

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

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	3
Disabled parking permits	5
Dog licenses and renewals	54
Marriage licenses	0
Plumbing permits	0
Address assignments	1
Notarizations	4
FOIL requests-received	1
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$1782.50	TOTAL Clerk fees & licenses collected
\$1694.44	stays in the town
\$88.06	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 meetings & videos to Youtube, monthly Community Leaders meeting
- Tax Collection:
 - Collected about ~\$5 of \$5.5 million
 - Almost through- March 31 was final deadline before turning collection over to TC
- IT RFP- met with new consultant
- Water:
 - Explored new billing software
 - Worked on policies and
- Facilities:
 - Interviewed applicants
- Habitat Nature Preserve Committee- met on 3/20 during the spring equinox
- Facilities Mgmt:
 - Deal with fire/panic alarm issues & troubleshooting
 - Contact new prospective companies, schedule visits, collect quotes
 - Collect quotes for new leases for postal meter & copier

Greetings Board Members: We have now completed the first quarter of the year, and I have included financial highlights from the March 2023 financial statements for my April board report.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 3/31/2023 were \$1,397,924.75 a decrease of \$52,111.81 from the prior month. A few notable items this month:

- Sales tax payments – No sales tax payments for 2023 have been received as of yet.
- We have started receiving payments for summer camp.
- Normal cash outlays for operating expenses.

In addition to cash balances, the Town had investments valued at a total of \$2,564,724.53 as of March 31, 2023. Of the total investments, \$977,216.26 represents reserve funds, and \$1,587,508.27 represents a combination of fund balance and ARPA funds (about \$314,000). At March 31, \$24,532.61 was recorded in interest and earnings across funds, representing the first quarter 2023 realized and unrealized earnings on investments.

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, with the exception of funds due from the State for the Cemetery Bridge capital project (18,481.53).

Income Statement

Revenues through March 2023 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. Additionally, as mentioned above, we have started to receive funds for the recreation program. No sales tax has been received for 2023 yet, with our December 2022 funds being received February. You will also see in Water District #3 the first quarterly billing for the year. I have included for your reference a summary of all major revenue accounts that represent 96% - 100% of total revenues for each fund.

Expenditures through March 2023 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). I have included a summary for each major fund by function of expense showing the budgeted amount and spending thus far. Below are a few observations I have about the summary of expenditures through March 31, 2023:

- Employee benefits show spending at a rate slightly greater than the personnel spending for the first quarter – this is due to the upfront payment for worker's compensation insurance and the advance payment for April health insurance.
- Transportation spending in the DA fund is high due to the payments recorded for new plow truck; additionally, 62% of budgeted snow removal salaries have been spent.
- Transportation spending in the DB fund occurs primarily between May and October depending on weather conditions – as these funds are for road maintenance and repair.
- As noted previously, spending in the SF and SM funds are complete for the year.
- In the SW3 fund, we purchased radio meters and made an annual payment for a service agreement, making spending higher than 25% of the budgeted amount.

Highway Report April

SNOW EVENTS : March 14th and 15th

ROAD WORK : Ditched parts of Agard Road and Terrell Road

Driveway Pipe on Maplewood Road, Took dead tree down on Glenwood Hts Road, Clean up snow plow damage to shoulders in various spots. Put up 45 MPH signs on Rabbit Run Road.

MAINT : T20 sent to BEAM MACK for inspection and new king pins, Broke down trucks from snow removal to regular work, oil change on John Deere 5420, Hauled in Crusher Run for stockpile

WATER : Started transition from old water meters to new wireless meters.



TOWN OF ULYSSES

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

Planning & Zoning March 2023 Report to Town Board

Town Board Meeting Date, 04.11.2023

Submitted by Niels Tygesen, 04.05.2023

Planning Board

The Planning Board held a meeting on March 7th to discuss the following items:

- After conducting a public hearing, the Board granted final approval for 'Shursave 2 Lot Land Division', a minor subdivision located at 2081-2085 Trumansburg Road, parcel 13.-3-2;
- Sketch plan review for 'Angelhearts Market', a proposal to convert the previous West End Gas and Grocery into a new restaurant use located at 1404 Taughannock Blvd, parcel 18.-4-12.2;
- Sketch plat review for 'Magnus-Sharpe Two Lot Land Division', a minor subdivision located at 5221 Cold Springs Road, parcel 21.-1-4.22;
- Sketch plat review for 'Benjamin Two Lot Land Division', a minor subdivision located at 4190 Dubois Road, parcel 27.-3-12.2; and
- Sketch plan review for 'New Women's Residential Addiction Recovery Center', a proposal to construct a new two-story detached building, approximately 13,385 gross square feet, for use as a 25 bed facility associated with the existing Cayuga Addiction Recovery Services located on-site.
- Operational items pertaining the Board's procedural items for the year.

