

*Draft- not yet approved* **TOWN BOARD MEETING**

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Town of Ulysses

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August 13, 2024

*The meeting was held in person at the Town Hall at 10 Elm St., Trumansburg NY as well as via Zoom videoconference. Notice of Town Board meetings are posted on the Town's website and Clerk's board.*

*Video recordings of meetings are available on Youtube at*

*<https://www.youtube.com/channel/UCWVIs--q9CpHlxdk9YxZyPw>.*

**CALL TO ORDER:**

Ms. Olson called the meeting to order at 7pm.

**ATTENDANCE:**

TOWN OFFICIALS:

In person-

Board members- Mary Bouchard, Rich Goldman, Michael Boggs

Town Clerk- Carissa Parlato (until 7:40pm)

Deputy Town Clerk- Casey Beck

CSAC (Conservation & Sustainability Advisory Committee) Chair- Roxanne Marino

Via Zoom-

Supervisor- Katelin Olson (due to extenuating circumstances)

Board member- Liz Weatherby (due to extenuating circumstances)

OTHERS:

In person-

Cornell Cooperative Extension- Chris Skawski

Vivien Rose (at 7:30pm)

Via Zoom:

Melissa, Nicholas Amodeo (at 7:11pm) (assistant to Chris Skawski)

**APPROVAL OF AGENDA:**

**Motion:**

Ms. Bouchard moved to approve the agenda as presented. This was seconded by Ms. Weatherby and passed unanimously.

**PRIVILEGE OF THE FLOOR:**

*none*

**BOARD NOTIFICATIONS:**

Ms. Olson noted that Ms. Koreman could not attend but will send her information.

**OLD BUSINESS:**

**2025 BUDGET - DEPARTMENT LINE-BY-LINE SCHEDULE**

Ms. Olson noted that budget materials have been provided and all of the meetings will be presumed to be public meetings. If less than 3 board members attend, it will cease to be a public meeting.

**ACKNOWLEDGEMENT OF APPOINTMENT OF BUDGET OFFICER AND STIPEND**

**RESOLUTION #133 OF 2024: ESTABLISH A STIPEND FOR THE BUDGET OFFICER**

WHEREAS, the Town Supervisor has appointed Blix Taetzsch as the Budget Officer as of August 12, 2024 through December 31, 2024;

NOW, THEREFORE, BE IT

RESOLVED, that the Ulysses Town Board authorizes the payment of a stipend of \$5000 to be paid to Blix Taetzsch for her additional Budget Officer duties for 2024.

Moved: Mr. Goldman

Seconded: Ms. Bouchard

Olson            aye  
Boggs           aye  
Bouchard       aye  
Goldman        aye  
Weatherby      aye

Vote: 5-0

Date Adopted: 8/13/24

**INTRODUCTION OF “A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW § 3-C” AND SCHEDULE PUBLIC HEARING**

Ms. Olson explained that to her knowledge, Ulysses has never overridden a tax cap but it is routine procedure to pass this law just in case so that the town has the ability to override should future circumstances require it.

The tax cap limit is below 3% which is less than inflation. There are costs that the town cannot control related to Fire and EMS that have significant impacts on the budget. The board intends to present a budget which lowers the tax rate and continues to provide services that constituents need.

**RESOLUTION #134 of 2024: INTRODUCING A PROPOSED LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT**

WHEREAS, a local law entitled “A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW § 3-C” was introduced at this meeting, and

WHEREAS, the Town Board desires to hold a public hearing with respect to the adoption of said Local Law.

NOW, THEREFORE, BE IT RESOLVED that a public hearing shall be held by the Town Board of the Town of Ulysses with respect to the adoption of the aforesaid Local Law on September 10, 2024 at 7:05 p.m. at Town Hall, 10 Elm Street, Trumansburg, New York; and it is further

RESOLVED, that the Town Clerk is hereby authorized and directed to cause public notice of said hearing to be given as provided by law.

Moved: Mr. Goldman

Seconded: Mr. Boggs

Olson            aye  
Boggs           aye  
Bouchard       aye  
Goldman        aye  
Weatherby      aye

Vote: 5-0

Date Adopted: 8/13/24

**NEW BUSINESS:**

**ESTABLISH PAY RATE FOR 2<sup>ND</sup> DEPUTY CLERK**

Mr. Boggs expressed concern that the pay rate is much higher than other Town Hall staff. Mr. Goldman explained that for only 5 hours per week and no additional benefits, this is a fair wage and should be approved as we wish to retain Michelle's Wright's services and assistance with the budget.

