

## April 2024 Youth Services Report

### Civics Internship:

Interns conducted focus groups in High School and Middle School, completed a series of employment trainings with TC Workforce, Mid State COSH, and my personal favorite was a public speaking workshop with Anne Bialke.

Wrapped up program April 24. Interns presented to Comp Plan Steering Committee members and additional Village and Town reps, and we organically transitioned to a round table discussion on how to continue youth participation.

Two of these interns were 2023 YEP employees, and so far two of these interns (and 3 from the fall program) have applied to the 2024 YEP program- which seems to mean something. I think it's a good sign.



**Youth Employment:**

Applications went out late April with a May 18 deadline.

As of May 7 I've received 21 applications, and have conducted 10 interviews.

Minor adjustments I've made this year is to have Tompkins and Seneca County YEP applications on hand for distribution, and I've begun following up with teens with interview feedback.

**College Tours:**

Visited Onondaga Community College April 25 with four Tburg High School students.

Met with Admissions advisor and toured campus. Consensus among the students was that OCC had a lot to offer and was much bigger and seemed to have more going on than they'd expected.

## DPW Report May 2024

### REPAIRS:

Loader tire new seal, F550 Spark Plugs, T21 Air Leak, T20 New Rear Tires, Battery Box and Greased, T22 Inspected, T23 Brakes Checked

### ROADS:

Repair plow damage on shoulders in various spots, New 45 MPH signs on Garrett Road, New 50 MPH signs on Falls Road, Shoulders repaired on Colegrove, Cold Springs, Curry, and Van Dorn's Corners Roads.

### MISC:

Fabricated shoulder box to use with truck to lay shoulders down, Hauled Item 4 for shoulders, Removed fallen Tree on Rabbit Run Rd.

BAC Sample and Water Report done on May 1<sup>st</sup>, installed 3 Water Meters, Attended Training for (Work zone traffic control) and (UDIG NY Certification)

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## Building & Code Updates

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Mark Washburn, NYS CEO, Certification No. 1020-0364 April 1 -April 30, 2024

### Plan Reviews

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- 6 discussions about upcoming projects
- 14 permit review
- 9 pre permit site visit

### Site Visits

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

### CEO Activity

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- 4 Foundation/Footer inspections/ 0 reinspection's
- 4 Framing inspections/ 1 Issue resolved during inspection
- 5 Plumbing inspections/ 1 reinspection
- 6 Final inspection/1 Reinspection
- Code research for 1 different issues approximately 30 hours
- CARS facility Plan review is complete. Waiting on SWP review to be completed.
- CARS permit on hold for SWP review
- Attended meeting with Zoning and Property owner regarding new home build
- Investigation of DD violations Photos taken, building code violations letter written for
- Investigated and reviewed Operating permit and Food truck regulations.
- New operating permit and food vendor applications. Sent for Legal review

## Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period April 1 – April 30, 2024

| SBL        | Violation                          | Code   | Action  | Status   |
|------------|------------------------------------|--|---|--|
|            | Erosion control                    |  | 4x Site visit<br>No issues                                | Ongoing  |
|            | Burned out house Safety Violation/ | [NY] 108.1.1 Unsafe structure                            | Clean up happening around house<br>Possible Fire training | Investigating owner                            |
| 20.-3-9.22 | Cars, Rubbish                      | Multiple Property Maintenance code, Fire Code violations | Clean up and comply with DD regulations                   | New information<br>Working with property owner |
|            |                                    |  |   |  |
|            |                                    |  |   |  |



# TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

townofulyssesny.gov

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

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

## Building & Code Enforcement Office

607-387-9778 ext. 231

Buildings & Code Enforcement Report for April **2024**

Submitted at May 2024 Town Board Meeting

|  |  |                     |
|--|--|---------------------|
| Building Permits issued  |  | 9                   |
| Plan Reviews   |  | 12                  |
| Certificate of Occupancy issued  |  | 2 Cof O<br>4 C of C |
| Permits Renewed  |  | 0                   |
| Complaints Received  |  | 0                   |
| Complaints Resolved  |  | 0                   |
| Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.) |  | 19                  |
| New Site Inspections   |  | 9                   |
| Building Review Consultations (pre-plan meetings, Future Building/Remodeling)  |  | 12                  |
| Fire Safety Inspections  |  | Ongoing             |
| Code Training Seminars   |  | 4 Hours             |
| County Assessment, Town, DOS Reports   |  | 4                   |
| Open property in violation cases   |  | Ongoing outreach    |
|  |  |                     |

|                                     |          |
|-------------------------------------|----------|
| <b>Property violations resolved</b> | <b>1</b> |
|-------------------------------------|----------|

