

**Town of Ulysses
Supervisor Report
12/14/16 to 1/9/2017**

Budget

- Review year end spending with Book keeper

Water Districts

WD3

- Continue with Rural Development grant access – SEQR part 2 and 3, accompanying forms and resolutions. Notice of intent information and formal grant application announcement.
- Outside users – agreement completed. Outside user connected.

WD5 – Falls Road

- Met with village and MRB to talk about water costs for WD5—hydrants, hookups, maintenance, cost of water etc. All this information is necessary for the Map, Plan and Report to move forward.

Energy

- TCCOG Energy Roadmap Committee – write minutes, prep agenda, chair meeting. Work on 4 goals for Clean Energy Community program.
- Community Choice aggregation – discuss RFP for administrator of program.

Parks and Recreation

- **Trails Grant:** Review trails website again, give feedback again.
 - Work on final report.
 - Set up meeting about the future of the TC Parks and Trails Network

Zoning update

- Attend zoning committee meetings to begin work on Jacksonville.
- How should development districts be reviewed.

Other

- New street lighting – how does the town give input and how does the lighting ordinance intersect with NYSEG.
- Time cards – work on annual time card to better help employees to track time off to compare to numbers on pay checks.
- Multiple personnel issues.
- Organizational Meeting – review contracts and organizational meeting template, make requests for appointments of 2017,
- Spinoff from switching health insurance for town employees.
- Workers Compensation – take required steps to institute new policy.
- Assist with handout to tax payers explaining what taxes are used for.

Meetings:

- With Village about Falls Road water (12/14)
- Zoning Committee (12/19, 1/5)
- Town Board meetings ()
- TCCOG (12/15)
- TCCOG Energy Roadmap Committee (12/15)
- Community Choice Aggregation (12/16)
- Organizational Meeting (1/4)

Resident communications

- Lighting on Rabbit Run storage units
- Hearing aid for meeting room

- Question about consolidation
- WD3 – question about why a resident in the district has to pay for debt and O&M (2)
- Question about Salo Drive land and who will take care of it.
- Trails website question
- Housing question

Repeating daily/weekly/monthly tasks:

- Work with each department on current topics.
- Respond to constant flow of questions from residents, volunteers and staff.
- Weekly review of topics with attorney for the town.
- Monthly review of county actions.
- Daily check-in with Town Hall staff.
- Periodic discussions with Zoning Officer over a variety of topics.
- Prepare agendas, resolutions, and background documents. Review topics with TB members, conduct meetings, and review minutes.
- Provide oversight and follow-through on decisions and requests made at Town Board meetings.
- Review claims and budget, make suggested budget modifications to be approved by TB, review payroll, sign checks,
- Periodic check in with Town Clerk and Deputy Supervisor re work load and coordination.
- Respond to surveys when requested.

2nd Deputy Supervisor & Bookkeeper Report for time period of December 13 2016 – January 9 2017
Submitted on 1/10/2016 by Michelle E. Wright

Deputy Supervisor

- **Work plan: please send me your additions**
- Reorganizational meeting: random administrative support work throughout that agenda
- Water District 3
 - Continued work on RD Apply
 - Clarifying parameters regarding financial advisor needs: see page 2 of this report
- TAP Sidewalk Project
 - Communications with design engineers, Fisher Associates, upcoming meeting in January
- Task force work and meetings:
 - EMS task force
 - Meeting Attendance