**RESOLUTION #135 OF 2024: ESTABLISH A RATE OF PAY FOR 2<sup>ND</sup> DEPUTY CLERK**

RESOLVED, that the Ulysses Town Board acknowledges the Town Clerk's appointment of Michelle E. Wright as 2<sup>nd</sup> Deputy Clerk and establishes the rate of pay at \$40/hour, effective September 1, 2024.

Moved: Mr. Goldman

Seconded: Ms. Bouchard

Olson            aye  
Bouchard       aye  
Goldman        aye  
Weatherby      aye  
Boggs           nay

Vote: 4-1

Date Adopted: 8/13/24

**SURPLUS OLD PHONE EQUIPMENT**

**RESOLUTION #136 OF 2024: SURPLUS OF PHONE EQUIPMENT**

WHEREAS, all phones in the Town Hall were updated as part of the IT Modernization project

NOW, THEREFORE, BE IT

RESOLVED, that the Ulysses Town Board declares the seventeen Nortel phones from the old system as surplus and can be donated for reuse or recycling.

Moved: Mr. Goldman

Seconded: Ms. Bouchard

Olson            aye  
Boggs           aye  
Bouchard       aye  
Goldman        aye  
Weatherby      aye

Vote: 5-0

Date Adopted: 8/13/24

**APPROVAL OF MINUTES:**

**RESOLUTION #137 OF 2024: APPROVAL OF MINUTES**

RESOLVED, that the Ulysses Town Board approve the 7/23/24 meeting minutes as presented.

Moved: Mr. Goldman

Seconded: Ms. Bouchard

Olson            aye

Boggs           aye

Bouchard       aye

Goldman        aye

Weatherby      aye

Vote: 5-0

Date Adopted: 8/13/24

**PAYMENT OF AUDITED CLAIMS:**

**RESOLUTION #138 OF 2024: PAYMENT OF CLAIMS**

RESOLVED that the Ulysses Town Board has reviewed and approves payment of claims for:

- A-SW funds- vouchers # 376-424 in the amount of \$206,155.36
- HA fund- voucher #2 in the amount of \$29,598.20

Moved: Mr. Goldman

Seconded: Mr. Boggs

Olson            aye

Boggs           aye

Bouchard       aye

Goldman        aye

Weatherby      aye

Vote: 5-0

Date Adopted: 8/13/24

**CLEAN ENERGY COMMUNITIES**

Conservation & Sustainability Advisory Committee (CSAC) member Roxanne Marino explained that the committee needs approval from the board in order to submit a proposal by August 26<sup>th</sup> to receive \$10,000 and \$50,000 in funding.

Ms. Marino noted that the DPW barn does not have insulation in the ceiling. If the town would like that to be done in addition to the HVAC system, that would likely need to come out of Town's money versus the Clean Energy Grant(s) available.

Mr. Goldman asked if the CSAC could have all of the workbooks and information ready for the Town Board to review at their next meeting on September 10<sup>th</sup>. Mr. Skawski assured the board that they would be ready by that time.

**RESOLUTION # 139 OF 2024: APPROVE PROJECT PROPOSALS FOR SUBMISSION FOR \$10K AND \$50K ALLOCATIONS**

RESOLVED, that the Ulysses Town Board approves the Clean Energy Community project proposals for HVAC system at the DPW offices and EV vehicles as presented by CSAC chair Roxanne Marino; and

Further Resolved that the Town Board approves the Town Supervisor to sign letters of commitment on Town letterhead for each grant application; and

Further Resolved that the Ulysses Town Board gives permission for the CSAC Chair, Roxanne Marino, to submit completed workbooks to Salesforce as a representative of the town; and

Further Resolved that all application materials will be provided to the Town Clerk for proper records retention.

Moved: Mr. Goldman                      Seconded: Ms. Bouchard

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0  
Date: 8/13/24

**Timeline and Approval Process for Future Documentation Submission for \$100k Allocation**

Ms. Olson recommended that the board be ready to do any associated action items once they approve the submission of the grant application. The group discussed timelines and agreed that they would take action this evening.