**VALUE OF PERMITS ISSUED: 312,711.00**

**Building Permit fees collected for month: \$3,039.00**

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer



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**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for April 2024**

*Submitted by Carissa Parlato*

| <b>LICENSES/PERMITS issued:</b> | <b>#</b> |
|---------------------------------|----------|
| Sporting licenses               | 5        |
| Disabled parking permits        | 8        |
| Dog licenses and renewals       | 34       |
| Marriage licenses               | 2        |
| Notarizations                   | 7        |
| FOIL requests-received          | 1        |
| FOIL requests-completed         | 1        |

| <b>FINANCIAL REPORT:</b> |                      |
|--------------------------|----------------------|
| \$6192.64                | TOTAL fees collected |
| \$5235.48                | stays in the town    |
| \$957.16                 | goes to the state    |

**CLERK's OFFICE TASKS:**

- General/routine tasks:
  - mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, notary services, licensing (marriage, dog, sporting) and disabled parking permits, collect building & zoning fees, weekly Supervisor/Clerks office meetings, weekly e-newsletters, building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
- Tax Collection:
  - Finish collections- \$5.3 million.
  - \$421,796.23 outstanding for Tompkins County to collect
- Habitat Nature Preserve Committee mtg 4/22 at 5:30pm notes:
  - Bird/spring plant walk- May 19 at 9am
  - PR/communications- will share info on Salo & other hiking in Ulysses on town channels
  - Maintenance plan creation- made some progress. I will follow up with the DPW and let you know the next steps.
  - Signage- Kira is keeping an eye on the smaller, more overgrown path to the creek closer to the entrance to see if we need an additional sign in that area.
  - Discussion of getting a simple bench.
  - The entrance to Compass (trailer park) now has a fence and a pond. Do we need to work with them on a new entrance?
  - Tree planting- Andy Hillmann/Ulysses Tree Committee are planting a basswood tree near the entrance for Arbor Day.
- Water:
  - Continued transition to new billing software and meter reader in coordination with DPW
  - Set up new bank acct to receive credit card payments for more efficient reconciling between Clerk & Bookkeeper
- Social Media & website
  - Continue to build a Facebook following- up to 216
- IT:
  - Internal meetings to discuss project status & invoice discrepancies
  - Check spam filter weekly
- Records Mgmt



- Fulfill FOIL requests- coordination with other departments
  - Go through many boxes of old files, dispose/keep/organize what's needed
- Cross reconciliation of bank statements with Bookkeeper
  - Reviewed bookkeepers' stmts



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### Planning & Zoning April 2024 Report to Town Board

Town Board Meeting Date, 05.14.2024

Submitted by Niels Tygesen, 05.07.2024

#### Planning Board

The Planning Board held a meeting on April 2<sup>nd</sup> to discuss the following item:

- The Board conducted sketch plan review of the 'Nieuwendyk Accessory Structure', a proposal to permit a new detached accessory building approximately 576sf with a covered 8' deep patio, and requested additional information from the applicant.

The Planning Board held a meeting on April 16<sup>th</sup> to discuss the following items:

- The Board conducted a public hearing and granted approval for the final site plan review of the 'Crossmore ADU', a proposal to construct a new detached accessory dwelling unit.
- The Board continued sketch plan review of the 'Nieuwendyk Accessory Structure' (proposal noted above) and scheduled a public hearing for May 7, 2024.
- The Board conducted sketch plat review of the 'Bartishevich 3 Lot Major Land Division', a proposal to subdivide the existing lot into 3 lots, and scheduled a public hearing for preliminary plat review on May 7, 2024.
- Upon referral from the Town Board, Resolution 2024-73, the Board heard a request to consider code amendments related to DD8, also known as Moore's Marine, and requested additional information from the applicant.

