receive draft financial statements by mid-August, with planned presentation to the Board at the September meeting. The Single Audit must be filed with the Federal and State government by September 30th.
- Personnel: I continue to provide support to staff with needs/questions around hiring, pay and benefits. I have assisted with the hiring of our youth employees, as well as our new Deputy Clerk and Planner. I also continue to work on revisions to the personnel manual.
- Finance Committee: I continue to work with the Finance Committee, providing data and support as needed, depending on the task at hand. Most recently, we discussed a new investment strategy with a laddered bond portfolio administered by Tompkins Financial and a possible switch to the Platinum health plan offered by the Health Consortium.
- Budget: I am supporting Michelle through the budget development process. During July I prepared a historical document for data analysis of revenues and expenditures – both budgeted and actual. I also prepared and sent out budget request documents to Department Heads.



TOWN OF ULYSSES
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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 *July 2022*
SUBMITTED AT AUGUST 2022 TOWN BOARD MEETING

Building Permits issued		8
Plan Reviews		8
Certificate of Occupancy issued		2 Cof O
Permits Renewed		0
Complaints Received		1
Complaints Resolved		Letter sent 1
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		18 Plus 4 Reinspection's
New Site Inspections		8
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		3
Fire Safety Inspections		Fairgrounds Grass Roots
Code Training Seminars		0 Hours Energy Code
County Assessment, Town, DOS Reports		5
Open property in violation cases		Ongoing outreach
Property violations resolved		2

Value of Permits issued: \$1,056,300.00

Building Permit fees collected for month: \$5,048.00

Respectfully Submitted,

Mark Washburn

Mark Washburn – Building & Fire Code Enforcement Officer

June 8, 2022

Town of Ulysses Recreation Department Brief

Created by: Will Glennon, Recreation Director

Summer Programs

- Summer camp will end on August 12th
 - The camp will travel to Seabreeze on August 10th from 9:30 - 4:45 pm
 - Due to absences because of illness and early departures, the camp has needed to recruit and hire 4 additional staff to maintain the supervision levels with the increased enrollment.
 - The camp has collected \$52,529.00 in registration fees as of August 3rd.
 - The United Way has scheduled a program visit to the summer recreation camp for Monday, August 8th at 2:00 pm. This is an annual visit that has not occurred since prior to COVID-19. The UWTC awarded the camp a \$6,000.00 grant to be awarded in two installments of \$3,000.00 over two years.
- A pilot basketball clinic instructed by Austin Grunder for five weeks started on July 25th. The program will run only on Monday's at the Trumansburg high school gym. This program is designed for developing skills for players with a higher level of basketball experience. The program runs two sessions on Mondays, 5:00-6:00 pm and 6:00-7:00 pm.

Fall programming

- Registration for fall programs will begin August 8th.
 - Coed Soccer for grades K-3
 - Tennis for ages 6-13
 - XC for ages 9-13
- Adult recreation opportunities
 - Meeting with TCSD Superintendent Kimberly Bell concerning the Town of Ulysses recreation department taking over the implementation and oversight of adult recreation programming formerly conducted by TCEP. The initial programs will include open basketball, indoor soccer, and possibly volleyball. Another program that may be offered will be open pickleball.

Administrative

- The funding application for the Youth Commission was submitted on July 22nd. The recreation department is asking for the same funding as was received for 2022. The amount is \$20,472.00.
- Currently recruiting volunteers for soccer coaching.
- Currently recruiting instructors for the tennis clinic, cross country running program, and a youth soccer clinic.

Work Activities

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor, Highway Superintendent
- Resolution drafting
- Deputy Clerk interviews
- Prospective Town Planner meeting

Bookkeeper Supervision

- Weekly meeting on Wednesday

Insurance Related

- No significant work during this period
- Upcoming: quote process for 2023 coverage

Financially Related

- Investment strategy related communications and follow up
- Voucher entering and review, adjustments, related communications
- Audit related work
- Single federal audit log in related work
- Grant application related work:
 - Completed and submitted application through the CFA for the DEC Climate Smart Communities grant for a Comprehensive Plan update
 - The Nature Conservancy Grant Writing Capacity Program
 - Second interview
 - Not selected for program based on nature of work
- Continued capital plan development in anticipation of the 2023 budgeting season
- Contract planning meeting

Finance Committee

- 7/25 meeting related activities

Budget Related

- Pre-budget meetings with all department heads
- Oversight of budget worksheets distributed to all department heads
- Budget retreat prep for 8/2 retreat
- Continued preparation for the 2023 budget development season
- TAV and Tax Cap related work
- Capital plan development
- Rec director budget check-in

Asset Management

- Town Hall facilities walk through to inform capital plan
- DEC Grant Application: Nonagricultural Nonpoint Source Planning
 - MRB consulting on application
 - Communications related to this application
 - Culvert status documentation in coordination with Highway Superintendent