**RESOLUTION #140 OF 2024: AUTHORIZING THE SUBMISSION OF FINAL DOCUMENTATION TO QUALIFY FOR \$100K ALLOCATION FOR THE CLEAN ENERGY COMMUNITY PROJECT**

Resolved, the Ulysses Town Board approves a gatekeeper resolution to authorize the submission of the final documentation to qualify for \$100k allocation for the Clean Energy Community Project.

Moved: Ms. Olson                      Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye

Weatherby     aye

Vote: 5-0

Date: 8/13/24

**PRIVILEGE OF THE FLOOR (3 min limit per person):**

Ms. Rose addressed the Town Board regarding the Comprehensive Plan and recreational land opportunities. *(see appendix)*

**ADJOURN:**

Mr. Goldman made a motion to adjourn at 7:46pm. This was seconded by Ms. Bouchard and passed unanimously.

*Respectfully submitted by Casey Beck & Carissa Parlato*  
*9/18/24*

## **APPENDIX:**

On the following pages, please find:

- Staff reports
- Comments/documents from Vivien Rose

## Mobile Food Vendor Operating Permits - Fire Inspections

Town of Ulysses Code Enforcement

Business name	Permit Number	Date of Inspection	Permit Expiration
American Legion Post 770	OPM2407-22	7/17/2024	7/17/2025
Antlers Restaurant	OPM2407-05	7/17/2024	7/17/2025
Caribbean Patty World	OPM2407-01	7/17/2024	7/17/2025
Festibowls, LLC	OPM2407-06	7/17/2024	7/17/2025
Gola Osteria	OPM2407-03	7/17/2024	7/17/2025
Hospitality Kitchen	OPM2407-20	7/17/2024	7/17/2025
Kiley's cooking	OPM2407-17	7/17/2024	7/17/2025
Mama Said	OPM2407-02	7/17/2024	7/17/2025
New Delhi Diamonds	OPM2407-07	7/17/2024	7/17/2025
New York Pizzeria	OPM2407-19	7/17/2024	7/17/2025
On the Street Pitas	OPM2407-18	7/17/2024	7/17/2025
Outback Kate	OPM2407-15	7/17/2024	7/17/2025
PDR	OPM2407-16	7/17/2024	7/17/2025
Pork & tot's	OPM2407-08	7/17/2024	7/17/2025
Silo Food Truck	OPM2407-09	7/17/2024	7/17/2025
Solaz	OPM2407-10	7/17/2024	7/17/2025
Thai Basil	OPM2407-11	7/17/2024	7/17/2025
The Grasshopper	OPM2407-21	7/17/2024	7/17/2025
Tibetan Momo bar	OPM2407-12	7/17/2024	7/17/2025
Travelers Kitchen, LLC.	OPM2407-13	7/17/2024	7/17/2025
Trini Style	OPM2407-14	7/17/2024	7/17/2025
Yxi's Arepas & Gordito	OPM2407-04	7/17/2024	7/17/2025





## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

[townofulyssesny.gov](http://townofulyssesny.gov)

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**Town Clerk** (607) 387-5767, Ext 221 • [clerk@townofulyssesny.gov](mailto:clerk@townofulyssesny.gov)

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### August 2024 Fire Inspection Report

#### Updated August 5, 2024

See spreadsheet for list of all inspections.

#### Contacted Properties

- 7000 Route 227 Apartments: First notice mailed 6/27, second notice 7/30
- Cayuga Nature Center: First notice mailed 6/27, second notice 7/10, third notice 7/30
- Williams Insurance Agency: First notice mailed 6/13, second notice 6/27, third notice 7/10
- Stover Lumber: Responded to notice. Will follow up later in August to schedule.

#### Mobile Food Vendor Operating Permits

- A notice was included in the last Town Clerk's Newsletter.
- These operating permits will be valid for one year and can be used at other events on the fairgrounds, or elsewhere in Ulysses.
- Only mobile food vendors requiring fire inspections will need to obtain an operating permit.

#### Upcoming

- Newly established properties that require inspections will continue to be researched and added to the inspection schedule.