Board of Zoning Appeals

The BZA held a meeting on March 15th to discuss the following items:

- Review of the 'Klankowski Setback Varaince', a proposal to construct an 80' tram within required setbacks, subject site is located at 1375 Taughannock Blvd, parcel 28.-1-5. The Board deliberated on the proposal during their February 15th meeting, and postponed opening the public hearing;
- Review of the 'Murray Setback Varaince', a proposal to construct a detached garage within a required side setback, subject site is located at 4279 Reynold Road, parcel 24.-4-9.115. The Board determined the request was not substantially different than the request heard during their January 18th meeting and did not grant a re-hearing; and
- Operational items pertaining the Board's procedural items for the year.



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Planning Projects

- Planning with Ann DiPetta re: Comp Plan Steering Committee (CPSC) membership, outreach, etc.
- Interviews for CPSC membership
- 2nd Ag Committee outreach meeting held March 13th
- Long term multi-year town-wide planning cycle
- Meeting with County Planner re: Ulysses appendix of the County's Hazard Mitigation Plan
- Work plan and budget document updates to the CSC Grant for the 2024 Comp Plan Update

Zoning Enforcement

Research on existing code cases

Miscellaneous

- Planners and Sustainability Coordinators Roundtable with Tompkins County and Consultant Team regarding Building Code Administration and Operations Study survey, reviewed responses and discussed shared service opportunities that could support work of municipal code officials
- FEMA Flood Study Meeting for Tompkins County Municipalities with FEMA and DEC
 - Review of flood risk projects in Tompkins County
 - Timeline/next steps in the appeal and map adoption process
 - Flood insurance, Letters of Map Change, and Elevation Certificates
 - Future Open House meeting with FEMA
- Tompkins County Ag Summit
 - Solar development projects to benefit immediate neighborhood
 - Best practices for farm friendly planning/zoning
 - Protection planning for urban and rural areas, benefits, and resources
 - NYS penalty system for solar development on prime/statewide important farmland
 - Tompkins Food System Plan
- Stormwater Coalition Meeting with Tompkins County DPS and other local jurisdictions
- ITCTC Planning Committee Meeting
- Continued outreach for members for the Comp Plan Steering Committee, Ag Committee, Planning Board, and Board of Zoning Appeals
- Onboarding and training for Office Project Assistant
- 2nd floor office space related work
- Planning & Zoning permit application updates
- Customer support pertaining zoning information and permitting process

Recreation Department Report

April 6, 2023

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Adult pickleball started on April 2nd. Sixteen spots available for the four courts of doubles pickleball. Fifteen of the spots have been filled and on the first day, the participants were given an overview and tutorial about the basics of the game. The program will run on Sundays from 2:30-4:30 until the second weekend in June.
- All other recreation programs are operating on the normal schedule. With pickleball, we have a total of 119 participants.

Spring programming and administration

- Drivers education program part II; driving education will began March 27th, and the course will run until the end of May. There are eight participants, the maximum of the program. A summer program will also be offered and should open up for registration at the end of May.
- A pilot indoor baseball clinic for instruction for baseball players ages 8-12, started February 25th and concluded on April 1st. The program had 27 participants and allowed for still development.
- A pilot indoor softball clinic started on April 1st and will run for four sessions, concluding the end of April. The program is being instructed and run by the SUNY Cortland Women's Softball team. There were eight players from Cortland instructing the nine participants on Day 1. The participants are a range of ages and abilities. The goal is to create interest in the sport and to offer a team program for this spring.
- Summer camp and summer camp programs registration will opened on Saturday, May 17th. The summer program has a cap of 84 participants per week with additional spots available for pre-post camp. Weeks 2-6 sold out with 24 hours of registration opening and there are waitlists for all the weeks that are closed. Three of the weeks have double digit waitlists. Week one, which is a four day week, has 11 spots still available.
 - Space in the middle school has been approved.
 - Re-hiring last year's staff has begun. The posting for the position has opened on the Tompkins County vacancy page. We currently have 9 returning counselors/directors, two new hires in place, one returning counselor that is undecided, and a request for three YEP workers for camp this summer. The goal is to have a staff of 20 counselors.
 - Contacted the school district to post the positions in the office and in the high school newsletter.
- Spring and summer program registration will opened March 15th at 12:00 pm. Spring program format for track, baseball/softball will be similar to last year. Track will once again be on Tuesdays due to the track availability or lack thereof on Wednesdays. This

will keep baseball/softball etc. on different days from track. Not ideal, but the school has scheduled home meets on Wednesdays again this spring.

