
Building & Code Updates

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

Plan Reviews

- 5 discussions about upcoming projects
- 14 permit review
- 12 pre permit site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 6 Site meetings with contractors
- Multiple Site visit for the CARS project

CEO Activity

- 12 Permits issued/ Projects Cost= \$972,088/ Fees collected= \$5,138.
- 6 Foundation/Footer inspections/ Slab / Backfill 0 reinspection's
- 3 Framing inspections/ 0 Issue resolved during inspection
- 2 Plumbing inspections/ 0 reinspection
- 4 Final inspection/0 Reinspection
- 12 Pre-site inspections
- Code research for 15 different issues approximately 8 hours
- 4 Fire inspections completed **Status is Current**
- Outreach regarding Fire inspections ongoing and multiple appointments scheduled
- Multiple erosion control inspection site visits to the CARS project
- Ongoing monitoring of erosion controls at
- Enforcement action 2 properties -1 no show to court – working with second resident and legal on remedies

Town of Ulysses Clerk's Office
MONTHLY REPORT for Nov. 2024

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	34
Disabled parking permits	7
Dog licenses and renewals	36
Marriage licenses	1
Notarizations	4
FOIL requests-received	0
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$5597.10	TOTAL fees collected
\$4231.55	stays in the town
\$1365.55	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, building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
- hunting license sales
- Town Hall facilities:
 - o Work with Hwy/DPW to install Knox box
- Water:
 - o Troubleshoot water loss
 - o Qtrly meter read & billing
- Social media & website
 - o Continue to share town updates on FB
 - o Create weekly e-newsletter
 - o Outreach & publicity for parking lot RFB
- IT:
 - o Check spam filter weekly
 - o Interface with IT consultant on upgrades and issues
- Records Mgmt
 - o Continue to go through old boxes from past Supervisors to either retain or dispose of records.
 - o Support other staff with retention
- Cross reconciliation of bank statements with Bookkeeper
- Safety Committee
 - o Meeting held on 11/4



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

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

Planning & Zoning November 2024 Report to Town Board

Town Board Meeting Date, 12.10.2024

Submitted by Niels Tygesen, 12.03.2024

Planning Board

The Planning Board held a meeting on November 5 to discuss the following items:

- The Board conducted sketch plan review of the 'Lex Site Plan', a proposal to construct a new detached dwelling unit on a vacant lot.
- Board members continued discussions related to potential zoning code amendments related to streams.
- [Minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on November 19 to discuss the following items:

- The Board continued sketch plan review of the 'Lex Site Plan' noted above.
- The Board conducted sketch plan review of the 'Friedman Site Plan', a proposal of a change of use from residential to retail in an existing building in a Business zone.
- Board members continued discussions related to potential zoning code amendments related to streams and training.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on November 6 to discuss the following items:

- Results of Focus Group #1: Economic Development, Historic Presentation & Built Environment, and Housing.
- The committee conducted their own SWOT analysis (strengths, weaknesses, opportunities, and challenges) for Economic Development, Historic Presentation & Built Environment, and Housing.
- Results of interviews with local leadership.
- Outreach efforts for Focus Group #2: Environment & Natural Resources and Climate Change & Resilience
- Outreach efforts for Focus Group #3: Capital Facilities & Utilities, Transportation, and Community
- Well-Being; and for Focus Group #4: Rural Issues and Land Use.
- 2009 Comp Plan audit, economic base report, and planning foundations memo.
- [Draft minutes link](#); [recorded meeting video link](#).



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Board of Zoning Appeals

The BZA did not conduct any business this month.

Planning Projects

- 2025-45 Comp Plan Update
 - 2024 4Q report tracking to DEC for CSC grant.
 - Coordination and ongoing work with Consultant.

Zoning Enforcement

- Ongoing research on code enforcement cases.
- Town Court on November 26 for orders to appear related to two accusatory instruments filed for two code violators:
 - Joseph Allen, 6200 & 6211 Brook Road (parcels 23.-1-12 and 23.-2-4 respectively) and parcels 23.-1-14.4 and 23.-2-5.2. 39 Counts of violations against the Fire Code of New York State, New York State Property Maintenance Code, Ulysses Zoning Code, and breaches of Board of Zoning Appeals Special Permit Determination and Use Variance Determination.
 - Keith Dodge, 1942 Trumansburg Road (parcel 20.-3-9.22). 35 Counts of violations against the Fire Code of New York State, New York State Property Maintenance Code, and Ulysses Zoning Code.