2024 Fire Inspections

Town of Ulysses Code Enforcement

Business Name	Address	Parcel #	Date of Inspection	Annual/Bi-annual
2024 Completed Inspections				
May				
New Park Event Venue	1500 Taughannock Blvd	18.-4.2	5/16/2024	annual
Brookside Apartments	6561-6581 Brook Rd	23.-2-1.22	5/23/2024	bi-annual
Mikes Marine	1616 Trumansburg RD	33.-5-3.1	5/28/2024	bi-annual
Church Of The Latter Day Saints	319 Pennsylvania Ave	12.-2-9.4	5/30/2024	annual
June				
Subway	2078 Trumansburg Rd	12.-3-21.1	6/4/2024	bi-annual
Trumansburg Shur Save/Wine & Spirits	2081-2085 Trumansburg Rd	13.-3-2.1	6/4/2024	bi-annual
Jacksonville Mirabito #58	1854 Trumansburg Rd	25.-5-1	6/5/2024	annual
Quick Apartments	1860 Trumansburg Rd	25.-6-16	6/5/2024	bi-annual
Ithaca Society of Friends/Hector Meeting House	5066 Perry City Rd	24.-3-9	6/7/2024	bi-annual
Mama Said Hand Pies	1710 Trumansburg Rd	34.-1-9	6/11/2024	annual
Finger Lakes Fire and Casualty	6905 Rt. 227	22.-1-5.3	6/13/2024	bi-annual
Flo-Tech	7325 Halseyville Rd	12.-4-15.23	6/13/2024	bi-annual
Glenwood Apartments	1 Maplewood Rd	30.-3-1.2	6/20/2024	bi-annual
Jacksonville Methodist Church	1869 Trumansburg Rd	25.-3-1	6/20/2024	annual
Ithaca Antiques/Overbaugh Realty	2289 Trumansburg Rd	11.-3-1	6/24/2024	
Girl Scouts (Camp Comstock)	1419 Taughannock Blvd	18.-2-1	6/24/2024	annual
Trumansburg Veterinary	2088 Trumansburg Rd	12.-3-19	6/25/2024	bi-annual
Bet the Farm Winery	4204 Krums Corners Rd	27.-2-18.11	6/26/2024	annual
Trumansburg Fish and Game Club	7227 Searsburg Rd	11.-2-28	6/27/2024	annual
July				
Country View Apartments	6042 Mayo Rd	22.-4-24.3	7/1/2024	bi-annual
Ithaca Yacht Club	1090 Glenwood Rd	30.-3-3.2	7/10/2024	annual
Brownies Produce	1901 Trumansburg Rd	25.-2-1.52	7/11/2024	bi-annual
Ithaca Pools/Ithaca Wholesale Furniture	1575 Trumansburg Rd	33.-3-1.3	7/11/2024	bi-annual
Grassroots on site - Fairgrounds	2150 Trumansburg Rd	12.-3-17	7/17/2024	annual
Beauty Barn	7305 Halseyville Rd	12.-4-15.21	7/22/2024	
Trumansburg Acupuncture	1859 Trumansburg Rd	25.-3-9	7/23/2024	bi-annual
Seedway	2059 Trumansburg Rd	13.-4-2.4	7/25/2024	bi-annual
Cayuga Addiction Recovery	6621 Rt 227	22.-2-4	7/29/2024	annual
Weidberg Apartments	1516-1518 Trumansburg Rd	33.-4-5.7	7/30/2024	bi-annual
August				
Vanek Apartments	1519 Trumansburg Rd	33.-3-23.22	8/1/2024	bi-annual

Due 2024			Due Date	
ATC-NY	1610 Trumansburg Rd	33.-5-3.2	12/7/2024	bi-annual
Cayuga Compost/P&S Excavating	3225 Agard Rd	20.-2-3	overdue no prior inspections	bi-annual
Cayuga Nature Center	1420 Taughannock Blvd	18.-4-11	overdue 6/20/2022	annual
7000 Route 227 Apartments	7000 Rt 227	22.-4-25.5	overdue 7/22/2024	bi-annual
Glenwood Pines	1213 Taughannock Blvd	30.-2-1	12/4/2024	annual
Halsey House B&B	2057 Trumansburg RD	13.-4-2.3	overdue no prior inspections	bi-annual
Inn at Taughannock	2030 Gorge Rd	14.-1-11	12/4/2024	annual
Franziska Racker Center	3226 Wilkins Rd	33.-2-11	11/1/2024	annual
Inn at Taughannock - Taughannock Farms Motel	2031 Gorge Rd	14.-3-18.2	12/4/2024	annual
West Hill Community Church	3049 VanDorns Corners Rd	34.-1-27	12/4/2024	annual
Stover Lumber	1974 Trumansburg Rd	22.-2-2.2	overdue 7/26/2020	annual
Due 2025			Due Date	
Regional Access	1609 Trumansburg Rd	33.-1-8.2	3/14/2025	bi-annual
Moore's Marine Inc	3052 DuBois Rd	32.-2-8.22	3/23/2025	bi-annual
Evergreen House	4461 Jacksonville Rd	25.-6-20	4/14/2025	bi-annual
Gimme Coffee Roasting	3201 Krums Corners Rd	33.-3.4	4/14/2025	bi-annual
Howl Studios	1607a Trumansburg Rd	33.-1-8.14	4/14/2025	bi-annual
Kinney Drugs	2100 Trumansburg Rd	12.-3-18.1	4/14/2025	bi-annual
Maguire Chevorlet Complex	2073-2071 Trumansburg Rd	13.-3-3.1	4/14/2025	bi-annual
Renovus Solar	1520 Trumansburg Rd	33.-4-3.6	4/14/2025	bi-annual
Martin Apartments	4346 Cold Springs Rd	20.-3-5.12	11/1/2025	bi-annual
(And also all properties with annual inspection schedules)				

