

September 2024 TOU Youth Services Report

Middle School Programs

Youth Cross Country (Grade 3-6) Enrolled: 17 F: 11 M: 6 NB:0

Monday and Thursday afternoons (Sept. and October), two Saturday morning events

Designed to teach running technique, build endurance, and develop overall wellness and enjoyment of running. The program focus will be on increasing race distances through a progression over the course of the program. This cross-country program will take place primarily at the high school, but may use different trails around the surrounding Trumansburg/Ulysses later in the program.

During the fall, runners may have the opportunity to participate in cross country meets in other communities such as Ithaca, Groton, and Dryden. The team will have two scheduled meets, October 5th and October 26th.

Outdoor Club (Grade 5-8) Enrolled: 9 F: 6 M:3 NB:0

Fall Fridays 3-5:15pm

In this club, Middle School students meet after a day in classrooms and spend some afterschool hours mostly outdoors. We won't have to go far to appreciate the gifts that Fall has to offer. During the program, time will be spent playing competitive lawn games, working on inspiring food projects, demonstrating camp skills, and incorporating storytelling as a learning tool.

High School/Teen Programs

Civics Internship:

Partnering with Marie Benner Rhoades, co-executive director of On Earth Peace to facilitate a seven-week after school internship. Up to ten teens will learn and apply a Kingian Nonviolence framework toward a project of their choice, based on issues or concerns they are personally interested or invested in.

Recruitment effort- Marie and Rachel visited Tburg High Social Studies classes to present/introduce program. Also direct invitations to program alum- opportunity to further develop peer leadership skills and potentially continue the work they started last year with developing youth voice toward Town planning efforts.

College Tours:

Upcoming- Heading to Corning Community College Wednesday October 9

Capacity is 6 participants.

Other:

Annual(ish) direct report to Ulysses Town Board September 24 (Zak and Rachel)

Presentation at Rotary Club weekly dinner meeting September 26 (Zak and Rachel):

Discussed opportunities for collaboration including their funding contribution to our programming and their leveraging of our presence in the school to raise awareness of their youth services, including “Service Above Self” awards and scholarship, and RYLA (Rotary Youth Leadership Awards)- program featuring a 3-day leadership development retreat.

TOWN OF ULYSSES

A RESOLUTION APPROVING LOCAL LAW NO. XX-2024 PARK/RECREATION ZONE ZONING CODE AMENDMENT

At a meeting of the Town Board of the Town of Ulysses, held on the 8th day of October 2024, at Town Hall, 10 Elm Street, Trumansburg, New York, the following resolution was offered and seconded:

WHEREAS, the Town Board passed Resolution [REDACTED] of 2024 on September 9, 2024 to schedule a public hearing on the proposed action for October 8, 2024; and

WHEREAS, notice was given that the Town Board scheduled a public hearing for October 8 at 7:00 p.m. for Local Law No. [REDACTED] of the Year 2024 entitled “Park/Recreation Zone Zoning Code Amendment”; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town on [REDACTED], 2024, was posted on the Town’s website, and was posted on the Town Clerk’s signboard; and

WHEREAS, pursuant to General Municipal Law Article 12-B Sections 239 L, M, and N of the Consolidated Laws of New York the proposal was submitted to Tompkins County for review; and

WHEREAS, the Department of Planning & Sustainability of Tompkins County submitted their response letter to the Town dated September 13, 2024 that states they determined the proposed action will have no significant county-wide or inter-community impact; and

WHEREAS, the Planning Board reviewed the proposal on September 17, 2024; and

WHEREAS, the Planning Board sent a memo to the Town Board dated September 17, 2024 that states they support the proposed code amendment with an amendment to permit park and recreation uses by right only for lands zoned Park/Recreation that are publicly owned; and

WHEREAS, said public hearing was duly held on the 8th day of October 2024 at 7:00 p.m. and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