- Current program registrations are on track to hold similar numbers to last spring. Registration is ongoing.
 - Tennis: 14 participants registered
 - Track: 73 participants registered
 - Kid pitch baseball: 18 participants registered
 - Hybrid pitch baseball: 20 participants registered
 - Coach Pitch baseball: 26 participants registered
 - Tball: 30 participants registered
 - Adult/Child pickleball: 8 pairs of participants registered (3 pairs on the waitlist).
- The coach pitch and hybrid programs will play at Cass Park on Saturday mornings again, with practices in Trumansburg during the week. The kid pitch program will play a slate of games against surrounding teams like last year. Tball will be Tues/Thurs because it is preK-K and track is 1st-6th.
- An adult/child pickleball program has been added for the spring.
- There will also be tennis again for youth.
- A three week mini soccer clinic, led by the Cornell Women's Club Soccer team will begin at the end of April.
- The first year United Way of Tompkins County report was submitted at the end of March.
- The participation report to the Youth Commission was submitted at the beginning of March.
- The renewal application for the summer camp permit was submitted in March. The camp safety plan is due at the end of April.

Work Activities

Miscellaneous/General Town Work

- Standing weekly meetings: Clerk's office, Supervisor, Highway Superintendent
- Resolution drafting, agenda packet related work
- 2nd floor office space related work
- Onboarding related communications and training for Supervisor Office Project Assistant
- Youth Commission related communications

Bookkeeper Supervision

- Weekly meeting on Wednesday
- Review of monthly financial statements

Insurance Related

- Insurance related communications required for operations and contracted activity

Financially Related

- Multiyear planning communications
 - Long term town-wide planning cycle

Finance Committee

- Continued Fund Balance Policy related work: fund by fund SWOT analysis
- Cash flow modeling for 2023

Budget Related

- Voucher review
- Final 2022 budget modifications

Asset Management

- Facilities Manager interviews, reference checks
- Continued multi-year planning development
 - 3/8 meeting with Highway Superintendent regarding highway capital plans: equipment, paving, culvert
- Presentation to NYSDOS on 4/3

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

- Communications regarding Advance2000's strategic plan
- Coordination related to 4/7 IT Committee meeting

Stormwater Long Term Planning

- Pilot Ditch Program related work (Local Roads, CU, Soil and Water, IO, Watershed Network) field meeting
- Communications with IO Director re: watershed wide storm water mapping concept

Water District 3 Related

- Working group coordination and communications
- Budget monitoring

General Water

- Engineer communications
- Source water protection committee meeting

Transportation

- Communications related to Route 96 summer culvert project

- Black Diamond Trail
 - ITCTC 2.5% set aside of federal funds related communications
 - RFP responses received 3/31/2023
 - Rating matrix development
 - Rating committee related communications

Emergency Planning & Hazard Mitigation

- 3/17 meeting with County Planner re: Ulysses appendix of the County's Hazard Mitigation Plan

Compliance Related / Safety Committee / Procurement Related Updates

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

Upcoming

- 5/18 Staff Training planning
- DEC grant funding (CSC and NPS) project management and administration
- BDT RFP potential consultant communication
- IT Consultant: strategic plan execution
- Contract development for BDT scoping and Facilities Manager

Active Grant Updates

- **DEC NPS Planning Grant**
 - Scope of work touch base
- **DEC Climate Smart Communities Comp Plan Update**
 - In collaboration with Town Planner: work plan and budget document updates to DEC Program Manager
 - Steering Committee recruitment related activities
- **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

Annual Leadership Conference: Southern Tier Central Regional Planning & Development Board

4/6/2023 7:30am – 5pm

Notes forthcoming

NYS OSC Multi Year Capital Planning

4/5/2023 10-11am

- Adopting a formal capital plan: sets up organizational knowledge for future elected officials
- Step one: capital asset inventory
- Capital Plans should answer the following questions:
 - What assets do the Town own?
 - What are the investment needs?
 - How are these investments prioritized?