## July 2024 TOU Youth Services Report

### **Youth Employment:**

15 youth currently employed.

In the interest of keeping demographic records for our programs -for County records, and/or TOU, depending on what records the Youth Commission would like to keep:

6 M, 9 F, 0 NB / 13 white, 1 Black, 1 Latinx

8 employers: 4 women-owned businesses, 1 POC owned business

### **Positive Youth Development:**

Zak used info collected via community/middle school survey to develop summer programming options. Landed on two options: Brunch Club (cooking class), Art Club (drop-in.)

Outreach/recruitment via posters, website, Town RecDesk listserv.

Unfortunately, and disappointingly- the programs did not fly.

Much of the month spent networking and strengthening community connections, assessing best approaches, and developing concepts for afterschool club for fall.

### **Professional Development:**

Rachel completed online Mandated Reporter training.

Other:

August 2024

Road work :

Shoulders on Glenwood Hts, Gorge Road.

Cold patched edges on Durling Rd.

Replaced Cross Pipe on Agard Rd.

Put up temporary NO Parking signs for the Grassroots festival

Tree clean up on Maplewood and Indian Fort Roads

Repair :

T20 inspected

T21 U-joints

MISC :

Helped Town of Enfield with shoulders

Haul Crusher Run for Tburg Village

Haul Stone dust for the Fair

Haul Item 4 for shoulders

BAC Sample and Report for Water

Located Gate Valves and Hydrant Valves for WD3

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## Building & Code Updates

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

### Plan Reviews

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- 5 discussions about upcoming projects
- 7 permit review
- 13 pre permit site visit

### Site Visits

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- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 4 Site meetings with contractors
- (2) ATW/Fairgrounds prior to Grassroots Special Event Permit
- (2) Shady Grove Camp Ground Prior to Special Event Permit

### CEO Activity

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- 7 Permits issued/ Projects Cost= \$179,472/ Fees collected= \$2,137
- 4 Foundation/Footer inspections/ Slab / 1 reinspection's
- 4 Framing inspections/ 0 Issue resolved during inspection
- 1 Plumbing inspections/ 0 reinspection
- 4 Final inspection/0 Reinspection
- 7 Pre-site inspections
- Code research for 8 different issues approximately 10 hours
- 9 Fire inspections completed (See Attached report)
- Outreach regarding Fire inspections ongoing and multiple appointments scheduled
- Review of Grassroots Special Event Permit
- 4 ERP Meeting with grassroots, Sheriff, Health Dept, On-site security (T, F,S,S)
- Performed safety walk through at Grassroots, Thursday, Friday, Saturday, Sunday 10 am, 2 pm, 9 pm and 2 am Each Day
- 22 Food vendors inspected, and Operating permits issued, monitored on safety walks (see attached report)
- Meeting with Health Department Post grassroots, Discussion and brainstorm for next year.

**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for July 2024**

*Submitted by Carissa Parlato*

<b><u>LICENSES/PERMITS issued:</u></b>	<b><u>#</u></b>
Sporting licenses	18
Disabled parking permits	13
Dog licenses and renewals	74
Marriage licenses	5
Notarizations	8
FOIL requests-received	0
FOIL requests-completed	0

<b><u>FINANCIAL REPORT:</u></b>	
\$8113.35	TOTAL fees collected
7388.88	stays in the town
724.47	goes to the state

**CLERK's OFFICE TASKS:**

Its marriage license season. Hunting license season begins 8/1.