Bookkeeper: the change of calendar year is a busy time for bookkeeping work

- Insurance
 - Required communications and paperwork for change in Workers' Comp provider
 - Resolutions for Workers' Comp
 - Workers' Comp quarterly payment: initial across-fund calculation take a little bit of time to do
 - Annual payment
 - Crime coverage background work for Organizational Meeting
 - Cyber/ransomware coverage inquiries: application still needs to be submitted
- Water District Accounting
 - Regular monthly tasks
- Employee Benefits Day: rescheduled for January 17th
 - Continued work on logistics and rescheduling
- Health insurance
 - Coordination of HSAs
 - Employer contribution deposits into HSAs
 - Communications with employees and retirees regarding health insurance (time consuming)
 - Communications regarding shared employee health coverage
 - Participation in two meetings: CanaRx info session and Wellness Program
 - CanaRx, if approved by the Consortium is an international prescription program that offers refills of prescriptions with no copay
 - As we are on a Gold Plan we can now offer a Wellness Program to our employees
- End of year expense line communications with department heads
 - Due to the fact that our end of year estimates are external to the accounting system, i.e. what we thought we were going to spend by the end of the year (i.e. what our fund balance appropriation for the 2017 budget is based on) vs. what the accounting system says we have left to spend are two different numbers. This creates some extra work at the end of the year to ensure we are not over spending based on those end of year estimates.
- Personnel
 - Ongoing tasks related to personnel-related administration
 - Several letters were developed to send with pay checks for the last couple payrolls: information regarding change in health insurance and other issues
- Regular duties
 - Monthly close out: October and November

- Payroll
 - W2s mailed out
 - Payroll certification to the County
 - Calculations and data management of change-of-year payroll related items: rate of pay changes, paid time off accrual, employee health care contribution
 - Despite my efforts to provide (in a timely fashion—2 weeks prior to the first payroll of 2017) the aforementioned data changes to our payroll company, for a third year in a row they made some mistakes. These mistakes resulted in hours of work on my end.
 - We are currently seeking other options for payroll services
 - Regular duties of processing and accounting
- Banking
- NYSLRS (retirement system)
 - Annual payment calculation
 - Monthly reporting
- Payments: regular appropriations & vouchers
 - Vouchered expenses
 - Vouchering during the transition to a new year can be confusing (i.e. what year [2016 vs. 2017] to pay a particular bill in isn't always straight forward). Being tax season the Clerk's office and I decided that it would be most appropriate if I took over the vouchering for the January 10th meeting.
 - Health Insurance
 - Other regular payments

-- Sub-report on obtaining a Financial Advisor for the WD3 TTHM remediation project --

The following is based on phone conversation with Chris C. from Rural Development (the Cortland office, she is our contact for questions regarding the application process) and Bill Davis from MRB

- First, some definitions:
 - BAN: Bond Anticipation Note = short term financing through a banking institution; what we will use to fund upfront costs for the project. RD funding will come after we get into construction costs and long term financing.
 - Eligible costs = according to Chris, the only cost that is not eligible for reimbursable grant funding is any costs associated with the writing and submission of the funding application itself
- Second, clarifying the difference between Bond Council and a Financial Advisor:
 - Bond council
 - Lawyers
 - Write bond resolution
 - This process will start after we know about our funding status
 - Financial advisor
 - Usually involved in funding applications, but obviously not in this case as we have done it internally and with MRB. But a financial advisor could be of use if we need to seek alternative or additional grant funds.
 - Assistance to Bond Council: relaying information and overall coordination
 - Assistance with assessment of Town's financial status
 - Assesses assets and advises on timeline of project funding
 - Timing of use of reserves vs. taking out BAN to fund expenses

- Writes bid for BAN
 - Assistance with assessing BAN payments that may be due within the project/construction time line
- According to Bill, a Financial Advisor is a professional service (like an engineer or lawyer)
 - I have emailed Mariette to get her official opinion on the fact that this means we DO NOT need to go through an RFP or bid process for this service.
- An additional note: an RFP for a Financial Advisor sounds like it would be a waste of time given the fact that their scope of work is better known to them than to us, we would find it pretty hard to define exactly what we need from them. Opposed to an RFP process, Bill has suggested....
- Suggestions for obtaining a Financial Advisor:
 1. Contact the Village of Trumansburg and Dryden for suggestions on this process and feedback on who they use
 2. Ask for a proposal of services from the short list of Financial Advisors that we have obtained (at this point I have a list of 3)
 - Points to clarify when contacting the Financial Advisor possibilities:
 - Send them the MRB engineering report
 - Clarify that we don't need help with the RD application at this point
 - Let them know we may be seeking other forms of financing including CDBG
 - Alert them to the fact we will need them for the Water District 5 development as well
 3. Possibly conduct interviews to determine the best fit