- Fiscal impact to build and annual/operational impact to maintain?
- What is the fiscal capacity to support capital spending over time?
- What is the best way to finance these capital investment?
- How can we effectively manage these projects?
- Capital Plans should include
 - Timeline
 - Useful life information
 - Regular reporting capabilities
- OSC Capital Planning Template: <https://www.osc.state.ny.us/files/local-government/resources/excel/capitalplanningtool.xls>
- Considerations for funding capital investments:
 - Are projects legally mandated?
 - Does it improve the health and safety of tax payers?
 - Will it maintain or improve the economic, environmental or social value of the Town?
 - Administrative burden with new capital acquisitions
- Formal adoption of capital plan by Board is recommended by NYS OSC
- Routine monitoring of plan: amend when necessary

AOT Legislation at Lunch

3/23/23 noon-12:45

Assembly and Senate One House Budgets

Link to recording: <https://us02web.zoom.us/rec/share/QmCoEsAJOXlN3bfjvFZ1b-XMgOmFgP8B25HE3-YiO1N756NW69Vg0zDO7n4Q7sg.VOBDeL7QmKs25uWi>

- AOT does not think it's likely that State budget will be adopted by April 1
- Assembly budget has increase to AIM
 - Includes AIM redesign task force
 - Based on local gov't type, not by population
- Transportation money = AOT likes the senate proposals more than the assembly budget

Transportation Funding

2023-2024 Proposed Highway Funding			
Funding Program	Executive Budget (S4004-A/A3004-A and Governor's Briefing Book)	Senate Budget (S4004-B and Senate Resolution 555)	Assembly Budget (A3004-B and Assembly Budget Overview)
CHIPS (Consolidated Highway Improvement Program)	\$538.1 Million	Adds \$200 Million	No Adds
Marchiselli	\$39.1 Million	Adds \$10.3 Million	No Adds
PAVE-NY	\$150 Million	No Adds	Adds \$100 Million
POP (Pave our Potholes)	\$100 Million	No Adds	No Funding Adds but expands eligible projects
EWR (Extreme Winter Recovery)	\$100 Million	Adds \$70 Million	No Adds
Bridge-NY	\$200 Million	Adds \$50 Million	No Adds
State Touring Routes	\$100 Million	Adds \$30 Million	No Adds

- Water and sewer infrastructure: AOT likes what's being done
- REDCs funded again with \$150M for grants
- Affordable Housing related: no major changes since last update
 - Housing plan submission = attached to funding if you submit and prove you are meeting state requirements
 - Senate and Assembly both rejected this
- Tax related
 - Rev Part M: foreclosure proceedings – municipalities can only recoup cost of liens
 - Senate and Assembly budget did not include this in their budget, so it's likely to not be in the final budget
 - Senior Citizens Real Property Tax: simplifying process for RPT exemptions
 - Environmental Related
 - Recycling is becoming more of a cost burden, this law tries to put recycling burden more on producer for packaging and paper products
 - Assembly intentionally omitted
 - They tend to omit a lot of policy based budget initiatives because they want opportunity to negotiate it
 - AOT thinks this will be continued to be negotiated
 - Clean up of "Forever Chemicals"
 - Indemnifies any muni that completes environmental restoration
 - Funding for cleanup for emerging contaminants
 - AOT in favor of this
 - Bonding for Lead Service Lines
 - Replacement projects = eligible for funding through EFC
 - Everyone agrees on this: executive, assembly and senate
 - Executive Budget: authorizes NYPA to pursue renewable energy generating projects
 - Extends authority to buy and sell power
 - Senate = rejects, but has their own proposal

- Assembly = omitted
- AOT doesn't think this is going anywhere
- Building related
 - Requires evaluation of electric grid

Environmental Stuff

Making New York Buildings More Sustainable (TED Part WW)

Executive Budget: prohibits using fossil fuel equipment & building systems in new construction (starting 12/31/25 with single & multi family residences); Phases out the sale and installation of fossil fuel space and water heating equipment in existing buildings

Senate: modifies proposal by prohibiting installation of fossil fuel equipment & building systems in new construction less than 7 stories after December 31, 2024 and new construction 7 or more stories after July 1, 2028. Implements zero on-site emissions program for state-owned campuses and facilities by 2040.

Assembly: prohibits fossil fuel building systems or equipment in new construction less than 7 stories after December 31, 2025, and in new construction 7 stories or more after December 31, 2028. Requires the Department of Public Service to evaluate electric grid

- Nominal fee for Volunteer Fire fighters
 - AOT in favor of some iteration that helps support retention of fire fighters
- Interest rates on judgements: recurring proposal that has never passed
- Civil service: candidates wouldn't have to wait for exam to be offered on rolling basis
 - Senate accepts
- Bail reform: senate and assembly both omitted in their budgets
- Suggestion: if you like something in the assembly or senate budget = reach out and thank your representation because it "goes a long way"