WHEREAS, in accordance with the Consolidated Laws of New York Article 8 of the Environmental Conservation Law and the New York Codes, Rules, and Regulations Title 6, Part 617 State Environmental Quality Review, it was determined by the Town Board of the Town of Ulysses on October 8, 2024 that adoption of the proposed Local Law constitutes an Unlisted action, as defined under said regulations. The Town Board has considered the possible environmental impacts of the Local Law. The adoption of said Local Law will not

have a significant adverse impact on the environment and the Town Board issued a negative declaration of environmental significance with respect to the Local Law.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Ulysses hereby adopts said local law as Law No. **XX** of the Year 2024 entitled “Park/Recreation Zone Zoning Code Amendment” as shown in Exhibit A attached hereto; and it is further

RESOLVED that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and give due notice of the adoption of said Local Law to the Secretary of State; and it is further

RESOLVED that this resolution will take effect immediately upon filing with the Department of State.

CERTIFICATION

I, Carissa Parlato, do hereby certify that I am the Town Clerk of the Town of Ulysses and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Ulysses at a meeting thereof held at Town Hall, 10 Elm Street, Trumansburg, New York on the 8 day of October, 2024. Said resolution was adopted by the following roll call vote:

Supervisor Katelin Olson	_____
Councilperson Rich Goldman	_____
Councilperson Elizabeth Weatherby	_____
Councilperson Michael Boggs	_____
Councilperson Mary Bouchard	_____

Dated: _____, 2024

[Town Seal]

Carissa Parlato, Town Clerk

Building & Code Updates

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

Plan Reviews

- 4 discussions about upcoming projects
- 11 permit review
- 11 pre permit site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 5 Site meetings with contractors
- Verify site plan for New residential home

CEO Activity

- 11 Permits issued/ Projects Cost= \$650,535/ Fees collected= \$4,428.
- 3 Foundation/Footer inspections/ Slab / 0 reinspection's
- 4 Framing inspections/ 0 Issue resolved during inspection
- 2 Plumbing inspections/ 0 reinspection
- 3 Final inspection/0 Reinspection
- 11 Pre-site inspections
- Code research for 8 different issues approximately 3 hours
- 0 Fire inspections completed
- Outreach regarding Fire inspections ongoing and 4 appointments scheduled
- Stop work order issued for work without a permit. Resident is completing permit requirements.
- 1 Fireworks Inspections
- Reviewed documents regarding up coming legal action

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

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	60
Disabled parking permits	18
Dog licenses and renewals	43
Marriage licenses	3
Notarizations	5
FOIL requests-received	2
FOIL requests-completed	4

<u>FINANCIAL REPORT:</u>	
\$8391.57	TOTAL fees collected
\$5309.11	stays in the town
\$3082.46	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
- Town Hall facilities:
 - o Continue with HVAC troubleshooting. DPW now assisting
 - o Research for security cameras & knox box
- Personnel:
 - o Assist with 2nd Dep Supervisor training
- Water:
 - o Work on 2025 budget
 - o Begin annual assessment of water unites
- Social media & website
 - o Continue to share town updates on FB
 - o Create weekly e-newsletter
- IT:
 - o Check spam filter weekly
 - o Assist with coordination of problem-solving
- Records Mgmt
 - o Work with MD on retention/disposition for Planning, Code, Highway
- Cross reconciliation of bank statements with Bookkeeper
- Safety Committee
 - o Next meeting TBD



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

Planning & Zoning September 2024 Report to Town Board

Town Board Meeting Date, 10.08.2024

Submitted by Niels Tygesen, 10.02.2024

Planning Board

The Planning Board held a meeting on September 17 to discuss the following items:

- The Board continued sketch plat review for the 'Bennett Subdivision', a proposal to subdivide the existing 1.56 acre lot into two lots, and scheduled a public hearing for October 1.
- Board members conducted final plan review and approved the 'Crown Trumansburg AT&T Generator' project, a proposal to install a new back-up self-contained 30kW diesel generator at the existing telecommunications tower.
- Board members continued discussions related to training.
- Board members continued discussions related to zoning code amendments.
- [Approved minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on September 4 to discuss the following items with the Consultant:

- Review and amendments to the Public Participation Plan.
- External website for the Comp Plan project and other associated social media apps.
- The proposed project timeline, and upcoming topic items, and set their schedule for the rest of 2024.
- [Draft minutes link](#); [recorded meeting video link](#).