**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, weekly e-newsletters, building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
- Habitat Nature Preserve Committee:
  - Applied for and received Tompkins County grant for boardwalk/bridge maintenance/construction
- Water:
  - Uptick in requests for final reads due to property transfers
  - Begin 2025 budget work
- Social media & website
  - Continue to share town updates
- IT:
  - Check spam filter weekly
- Records Mgmt
  - Go through boxes of old files, dispose/keep/organize what's needed
  - Work with departments on retention schedules
  - Scan permanent files
- Cross reconciliation of bank statements with Bookkeeper
  - Reviewed bookkeepers' stmts
- Safety Committee
  - Next mtg 8/5/24 at 8am (reschedule)

Town of Ulysses  
August 2024 Bookkeeper Board Report  
August 13, 2024, Town Board Meeting  
Prepared by Blixxy Taetzsch, 8/5/2024

Greetings Board Members: Accompanying this report are the July 2024 financial statements, which are referenced in my narrative.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 7/31/2024 were \$1,064,607.04, a decrease of \$25,807.77 from the end of June. A few notable items to comment on for this month:

- Sales tax payments continue to come on a timely basis, having received payments through June at the end of July.
- Cash receipts were routine, including normal monthly operations.
- Typical cash outlays occurred for operating expenses. In addition, this month's payroll increased by about \$33,000 for our summer youth employment and recreation programs.

In addition to cash balances, the Town had investments valued at a total of \$2,972,887.62 as of July 31, 2024. As of June 30, \$62,516.57 was recorded in interest and earnings across funds, representing the first and second quarter 2024 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.

Income Statement

Revenues through July 2024 are as expected. Sales tax payments have been received through June, as have fees collected through the Clerk's Office. Justice Court Revenue has only been recorded through April, as we have not received billings yet from the Comptroller's Office for May and June.

Expenditures through July 2024 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, and some insurance costs). As noted earlier, spending for summer programs has now started, reflected primarily in A fund salary for recreation and youth employment programs. In addition, you will see that we have made our first disbursement for engineering for the Curry Road Culvert capital project.

Town of Ulysses  
August 2024 Bookkeeper Board Report  
August 13, 2024, Town Board Meeting  
Prepared by Blixxy Taetzsch, 8/5/2024

### Bookkeeper Activities

Below are some highlights of my activities:

- Personnel: I continue to support employees and retirees with benefit administration, human resources support, employment, and civil services functions. I continue to be busy with summer camp and youth employment programs, with over 40 seasonal employees.
- Finance Committee: I continue to support the work of the finance committee. Notes from these meetings are available in SharePoint.
- General Accounting and Budget Support: Maintaining accurate, up to date, financial data is a priority for me. This allows me to provide data in support of budget development, which is in full swing right now. Most recently, I have reviewed draft budget documents and provided data for preliminary budget calculations.
- Collective Bargaining: I provided administrative support for the collective bargaining process, this year sitting in on the negotiating sessions with the Union.





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### Planning & Zoning July 2024 Report to Town Board

Town Board Meeting Date, 08.13.2024

Submitted by Niels Tygesen, 08.06.2024

#### Planning Board

The Planning Board held a meeting on July 2 to discuss the following items:

- The Board conducted final site plan review and approved the 'Woodring Site Plan', a proposal to construct a new deck and walkway adjacent to an existing dwelling unit and concrete patio.
- Board members continued discussions related to training.
- Board members continued discussions related to zoning code amendments.
- [Approved minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on July 16 to discuss the following items:

- The Board conducted final site plan review with a public hearing and approved the 'Moore's Marine Lean-To', a proposal to construct a 24' x 40' covered lean-to attached to the existing building.
- Board members continued discussions related to training.
- Board members continued discussions related to zoning code amendments.
- [Draft minutes link](#); [recorded meeting video link](#).

#### Comp Plan Steering Committee

The Committee did not conduct any business this month.

#### Board of Zoning Appeals

The BZA held a meeting on July 17 to discuss the following items:

- The Board discussed the 'Hamilton Area Variance', a request for an area variance to reduce the minimum lot width at the front lot line associated with a subdivision, and scheduled a public hearing for August 7.
- Board members discussed the proposed amendment to zoning code 212-16 related to signage for notices of hearings.
- [Draft minutes link](#); [recorded meeting video link](#).



