

2024-03 Recreation Monthly Report

April 4, 2024

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Total adult recreation registrations for 2024 increased from 212 registrations in March to 225 registrations in April. This number does not include registration for the third yoga session.
 - Adult yoga session three (six week program) will begin on April 15th (registration opened on April 2nd)
 - The community has expressed interest in summer programming for both pickleball and tennis, using the outdoor courts.

Spring youth programming and administration

- Registration started for youth spring sports:
- Baseball/TBall
 - Tball - 29 registrations (32 is the soft maximum)
 - Coach Pitch - 24 registrations (Full)
 - Hybrid Pitch - 19
 - Kid Pitch - 6
- Youth Track
 - 68 registrations
- Youth Tennis
 - 8 registrations
- Youth Wrestling
 - 22 registrations

Summer Camp

- Registration opened March 16th
 - Five of six weeks sold out in one day
 - All weeks are full. Weeks 2-6 have double digit waiting lists
 - Half of the pre/post camp care options are full.
 - Camp begins July 1st.
 - Both the director and assistant director are returning.
 - Six additional staff have responded that they are returning. This means we need to hire 10 additional staff for the summer.

General administration

- Attended the monthly youth commission meeting on April 2nd.

- Summer camp
 - The job application is posted on the Tompkins County Civil Service site. The positions are not civil service.
 - Former staff from previous summer camps have been contacted and are stating their preference for returning or not.
- Spring sports registration opened March 16th.
- Youth wrestling clinic session two has been scheduled and will run on April 12th/13th.
- Application for the United Way funding was completed and submitted on March 28th. This is the funding for 2024-2026 at an amount of \$3,000.00 each year for programming for the recreation department and summer camp.
- The summer camp has scheduled three field trips for the campers this summer for weeks 4, 5, and 6. The destinations are the Syracuse Museum of Science and Technology (MOST), the Syracuse Zoo, and Seabreeze.
- T-shirts and game jerseys will be ordered in April for spring programs.
- Payment vouchers will be prepared for payout in April for the winter track program and session two of yoga.
- The summer camp permit application has been submitted for renewal to the Tompkins County Health Department. The summer camp safety plan is the next item on the completion agenda and is due April 30th.

March 2024 Youth Services Report

Middle School Programming:

Tuesday afternoon Adventure Club. Served 9 Middle School age youth.

Civics Internship:

Received 12 registrations for the program. Ten Tburg High students will start March 6 (two decided not to participate.) Program is ready to start, all employment workshops/training are scheduled and staffed, and most of the Town content is ready to go.

Youth Employment:

Preliminary conversations with employers to begin building the slate for Summer 2024.

Other:

Attended 16-hour core training in Kingian Nonviolence- hosted by Trumansburg Area Committee for Social Equity (TACSE), facilitated by 'On Earth Peace'- the mission of this organization is to train and develop capacity of groups and communities in philosophy and methodology of Kingian Nonviolence for community organizing and conflict reconciliation.

Attended online onboarding session for Volunteer Tompkins and Give Pulse (platform for volunteer recruitment and organizing.)

Efforts to organize student cohort to attend Encore Players' production were mostly unsuccessful. Due to winter break conflict? Will keep trying to engage students in local theater and arts events.



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 March *2024*

Submitted at April 2024 Town Board Meeting

Building Permits issued		11
Plan Reviews		12
Certificate of Occupancy issued		0 Cof O 5 C of C
Permits Renewed		1
Complaints Received		0
Complaints Resolved		2 Resident working on compliance
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)		14
New Site Inspections		6
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)		7
Fire Safety Inspections		Ongoing
Code Training Seminars		36 Hours
County Assessment, Town, DOS Reports		4
Open property in violation cases		Ongoing outreach

Property violations resolved	1
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VALUE OF PERMITS ISSUED: 688,763.00

Building Permit fees collected for month: \$4,225.00

Respectful

Mark Washburn – Building & Fire Code Enforcement Officer

Town of Ulysses Clerk's Office
MONTHLY REPORT for MARCH 2024

Submitted by Carissa Parlato

LICENSES/PERMITS issued:	#
Sporting licenses	5
Disabled parking permits	10
Dog licenses and renewals	32
Marriage licenses	1
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	1

FINANCIAL REPORT:	
\$4197.57	TOTAL fees collected
\$4107.01	stays in the town
\$87.56	goes to the state

CLERK's OFFICE TASKS:

- General:
 - 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, participated in weekly Supervisor/Clerks office meetings, sent weekly e-newsletters, contract management, coordinated building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
 - Internal meetings to optimize billing procedures & escrow policies
- Tax Collection:
 - Finish collections- \$5.3 million. \$421,796.23 still outstanding for Tompkins County
- 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
- Social Media & website
 - Continue to build a Facebook following- up to 216
 - The post sharing the Citizen Preparedness Workshop got the most views
- IT:
 - Internal meetings to discuss progress & invoice discrepancies
 - Check spam filter weekly
- Records Mgmt
 - Fulfill FOIL requests- coordination with other departments
 - Look into email use policies
- Cross reconciliation of bank statements with Bookkeeper
 - Reviewed bookkeepers' stmts

Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 March 1 -March 31, 2024

Plan Reviews

- discussion about upcoming project, Plan review discussion with CARS
- 11 pre permit site visit

Site Visits

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

CEO Activity

- 4 Foundation/Footer inspections/ 0 reinspection's
- 2 Framing inspections/ 0 reinspection's Issue resolved
- 3 Plumbing inspections/ 1 reinspection
- 5 Final inspection/ Reinspection
- Code research for 18 different issues approximately 30 hours
- Fire access turn around, exemption for 150' fire access rd. to rear of building, Fire pump and cistern discussion, Emergency repeater requirements. Meetings with Chief, Engineers and architects, Fire Chief. CARS project Plan review complete
- Completed Recertification training. 24 hours Code conference
- Completed 8 Hours training Energy code
- Completed 4 hours CEDAR certification training
- 11 permits issued

Building & Code Updates

Mark Washburn, NYS CEO, Certification No 1020-0364

Reporting Period March 1 – March 31, 2024

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 Possible Fire training	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	Last of debris being removed
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



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Planning & Zoning March 2024 Report to Town Board

Town Board Meeting Date, 04.09.2024

Submitted by Niels Tygesen, 03.29.2024

Planning Board

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

- The Board continued discussion from February 20, 2024 for the 'Hamilton 2 Lot Land Division' project, a proposal to subdivide the subject 18.67 acre lot into two lots, and requested additional information and materials.
- The Board conducted sketch plan review of the 'Kearl Site Plan Amendment', a proposal to permit civil work including grading, excavation, and fill within portions of the slope overlay on the subject property, and scheduled a public hearing for March 19.
- The Board conducted sketch plan review of the 'Crossmore ADU', a proposal to construct a new detached accessory dwelling unit on the subject property, and scheduled a public hearing for April 16.

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

- The Board continued a public hearing for the site plan review of the 'Dollar General' project, a proposal to construct a new ±10,640 sf retail building, requested additional information and materials and left the public comment period open and continued the hearing to a future meeting.
- The Board opened a public hearing for the 'Kearl Site Plan Amendment' noted above, requested additional information and materials and left the public comment period open and continued the hearing to a future meeting.

Comp Plan Steering Committee

The Committee held a meeting on March 14th to discuss the following items:

- The Committee discussed the RQF process for a consultant and discussed timeline to interview the firm that submitted proposals.
- The Committee amended their rules related to the Spokesperson and meeting times.
- The Committee continued discussions related to public engagement.



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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.
- ITCTC Planning Committee Meeting
 - January 16, 2024 Action
 - 2023-27 TIP Actions
 - Update of FTA 5307 Table-FFY 2024
 - City of Ithaca, Hector St. Culvert Rehabilitation

Zoning Enforcement

Ongoing research on existing code cases.

Miscellaneous

- Stormwater Coalition Meeting with Tompkins County DPS, DEC, and other local jurisdictions
 - Coalition contract
 - MS4 General Permit and NOI Submissions
 - Illicit Discharge Detection and Elimination (IDDE) trainings
 - Stormwater pond maintenance trainings
 - Post-Construction practices
- Staff Meeting Town Procedures for Escrow Account Mgmt BMPs
- 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.

Work Activities

Financially Related

- Monthly Local Finance meeting
- Annual audit related tasks
- End of year wrap up related tasks
- Internal procedures development support: billing and escrow
- Short term investment set up
- Sales tax tracking tool set up for 2024

Finance Committee

- 3/21 & 4/3 meeting prep
 - Committee notes available to Town Board on SharePoint
 - Fund balance policy update

Budget Related

- 2023 end of year related activities in coordination with Bookkeeper
- 2024 start of year related activities in coordination with Bookkeeper
- Voucher review
- Budget Document and Department Budget Request Worksheet formatting improvements and updates
- Community organization funding related communications

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

- 3/15 meeting with new Director of CLWIO

Water District 3 Related

- 2024 work plan development
- Working group coordination and communications
- Budget monitoring
- Fee related calculation support

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
- HR related matters: development of staff resources page
- Staff development related
- Civics program presentation
- Climate Smart Communities Recertification process related activities
- Southern Tier Central Leadership Conference committee related
- Contract related review, general support and related communications

General Water

- GrassRoots proposed water district related

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
- **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
 - Analysis and communications regarding billing and contract related issues
- **DEC NPS Planning Grant**
 - See latest update in March report
 - DEC reporting related communication
 - Contract status: DEC contract fully executed
- **DEC Climate Smart Communities Comp Plan Update Grant**
 - Quarterly report related communications
 - Contract status: DEC contract fully executed
- **BRIDGE NY Curry Road Culvert Replacement**
 - Related communications with B&L
 - Update from B&L
 - B&L has had direct contact with Region 3 about forward movement with this project
 - Contract status: waiting for NYSDOT fully executed contract

Upcoming

- 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 Attended

- 3/18/24 CCE Ag Summit
- 3/28/24 TCCOG meeting