Board of Zoning Appeals

The BZA did not conduct any business this month:

Planning Projects

- 2025-45 Comp Plan Update
 - 2024 3Q report tracking to DEC for CSC grant.
 - Coordination and ongoing work with Consultant.



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886

townofulyssesny.gov

Zoning Projects

- Zoning Code Amendments
 - The Planning Board discussed amendments to the Zoning Code and drafted a memo to the Town Board for the Park & Recreation zone.

Zoning Enforcement

Ongoing research on code enforcement cases.

Miscellaneous

- 2024 end of year budget and proposed 2025 budget.
- 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.

2024-09 Recreation Monthly Report
October 2, 2024
Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Adult programming started September 9th for volleyball, basketball, and soccer. The pickleball program began on September 29th..
 - Three adult volleyball programs with a total of 95 participants with 31 people on the waiting list. There is not enough space to accommodate more players at this time.
 - One adult basketball program with 27 participants
 - One adult soccer program with 12 participants
 - Two adult pickleball programs with 32 total participants.
 - Currently we are not offering a yoga program for the fall.

Driver's Education

- A 5-hour pre-licensing course has been made available for October 17th. Currently has 18 participants. This is a program we help the school facilitate with registrations multiple times per year.

Fall Programming

- Soccer clinic for grades K-3 for five weeks on Wednesday evenings beginning September 10th. Twenty-two participants registered and the program is being coached/instructed by five members of the SUNY Cortland women's club soccer team.
- Tennis clinic for youth ages 9-14 separated into two sessions (9-11 & 12-14). The program runs for five weeks on Saturday mornings beginning September 21st. Twenty-one participants.
- Cross-country running/team program for six weeks on Mondays and Thursdays with meets on Saturdays. Seventeen participants. The program concludes with a home meet on October 26th on the Trumansburg HS course.

General administration

- The 2025 recreation budget meeting with members of the town board to clarify any questions about the budget request.
- Met with the budget staff to go over the budget and make changes to the recreation budget prior to submission.
- Registration for winter programs will open up the week of October 7th.
- Recruited coaches for cross-country and soccer clinics.
- Basketball league schedule meeting.
- Supply ordering for both youth and adult recreation programming.

Work Activities

Onboarding/Orientation

- HR meeting w/Bookkeeper – hiring paperwork, benefits, personnel manual, training info, etc.
 - Received links/completed online training for Ethics, Sexual Harassment Prevention
 - Received/reviewed time sheet template, other personnel related info
- Meeting w/Supervisor – discussion/approval of anticipated schedule, general expectations for transitioning into position responsibilities, staff intros, etc.
 - Wrote bio, “meet and greet” with all staff (ate delicious banana bread!)
- Meeting w/Clerk – summary of Clerk’s Office responsibilities, records management, vouchering process overview, emergency plan, etc.
- Technology (w/Supervisor, Clerk, Computer Room Tech Support Consultant): setup and troubleshooting, remote access, info on phone system, navigating use of new software, etc.