## TOWN OF ULYSSES

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townofulyssesny.gov

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### **Planning Projects**

- 2025-45 Comp Plan Update
  - 2024 2Q report to DEC for CSC grant
  - Contract with MRB

### **Zoning Projects**

- Zoning Code Amendments
  - The Town Board approved the zoning code amendment to 212-118.H at their July 9 meeting.
  - The BZA discussed and provided no further amendments to the proposed zoning code amendment to 212-16 at their July 17 meeting.

### **Zoning Enforcement**

Ongoing research on code enforcement cases.

### **Miscellaneous**

- 2024 end of year budget and proposed 2025 budget.
- E-code training.
- Discussions with NYS Parks, DEC, and Town Legal on governmental exemptions from State SWPPP requirements.
- 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.

2024-08 Recreation Monthly Report  
August 2024  
Created by: Will Glennon, Recreation Director

### Adult Recreation Programming

- Registration for the fall adult programs opened on August 1st.
  - Nine individual adult recreation programs.
    - Volleyball (3), Pickleball (2), Soccer (2), Basketball (1), and Yoga (1)
  - There is a proposal for an adult touch/flag football program.
  - I will be meeting with the superintendent and new financial officer on September 19th to discuss adult recreation usage fees moving forward.

### Summer Camp

- The 2024 summer camp will end on August 9th.
  - Camp equipment/supply breakdown will take place on August 9th.
- The camp has participated in three field trips this summer with near full participation for all three trips. Staff feedback on the trips was positive.
- This summer, the camp employed 25 total staff. Many of the staff only worked four days per week. This change in employee schedule has proved successful. The staff have been fresher each week and for the first time, we didn't need to add employees due to attrition.
- The camp was sold out for all six weeks.
- The camp served 161 individual campers in 2024. This is the highest number of individual campers attending the summer camp since I took over the position.

### Basketball camp:

- The summer basketball camp began on July 24th. The camp will end in August on the 21st. The camp has 14 participants.

### Driver's Education

- The summer driver's education program concluded at the end of July. The course held 10 participants.

### General administration

- General summer camp administrative support.
- The 2025 recreation budget has been submitted.
- The recreation department will participate in the United Way required community impact obligations beginning with a series of three pledge emails in early August.
- Registration for fall youth programs will open August 19th for cross-country, tennis, and soccer.

- Met with Zac Kozlowski about creating a formal counselor-in-training (CIT) program for 2025 summer camp. This will be a fee based pilot program for twelve 7th & 8th grade level students for two-week durations. The objective of the program will be to provide initial work experience (unpaid) and an opportunity for families to have programming for middle school aged children. The program will be half-day mornings and provide additional programming support for the counselors. The CIT's will not have a supervisory role, but more of a supercamper assistant role.
- Recruitment emails have been sent to club sports organizations at Cornell, Ithaca, and SUNY Cortland for staffing coaching and support positions for cross-country and soccer.

**Work Activities**

**Finance Committee**

- Local Government Finance Monthly Meeting: last one prior to transition
- 7/18 meeting

**Budget Related**

- Voucher review
- Personnel related budget modeling
- 2025 Budget
  - Communications with department heads
  - 2025 pre-tentative budget development
    - Includes department requests

**Asset Management**

- WQIP DEC funding program
  - Communications related to Garrett Road culvert application completed by MRB
  - Application review and edit communications
- Clean Energy Communities Program: use of funds planning related communications
- Capital plan continued development
- Project planning: see active projects section

**Stormwater Long Term Planning**

- Presentation at TCCOG re: culvert asset data management and storm water planning

**Water District 3 Related**

- Working group coordination and communications
- Budget monitoring
- 2025 budget prep

**Bookkeeper Supervision**

- Review of monthly financial statements

**Miscellaneous/General Town Work**

- Transition planning
  - Project management communications and documentation
- Standing weekly meetings: Clerk, Supervisor, Bookkeeper, Project Assistant
- Resolution drafting, agenda packet related work
- Contract related review, general support and related communications
- Procurement related work
- Insurance related communications

**Active Projects Update**

- **Town Hall Parking Lot Conceptual, Final and other Engineer Services RFQ process**
  - RFQ rating process
  - Reference checks
  - Contract development
- **IT Related: Modernization Strategic Plan Execution**
  - Continued work with IT support provider and staff
- **DEC NPS Planning Grant**
  - Communications with MRB regarding draft report
  - Contract status: DEC contract fully executed
- **DEC Climate Smart Communities Comp Plan Update Grant**
  - Quarterly report submission