Town of Ulysses CLERK'S OFFICE
MONTHLY REPORT for December 2016
Submitted by Carissa Parlato 1/10/17

LICENSES/PERMITS issued:	#
Sporting licenses	2
Disabled parking permits	13
Dog licenses and renewals	63
Marriage licenses	1
Plumbing permits	2
Address assignments	0
Notarizations	7
FOIL requests	1

FINANCIAL REPORT:	
\$1466.50	TOTAL Collected for fees & licenses
\$1341.94	stays in the town
\$124.56	goes to the state

CLERK'S OFFICE TASKS:

- Tax season preparation and began collection
- Updated 2017 Organizational Meeting agenda and associated tasks
- Organized annual meeting of staff, elected and appointed officials
- Routine tasks:
 - Notarized documents for citizens
 - Ordering supplies
 - Mailed Welcome brochures to new town residents
 - Retrieved, sorted, vouchered mail
 - Answered inquiries on various topics
 - Took and wrote up meeting minutes
 - Kept website current
 - Sent listserv messages to residents (2/month)
 - Mail and post dog licenses; issued tickets as needed
 - Assist other departments as needed

RECORDS MANAGEMENT:

- Continued organization/upload of electronic files on town server as well as in Laserfiche

WATER DISTRICT TASKS:

- Updated water usage reports
- Gathered information for water grant

CITIZEN COMMENTS/INQUIRIES:

<u>Comment/inquiry</u>	<u>Answer/referral</u>
Various tax/assessment questions	Answer as appropriate or refer to County Assessment office

TO: Town of Ulysses Supervisor and Town Board members
FROM: Darby Kiley, Environmental Planner
DATE: January 5, 2017
RE: Environmental Planner Report for January 10, 2017 Town Board Meeting

Planning Board

At the 1/3 meeting, the Planning Board discussed a special permit and site plan for a residence at 1603 Trumansburg Rd.

Board of Zoning Appeals

There were no zoning appeals in December.

Grants

Zoning Updates Grant – The steering committee continues to review the ag section draft, discussing the zoning map, and Jacksonville.

Other Meetings/Issues

ITCTC – (12/20): the council discussed special community mobility projects, heard a presentation on transportation research by CCE, and made necessary amendments to the transportation improvement program budget.

Stormwater Coalition – (12/14): the coalition discussed the draft MS4 general permit, which is open for public comment through February 3rd.

TCCOG Energy committee – (12/15): the group discussed benchmarking for municipal buildings – training will be scheduled in the near future so that municipalities can work on this together.

Water Resources Council (WRC) – 12/19: the council approved a number of nominations for seats for 2017 and heard year-end reports from committees.

Highway Report

Dec. 14th - Jan. 10th 2017

13 Days of snow of varying amounts

Install New Driveway Pipe on Iradell Rd.

Some planning of Projects For 2017

End of year paper work

Working on rebuilding one older snowplow

Organizing better record Keeping Systems

1/10/2017

December Code Enforcement Report

In December, there were 7 Building Permits issued. Mostly for small remodeling projects. Total value for the new Permits is \$148,318. Total fees collected were \$785. 8 Certificates of Compliance were issued in December. There are 40 open Building Permits and 2 applications awaiting approval

I have mailed a new round of certified letters (3) to property owners whose properties rank the next highest on my chart. Since then, I have been contacted by all three property owners. They are planning on putting their properties on the market. I have been contacted by a prospective buyer for two of these properties. One of the properties I sent notice to in the first round signed the first certified letter, not the second and has not contacted me. I will consult with the Town attorney to decide on the next step, most likely a court date.

One complicating issue with getting these properties into compliance is NYS Department of Labor Code Rule 56. It requires an asbestos survey for **any** demolition project. These surveys cost in the \$2,000 range. If asbestos containing materials (ACMs) are found, then abatement protocol is required. This can easily add many thousands of dollars to a project which can dramatically reduce the feasibility of properly bringing the property into Code compliance. I am part of a County Code Officer listserve where I have posted an inquiry about what other Code Officers have done to address this issue. No great revelations, mostly sympathy for my situation. I am determined to get these properties brought into Code compliance, so I will keep working on finding a solution.