Miscellaneous

- Hazard Mitigation Meeting:
 - Tompkin County's new plan, '[Navigating Electrical Outages: Proactive Steps for Today and Tomorrow's Electrified World](#)'.
- 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.

2024-11 Recreation Monthly Report
December 5, 2024
Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Registration for the January-June adult programs are now open (December 2nd)
- Winter programs include all the same activities. Pickleball, volleyball, basketball, and soccer.
- Two of the volleyball programs sold out within one day of opening.
- An adult volleyball clinic is going to be offered for interested players in January.

Driver's Education

- A 5-hour course has opened for registration as of December 6th. The course will take place on January 23rd.

Winter Programming (3 programs with 7 teams)

- The recreation department is helping to promote a novice wrestling meet held by the Ithaca wrestling club in January. Our clinic volunteers have offered to provide a couple of practices leading up to the event.
- The **youth basketball clinic** will begin on Saturday, December 7th. The clinic has slightly changed this winter. There will be three 55 minute sessions for children in grades K-3. In the past there were two sessions. The sessions will be 9-9:55 for kindergarten, 10-10:55 for first grade, and 11-11:55 for 2nd/3rd grade.
 - Currently we have a total of 57 participants registered in the program.
- This winter there will be seven **basketball teams** for the local travel basketball program. There will be two 3rd/4th grade boys teams, two 3rd/4th grade girls teams, a 5th grade boys team, a 5th/6th grade boys team, and a 5th/6th grade girls team. This is the most teams we have had since Covid. A total of 66 participants have registered for the programs this season.
- **Winter track** will be offered again in conjunction with the Finger Lakes Runners winter running events. The program currently has 20 runners registered. The program begins January 4th.

General administration

- Scheduling and coordinating team practice spaces and times.
- Scheduling games
- Reserving space and coordinating activities for adult recreation programs for the January-June session.
- Coaches meetings for all seven local-travel basketball programs.
- Hired basketball clinic director and two assistants for the youth basketball clinic.
- Ordered basketball jerseys for the teams.

Work Activities

Transition into 2nd Deputy Supervisor position

- Weekly meetings w/predecessor, Supervisor, Clerk/Supervisor, and Bookkeeper/Supervisor include ongoing assessment/involvement/guidance with participating in existing projects and taking on new projects and tasks
- Ongoing efforts to learn technology, reviewing tech/software and determining additional needs

Miscellaneous/General Town Work

- Performed and documented staff exit interview: Zak K.
- Assisting with ensuring use of ARPA funds
- Ongoing:
 - Project and general communications, inquiries/researching projects/issues as needed, attending meetings, reading source materials, exploring file server, etc.
 - Developing further personal work protocols and project management documentation system/structure and tools
 - Standing weekly meetings: Supervisor, Supervisor/Clerk, Supervisor/Bookkeeper

Active Projects Update

Town Hall Parking Lot

- Meetings and ongoing communication w/project engineers, Supervisor, Clerk, Bookkeeper, others to move project forward and keep on fast track
- Implemented and managed construction bid process; created and maintained working doc for associated tasks/procedure
 - Worked with project engineers (B&L) to refine/clarify RFQ, etc.
 - Advertised invitation to bid: handled submission to NYS Contract Reporter, wrote/created/submitted print ad, wrote/created/posted fliers, researched and sent email invitations to bid and list to B&L
 - Dec 4 bid opening: 4 bids received and contract in development w/B&L

Comprehensive Plan/DEC Grant (Climate Smart Communities)

- Follow-up submissions/corrections for quarterly report and reimbursement request

BRIDGE NY Curry Road Culvert Replacement

- Ongoing communication w/project engineers, Supervisor, others to process paperwork and otherwise move project forward

NYSERDA Electric Car Acquisition and other NYSERDA/CEC grants:

- Communications regarding contracts and processes
- Meetings and communication with CEC Coordinators, CSAC Chair, Town Supervisor and staff to learn about projects, address issues, and move projects forward

2025 Organizational Meeting

- Meetings and communication w/Supervisor, Clerk, Bookkeeper to work on updates

BRIDGE NY Maplewood Road Hairpin Turn Culvert Rehabilitation

- No updates

Upcoming

- New NYSERDA ad other projects
- Assist with 3 Falls LDC transition support
- Assist Continue to meet w/previous 2nd DS, Supervisor, Clerk, Bookkeeper, others
- Procurement training w/Supervisor and Bookkeeper
- Continue to read through project documentation: contracts, grants, emails, other docs