Procurement Related

- Bid results entered in NYS Contract Reporter

Compliance Related

- Communications with NYSOSC re: account use
- Insurance related work regarding activity coverage

Water District 3

- Further development of maintenance plan and standard operating procedures document

IT Update Related/IT Committee

- Communications regarding software acquisition an update timeline
- Website obsolescence problem solving: Domain transfer related work
- Continued RFP development

Safety Committee

- No specific work associated with the Safety Committee during this working period

Transportation Related Updates

7/19/22 ITCTC Meeting

- TIP program = same amount of money, but everything is costing more and there are some more complicated projects, so, there is a lesser number of projects
- Some members of ITCTC are participating in a multi-municipality safety plan grant application. A planning study is required prior to obtaining capital funding.
- City of Ithaca got grant to Black Diamond trail connect to Buttermilk Falls to Black Diamond and Cayuga Waterfront Trail network

Upcoming

- Budget season in full swing: quotes, modeling, estimates, coordination and communication
- Further development of capital plans
- IT system modernization project work
- Work related to insurance coverage and contract related action items
- Close out and finalization of Cemetery Road Bridge and EFC/WIIA
- Contract related work
- Procurement 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
 - Invoice sent to the County for local share reimbursement, expected in Fall of this year
- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Internal activities
 - Communications regarding final reimbursement—still waiting on administrative process on the EFC and NYS DOH side of things

Supervisor Report July 9 – August 4, 2022

Staffing

- John Zepko continues as part-time temporary Planner, and now attends Planning Board meetings. Codes is successfully serving as a conduit for the public on zoning needs on a temporary basis
- Successfully hired a new planner; tentative start date is August 29, 2022, but may actually start after Labor Day.
- Maintained communication with Teamsters union representative.
- Attended numerous meetings regarding Human Resource matters.
- Continued review of staffing needs related to water services.
- Worked to establish a Water Supervisor position and participated in the transition of water responsibilities in the Town.
- Held meetings with all of Town staff members.
- Reviewed and accepted time cards.
- Reviewed and accepted monthly reports.

Town Board preparation and follow up

- Prepared, reviewed, and organized materials for the 7/12, 7/19, and 7/26 meetings.
- Collected and provided answers to Town Board members on a variety of topics, and held in-person, phone and/or email conversations with Town Board members.
- Worked with legal counsel on special events issues.
- Worked with legal counsel on zoning issues.
- Worked with legal counsel on Camp Barton (organization structure, funding sources, etc.)
- Worked with legal counsel on human resource issues.
- Worked with legal counsel on ethics, meeting procedures, and videoconferencing local law.
- Worked with legal counsel on exotic animals law.

Budget

- Worked with Michelle and Blix to on budget workshop held on 8/2/2022.
- Reviewed the financial documents related to closing out July.
- Reviewed and approved vouchers for 7/12/2022 meeting.

Recreation/Camp Barton

- Met/spoke/emailed numerous times with representatives of Town of Covert, Village of Trumansburg, and NYS Parks to discuss approaches of the municipalities managing the park on behalf of NYS.
- Working with legal counsel on drafting operating agreement based on an LDC/501 c(3) model.
- Reviewed draft materials of papers of incorporation and bylaws. Provided feedback on drafts, which are now under review.

Comptroller/Audit/IT

- Ongoing participation on standing IT/Cyber responses internally.
- Attended IT meetings.

- Attended meeting with web designer to discuss website/hosting needs and related options, and coordinated on domain/email transition. . .

Highway/Water

- Worked with Highway Superintendent to discuss budgetary needs.
- Reviewed water reports submitted by Bolton Point and Water Operator.
- Had several follow-up meetings with staff/HR to discuss water district needs.
- Worked with Highway Superintendent on developing a Water Supervisor position.
- Discussed water needs with property owner along Route 96 concerning a possible extension.

COVID

- Open Meetings extension allowing for fully remote meetings is scheduled to end on August 13th. Unclear if it will be extended.
- Continue to attend monthly County COVID meetings.

Land Use

- Continued to support through the allocation of legal resources, as needed, Planning Board meetings until a permanent planner can attend and staff the board.

MISC

- Reviewed the Tompkins County Environmental Health findings related to health violations.
- Held multiple HR-related meetings to address current and future staffing issues.
- Participated in evolving situation related to unauthorized special events occurring in the Town.
- Coordinated with property owners and planner concerning a potential letter of intent for Restore NY funding.

Liaison

- Attended to Town Supervisors of Tompkins County monthly meeting.
- Attended Tompkins County monthly call.
- Hosted monthly community partners call with other local leaders.
- Attended meeting between Town, Village, and Town of Covert and NYS on status of acquisition and further updates
- Attended IT/Cyber committee meetings.
- Coordinated with Youth Commission on developing upcoming 2022 budget.

Respectfully submitted,

Supervisor Katelin Olson
August 4, 2022