#### Comp Plan Steering Committee

The Committee held a meeting on April 11<sup>th</sup> to discuss the following items:

- The Committee discussed submission proposals from consultants related to the published RFQ and discussed upcoming interviews.
- The Committee continued discussions related to public engagement.

The Committee held a meeting on April 18<sup>th</sup> to discuss the following item:

- The Committee interviewed two firms that submitted proposals related to the RFQ: CRRC and MRB.



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### **Board of Zoning Appeals**

The BZA did not conduct any business this month.

### **Planning Projects**

- Youth Internship Program and Periodic Comp Plan Update outreach – youth input/engagement.
- Students with the Youth Internship Program, CPSC members, and staff attended the Earth Day celebration at the Farmer’s Market on April 20<sup>th</sup> to engage the public on the Comp Plan update.

### **Zoning Enforcement**

Ongoing research on code enforcement cases.

### **Miscellaneous**

- Hazard Mitigation Meeting with Tompkins County and other local jurisdictions.
- Stormwater Coalition Meeting with Tompkins County and other local jurisdictions.
- Building, Planning, and Zoning permit reviews.
- Customer support pertaining zoning information and permitting process.
- Continued outreach for alternate members for the Planning Board and BZA.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.

## 2024-03 Recreation Monthly Report

May 9, 2024

Created by: Will Glennon, Recreation Director

### Adult Recreation Programming

- The adult recreation spring program will come to an end the first week of June.
- Met with TCSD about potential fees beginning for recreation. These fees for space usage will only impact adult recreation and not youth recreation.

### Spring Recreation

- Tball and baseball programs started in April.
  - Tball - 34 participants
  - Coach Pitch - 25 participants
  - Hybrid and Kid Pitch - 25 combined participants.
- Numbers for the baseball programs are lower this spring. Many players are electing to play travel baseball this spring.
- We could not field a softball team for the fourth consecutive year.
  - We held a four week softball clinic.
- Spring Track started on Tuesday, May 7th. The program currently has 90 participants with another 6 on the waitlist. These six will be added for next week.
- Tennis will begin on Saturday. We have the courts reserved as well as the HS gym in the event of inclement weather.

### General administration

- Attended the monthly youth commission meeting on May 7th.
- Summer camp begins July 1st.
  - Hiring for summer camp is currently taking place. At this time I have 16 counselors either returning or on the verge of receiving hiring letters.
- The summer camp health department application and safety plan was submitted on April 30th.
- The annual report for the United Way funding is due May 22nd.

## Report to Town Board

Work between: 4/3 – 5/10/2024

(out of office 4/29-5/10)

Meeting date: 5/14/2024

Submitted by Michelle E. Wright

### Work Activities

#### Financially Related

- Annual audit related tasks
- ARPA (aka SLFRF) annual report submitted
  - Prior to submission: problem solve technical issues with account (resolved)
- 2023 Financial Year in Review presentation preparation

#### Finance Committee

- Fund balance policy update
- Data related communications in preparation for 2025

#### Budget Related

- Voucher review
- Budget Document and Department Budget Request Worksheet formatting improvements and updates

#### Asset Management

- Communications pertaining to debt payment and closeout of Mack Granite truck
- IT update related work, see active projects section
- Asset database annual data management update

#### Stormwater Long Term Planning

- Project estimate and scope related communications as part of ARPA use of funds investigation

#### Water District 3 Related

- Working group coordination and communications
- Budget monitoring

#### Bookkeeper Supervision

- Review of monthly financial statements

#### Miscellaneous/General Town Work

- 2024 work plan development
- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Organization of once-a-month staff walk
- Staff training prep
- Climate Smart Communities Recertification process related activities
- Contract related review, general support and related communications
- Procurement related work
- Insurance related communications
- Contract related operational improvements

