



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 *January 2023*

Building Permits issued		6
Plan Reviews		4
Certificate of Occupancy issued		1 Cof O 3 C of C
Permits Renewed		1
Complaints Received		1
Complaints Resolved		1 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		25 3 Reinspection's
New Site Inspections		8
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		3
Fire Safety Inspections		Ongoing
Code Training Seminars		2 hours Batt. Storage
County Assessment, Town, DOS Reports		5



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Open property in violation cases		Ongoing outreach
Property violations resolved		1

VALUE OF PERMITS ISSUED: \$152,655.00

Building Permit fees collected for month: \$596.00

Respectfully Submitted,

MARK WASHBURN

Mark Washburn – Building & Fire Code Enforcement Officer

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period January 1 -January 31, 2023

Plan Reviews

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

Site Visits

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

CEO Activity

- 8 Foundation/Footer inspections/ 1 reinspection's
- 6 Framing inspections/ 1 reinspection's Issue resolved
- 4 Plumbing inspections/ 1 reinspection
- 3 Final inspection/0 Reinspection
- Code research for 15 different issues approximately 24 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 **Case Closed no further action required**
- Attended meeting with Zoning and Property owner regarding new home build
- Investigation of DD violations Photos taken, building code violations letter written for review.
- Investigation of complaint regarding building without permit.
- **Worked on Derelict property list. 3 properties working towards compliance. 1 Demolition permit, 2 properties removing rubbish and unregistered cars.**
- **Investigation on 2 properties on the list to start action**

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period January 1 – January 31, 2023

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
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	Vast improvement and cleanup continue
20.-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

Town of Ulysses Clerk's Office
MONTHLY REPORT for JANUARY 2023

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	1
Disabled parking permits	3
Dog licenses and renewals	67
Marriage licenses	1
Plumbing permits	0
Address assignments	0
Notarizations	5
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
2507.50	TOTAL Clerk fees & licenses collected
2403.28	stays in the town
104.22	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, fulfilled FOIL requests, ordered supplies, posted board meeting (Planning, Town & BZA) videos to Youtube, monthly Community Leaders meeting
- Tax Collection:
 - Collected about ~\$3.5 of \$5.5 million
 - Paid Town levy in full
- IT RFP- review and interview candidates
- Manage Oaths of Office to newly appointed
- Water:
 - Explore new billing software
 - Begin water loss reconciliation process with Ithaca
- Facilities:
 - Manage issues with alarm system

Greetings Town Board:

I do not yet have finalized December 2022 financial statements as I continue to close out the end of the year and prepare for audit. As soon as they are available, I will forward you the unaudited (but hopefully final) financial statements. A brief overview of my activities is below.

Bookkeeper Activities

- Finance Committee: The Finance Committee has established its plan of work for the year, and is focused right now on fund balance policies. This was a determined priority in order to impact the 2024 budget cycle. Finance Committee Notes are accompanying my report and available for your review.
- Personnel: We have hired a new employee in the highway department, Dennis Achilles, who began work at the end of December. I have completed the annual payroll certification to Tompkins County and we are rolling along with 2023 payroll.
- Year-End: There are a number of activities in connection with year-end and preparing for the auditors. Below I have listed some of the highlights:
 - Preparing and filing 1099's with vendors and the IRS
 - Updating the Town's fixed asset listing, reconciling the books of account with the asset database, and calculating depreciation
 - Finalizing all year-end accruals – meaning transactions that cross fiscal years such as prepaid expenses, accounts payable and account receivable. This is complete with the exception of the November and December sales tax data on which I am still awaiting the County for information.
 - Reconciling accounts receivable in the Water Districts with Clerk's detailed reports
 - Preparing reports and calculations related to any debt, including post-employment benefits
 - Preparing and entering all transactions related to Fund Balance Reserves for 2022
 - Calculating and recording income on investments and savings with proper allocations by fund

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
- 2nd floor office space related work
- Town letterhead digital asset acquisition and internal distribution

Bookkeeper Supervision

- Weekly meeting on Wednesday
- Review of monthly financial statements
- 2022 close out related support

Insurance Related

- Work activities related to obtaining 2023 coverage
 - Cyber coverage

Financially Related

- USDOT RAISE program investigation

Finance Committee

- Investment related work
- Finance Committee 2023 work plan development
- Commence Fund Balance Policy related work: fund by fund SWOT analysis
- Committee meeting agenda related work: 1/11, 1/25, 2/1

Budget Related

- Voucher review
- 2022 budget modifications
- This is a busy time of year for details related to closing previous financial year and commencing the new one
- Tracking end of year estimates compared to YTD
- Youth Commission related

Asset Management

- Facilities Manager recruitment efforts
- 2022 asset database update
- BRIDGE-NY application submission in collaboration with B&L
- BRIDGE-NY local rating related
- Continued multi-year planning development
- Acquisition and installment logistics for security camera at Town Hall

IT Related: General, Strategic Plan/Update/Modernization, IT Committee

- Domain transfer related work, troubleshooting, and training
- RFP related activities: response review and rating process, interview scheduling, conduct interviews, reference checks and follow up questions
- Contract drafting

- New Town email for Town Board member

Stormwater Long Term Planning

- No significant work for this period
- Pilot Ditch Program related work (Local Roads, CU, Soil and Water, IO, Watershed Network)

Water District 3 Related

- 2023 work plan creation
- 2022 financial year wrap up related work
- ARPA use of funds related

General Water

- Policy update/creation related work
- Grant and financing research for future opportunities

Transportation

- Unified Planning Work Program (UPWP) review
- ITCTC 2.5% set aside of federal funds related communications
- Black Diamond Trail
 - Ballpark quotes for scoping work: acquired magnitude of order ballparks and related communications
 - RFP example acquisition

Compliance Related / Safety Committee / Procurement Related Updates

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

Upcoming

- Remote work 2/7 – 2/23
- BRIDGE-NY local rating process
- BDT RFP development and release, outreach
- IT Consultant contract finalization and on-boarding: work set to begin in early March
- Facilities related work: recruitment of facilities manager
 - Expressions of interest due February 27th
- AOT conference prep and AOT conference attendance 2/20 – 2/22
- Water related funding and financing program investigation
- Bookkeeper supervision
 - 2022 Audit
 - 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.
 - Update as of 1/18 from NYSDOT contact is that one of the administrative hurdles have been completed on their end—so, progress is being made.
 - Local share owed by County received

Meetings & Professional Development

- Webinar attendance: “How to Compete for RAISE Funds”



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Planning & Zoning January 2023 Report to Town Board

Town Board Meeting Date, 02.14.2023

Submitted by Niels Tygesen, 02.06.2023

Planning Board

The Planning Board did not conduct any business this month.

Board of Zoning Appeals

On January 18, the Board of Zoning Appeals held a hearing to consider an area variance to decrease the east side setback from 24' to 5' to construct a new detached garage and carport located at 4279 Reynolds Road, Tax Parcel #24-.4-9.115. The variance was not approved.

Planning Projects

- Introductory outreach meeting for the Ag Committee was held January 15
- Interview with Ann DiPetta, CPSC
- 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 on two existing, and one new, code cases

Miscellaneous

- Stormwater Coalition Meeting with Tompkins County DPS, DEC, and other local jurisdictions
 - MS4 General Permit Audits Update from DEC, no audits in Tompkins Co. will occur this year
 - Post-Construction Practice Dashboard
- Interviews for Project Assistant position
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process