- Contract status: DEC contract fully executed
- **BRIDGE NY Curry Road Culvert Replacement**
  - Communications with B&L
  - Contract status: NYSDOT fully executed contract received 4/12/24
- **BRIDGE NY Maplewood Road Hairpin Turn Culvert Rehabilitation**
  - Notification of funding received from NYSDOT
  - Contract status: NYSDOT will send contract on an unknown timeline

#### Upcoming

- Transition to very part time work with Town
- Continuity support for budget making process, active project administration, etc.

## Documents submitted by Vivien Rose during the final privilege of the floor:



### TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

[townofulyssesny.gov](http://townofulyssesny.gov)

Town Supervisor (607) 387-5767, Ext. 237 • [supervise@townofulyssesny.gov](mailto:supervise@townofulyssesny.gov)

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

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### PRESS RELEASE

*August 4, 2023*

On June 27, 2023, the Ulysses Town Board unanimously approved the purchase of 30 acres of land on Krums Corners Road for \$210,000, part of a larger parcel at 2141 Kraft Road, pending a legal subdivision approval by the Ulysses Planning Board. The subdivision was granted by the Ulysses Planning Board on August 1, 2023 following a public hearing and previous review on July 18, 2023. The sale is anticipated to be finalized later in August. Funding for the land acquisition was provided through the Town's allocation of the American Recovery Plan Act funds and funds set aside for Trumansburg Community Recreation by the Town over the last several years.

This acquisition was many years in the making.

In the Town's 2009 Comprehensive Plan, a stated objective was to "Maintain and expand unique park and recreation facilities for the continued use and enjoyment of residents and visitors to the Town" ("Town of Ulysses Comprehensive Plan," September 2009, p. 193).

Trumansburg Community Recreation (TCR) was initially formed in 2016 in order to develop facilities & programs for community sports, recreation, and leisure in the Trumansburg area.

For more than six years, the Town of Ulysses has been in conversation with TCR, the Village of Trumansburg, and the Trumansburg Central School District about how to address insufficient recreational space in the community.

In 2019, the Town took over administration of recreation. The Trumansburg/Ulysses Recreation Program provides high-quality recreational opportunities for both youth and adults. After being restricted in its ability to provide programming in 2020 due to the COVID pandemic, participation in programming has steadily increased each year.

In 2021, 376 people participated in programming, growing to 541 people and 1,319 registrations in 2022. As of August 1, 2023, there have been 1351 registrations for 522 unique individuals. The Town continues to receive requests for new and expanded programming for both youth and adults.

"The Trumansburg School District has been an excellent partner in allowing the Town to use their facilities to provide public programming, and we are grateful for their ongoing support," stated Town Supervisor Katelin



#	Objective or Action Statement	Phase 1	Phase 2	Phase 3	Continuous	Status
4	COMMUNITY SERVICES					
4.1	Maintain and expand unique park and recreation facilities for the continued use and enjoyment of residents and visitors to the Town.					
4.1a	Prepare a Recreation Master Plan to determine programming needs and current deficiencies as they relate to programming and facility availability for all sectors of the Town's population. This effort could be coordinated with the Village of Trumansburg.			X		
4.1b	Work with the New York State Office of Parks, Recreation, and Historic Preservation to promote and market Taughannock Falls State Park and its amenities as a desirable destination for residents and visitors.				X	
4.1c	Continue to support the development of the Black Diamond Trail as a multi-use recreational, health, and open space amenity within the Town of Ulysses. Work with the Village of Trumansburg to ensure the trail is continued to the Village.				X	
4.1d	Publicize the Town's natural, recreational and cultural opportunities through brochures, maps, websites, and articles.				X	
4.2	Coordinate the delivery of utilities in the Town while preserving and protecting the rural character of the community.					
4.2a	Undertake a comprehensive evaluation of potable water issues in the town.	X			X	
4.2b	Prepare a water needs study to determine which areas of the Town are in need of assistance to secure a potable water supply.	X				
4.2c	Prepare a long-term strategic plan to prioritize future development of municipal water service in concert with the Future Land Use Plan.	X				
4.2d	Consider the consolidation of water service between the Town of Ulysses and Village of Trumansburg as a way to share costs and maintenance responsibilities.		X			