Tom Myers



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

Code Department 2016 annual report

Building Permits:

- * Building Permits issued: 69
- * New houses: 11, total value: \$2,090,872
- * Additions: 6, total value: \$438,700
- * Residential solar: 14, 101.54kW total
- * Commercial solar: 2, 648 kW total
- * Total value for issued Permits: \$4,535,061
- * Fees collected from Permit applications: \$16,728
- * Certificates of Compliance issued: 36
- * Certificates of Occupancy issued: 8
- * Permit renewals issued: 10
- * Fees collected for Permit renewals: \$1,140
- * Active projects discovered without Building Permits: 5, all applied for Permits

Ulysses properties with multiple Code violations/unsafe status

In September I was given the go ahead from the Town attorneys to send notice of violation to owners of properties that had multiple Property Maintenance Code violations and/or severe safety issues. I identified 32 properties and ranked them using a scale from 1-5, using 6 criteria. All this information is on a spreadsheet that easily identifies each property and its ranking.

- * Unsafe structures placarded, with notice of placarding mailed to property owners: 10
- * Certified letters sent to property owners detailing violations with an order to respond: 6, 4 of these properties were placarded, 2 were not
- * Property owners that have contacted me: 7
- * Property sold, new owners are taking steps to demolish house: 1
- * Property owners who are considering selling or have put their properties up for sale: 5
- * Property owner planning on bringing their property into Code compliance: 1
- * 1 property owner has signed 2 certified letters, but not responded to me
- * 1 property owner has not been located

Trainings & Conferences

- * 1/8 Completed required training and testing to become NYS Code Enforcement Officer
- * 6/7 Community Distributed Solar training/informational meeting
- * 6/13-6/15 Clean Energy Economy Conference
- * 8/25 Identifying Clandestine Drug Labs training
- * 9/8 County Code Official's meeting
- * 9/9 County Code Official's Q&A W/Department of State area rep



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

* The Village of Trumansburg paid for my Code Officer Certification trainings. The Town of Ulysses paid for the other trainings and classes. I intend to keep the costs evenly split between the two municipalities.

Fire Inspector

In September I interviewed candidates for the open Fire Inspector position and hired Steve Cortwright. As he is already a Fire Inspector for Cortland County, very little training was necessary. Before hiring an inspector, I updated and reorganized the lists and inspection forms. I also conducted several inspections.

Ulysses Town Hall

When I first started working for the Town in December 2015, it became very obvious to me that the energy efficiency and comfort level of the building was not very high. After looking at an audit by Snug Planet and assessment on my part, I felt it was important to have another contractor evaluate the systems and insulation. Upstate Energy Systems has done this. With Snug Planet's and Upstate's information in hand, I am in the process of assembling a bid package that will allow the Town to greatly reduce energy expenses while increasing the comfort level of every office space. I hope to be able to put the project out to bid in February.

Other highlights

- * Early in the year, I reviewed the department filing system, forms and property/job site inspection protocol. I have changed how the active files are labeled and managed. I have altered and replaced most of the forms with what I feel are more efficient and user friendly forms. This process is ongoing as I see what works best for this department.
- * In May and July I met with the Jacksonville Community Association to first introduce myself and then explain my efforts to address the noncompliant housing stock in Ulysses and Jacksonville in particular.
- * Filed monthly activity reports with County Assessment and the Town Supervisor. Filed annual reports with the Town Supervisor and NYSDOS
- * Wrote periodic articles for the Town E-newsletter

2017 Goals

- * Continue Code Enforcement duties
- * Assess Fire Inspection (lack of) fee schedule
- * Supervise Fire Inspector, attend periodic fire inspections
- * Complete the 24 hour minimum of approved training to maintain my Code Enforcement Officer certification. This would be a combination of on line and in service trainings.
- * Continue pursuing properties with multiple code violation/unsafe status issues.
- * Add new properties to multiple code violation/unsafe status list on a quarterly basis
- * Continue filing monthly & annual reports to the Town Supervisor, County Assessment & NYSDOS
- * Continue writing articles for the Town e-newsletter
- * Keep myself available to Board members for answering questions, helping with perspective