#### General Water

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

#### Transportation

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

#### Procurement Related Updates

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

#### Insurance Related

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

#### Compliance Related

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

#### Emergency Planning & Hazard Mitigation

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

#### Safety Committee

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

#### Recreation Department Administration

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

#### Multi-year Planning

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

## Active Projects Update

- **ARPA Use of Funds Decision Making Process**
  - Proposed project scope and estimation related work and communications
  - Scoping and estimation administration and communications for the following projects:
    - Town Hall Safety Renovations
      - This included a Town Hall safety assessment on 4/12/24 with a representative from our Workers Comp carrier and Chief of Police Joe Nelson
      - Estimate work pending
    - Coordination with MRB on the following:
      - Parking lot renovation
      - Town Barn generator
      - Stormwater multiyear planning
- **IT Related: Modernization Strategic Plan Execution**
  - Onsite IT related administration
  - Continued work with IT support provider and staff
  - Email security system “Barracuda” launch and related process documentation and communication
  - Billing and contract related communications
- **DEC NPS Planning Grant**
  - See latest update in March report
  - Quarterly report related communications
  - Contract status: DEC contract fully executed
- **DEC Climate Smart Communities Comp Plan Update Grant**
  - Quarterly report submitted
  - Contract status: DEC contract fully executed
- **BRIDGE NY Curry Road Culvert Replacement**
  - Related communications with B&L
  - Update from B&L:
    - Site survey conducted and required soil boring samples in progress
  - Contract status: NYSDOT fully executed contract received 4/12/24

## Upcoming

- Preparation for June 6<sup>th</sup> staff training
- Phone system upgrade
- ARPA Use of Funds projects
- 2024 Work Plan development and finalization
- Budget process development
- Grant Administration:
  - CSC DEC: admin and reporting
  - NPS DEC: contract making
  - BRIDGE NY: admin and initial action steps

## Meetings & Trainings Attended

- Southern Tier Central Regional Planning & Development Board Leadership Conference
  - 4/4/24
  - Hosted session on simple multiyear planning tools
  - Attended sessions
- CHIPS meeting with Region 3 NYSDOT staff
  - 4/12/24

Town of Ulysses  
May 2024 Bookkeeper Board Report  
May 14, 2024, Town Board Meeting  
Prepared by Blix Taetzsch, 5/9/24

Greetings Board Members: We have now completed the first quarter of the year, and I have included financial highlights from the April 2024 financial statements for my May board report.

### Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 4/30/2024 were \$1,041,778.71, a decrease of \$9,087.27 from the end of March. A few notable items to comment on for this month, and the first quarter of the year:

- Sales tax payments are coming on a timelier basis, having received payments through March of the end of April.
- We received our first of two mortgage tax payments.
- As mentioned last month we invested \$700,000 of additional funds as of the end of the first quarter – this includes additions to reserves from 2023, plus property tax cash that will be utilized in future months.
- Normal cash outlays occurred for operating expenses, plus a \$20,000 payment to Three Fall LDC.

In addition to cash balances, the Town had investments valued at a total of \$3,185,962.68 as of April 30, 2024. As of March 31, \$25,565.64 was recorded in interest and earnings across funds, representing the first quarter 2024 realized and unrealized earnings on investments. Earnings will be updated again at the end of June.

Other than cash, investments, and interfund transactions (due to/due from other funds), there are no significant assets and liabilities in the Town's operational financial statements.

### Income Statement

Revenues through April 2024 are as expected. You will primarily see tax revenue, with some revenue coming from the County and the Village for snow and ice and emergency services, respectively. Sales tax payments have been received through March, as well as our first mortgage tax payment.

Expenditures through April 2024 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). The Town also made a payment to Three Falls LDC in the amount of \$20,000.

Town of Ulysses  
May 2024 Bookkeeper Board Report  
May 14, 2024, Town Board Meeting  
Prepared by Blix Taetzsch, 5/9/24

### Bookkeeper Activities

Below are some highlights:

- Audit: Fieldwork was conducted in mid-February, with some remote follow-up through late February and March. The audit is now finalized and the report issued.
- AFR: As mentioned previously, I did file the AFR by the March 1 deadline. The Comptroller's office has completed their review and accepted the report now that I have completed some minor changes they requested. A copy of the final AFR accompanies this report.
- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. We have one new hire – Zak Kozlowski – a Recreation Activity Specialist. Positions for summer camp have been posted, and I plan to begin the hiring process in late May, once Will Glennon has finalized his employment roster.
- Finance Committee: The Finance Committee has not met since our last meeting on 3/21/24 due to scheduling challenges. We are scheduled to meet again on May 22, 2024.