Transition into 2nd Deputy Supervisor position

- Initial meetings w/previous 2nd DS
 - Received/reviewing hand-off transition document (active projects, action items, etc.)
 - Location of files on server, overview of folder structure and filing system
 - High level overview of active projects
 - High level overview of basic processes/procedures, where to seek information, key players (project level and field of expertise)
- Supervisor: email introductions with project contacts (Town and contractors), overview of active projects and priorities
- Initial setup: calendars, computer desktop folders and shortcuts

Miscellaneous/General Town Work

- Getting general “lay of the land”
 - Asking questions, attending meetings, reading source materials, exploring file server, etc.
- Establishing personal work protocols and organizational management tools
 - Organizing office, computer files, paper files
 - Establishing personal documentation system/structure
 - Setting up email filing structure
- Project and general communications
- Met w/DPW staff and toured facility
- Standing weekly meetings: Supervisor, Supervisor/Clerk

Active Projects Update

Town Hall Parking Lot

- Met w/Supervisor & Clerk
- Overview of project, status
- Contacted adjacent neighbors and confirmed attendance at 9/26 meeting w/engineers
- Started review of documentation

Comprehensive Plan/DEC Grant (Climate Smart Communities)

- Met w/Planner & Bookkeeper

- Overview of project, status
- Started review of documentation

BRIDGE NY Curry Road Culvert Replacement

- Met w/Supervisor & Clerk
- Met w/Wendell (B&L) & Bookkeeper
- Overview of project, status

BRIDGE NY Maplewood Road Hairpin Turn Culvert Rehabilitation

- Brief review of preliminary documentation

Upcoming

- Continue to meet w/previous 2nd DS, Supervisor, others to learn the roles/responsibilities of this position
- Meet w/Supervisor about Parking Lot project
- Procurement training w/Supervisor
- Read through project documentation: contracts, grants, emails, other docs

Greetings Board Members: We have now completed the third quarter of the year, and I have included financial highlights from the September 2024 financial statements for my October board report.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 9/30/2024 were \$1,130,916.97 an increase of \$1,667.68 from the end of August. A few notable items to comment on for this month:

- Sales tax and EMS payments are current, having received payments through August at the end of September.
- We received the annual AIM payment in the amount of 33,545.
- Cash receipts were routine, including normal monthly operations.
- Typical cash outlays occurred for operating expenses. In WD3, we made our 3rd quarter payment to the Town of Ithaca for water purchases.

In addition to cash balances, the Town had investments valued at a total of \$2,753,384.22 as of September 30, 2024. Of the total investments, \$1,111,207.72 represents reserve funds, and \$1,642,176.50 represents a combination of fund balance, property tax revenue, and ARPA funds (about \$286,000). As of September 30, \$107,682.60 was recorded in interest and earnings from investments across funds, representing the first three quarters of 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 September 2024 are as expected. Sales tax and EMS payments have been received through August, as have fees collected through the Clerk's Office. Justice Court Revenue has also been recorded through August. You will also see in Water District #3 the third 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. Also, please note that interest income recorded includes investment income from reserve funds, and therefore will exceed amounts budgeted for operational uses.

Expenditures through September 2024 are also as expected, with some spending being front loaded for the year (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 September 30, 2024:

- Most areas of spending are at or slightly below 25% of the budget – this is primarily in the contractual spending area – salaries are essentially on track with the budget plan.
- Transportation spending in the DB fund will occur in the third quarter of the year.
- As noted previously, spending in the SF and SM funds is complete for the year.
- In all employee benefit categories, spending is a little lower than the 75% of the year because we do not pay the retirement system billing until December.

Bookkeeper/Budget Officer Activities

Below are some highlights of second quarter activities:

- Personnel: I continue to support employees and retirees with benefit administration, human resources support, employment, and civil services functions. Soon I will be focusing on employee benefits and the open enrollment period for staff to make changes in their 2025 coverages.
- Finance Committee: I continue to support the work of the finance committee. Notes from these meetings are available in SharePoint. The Finance Committee has not met in September due to the numerous budget meetings.
- General Accounting and Budget Support: Maintaining accurate, up to date, financial data is a priority for me. This also allows me to provide data in support of budget development, which is in full swing right now.
- Budget Officer: I have prepared the tentative budget with guidance and input from the Town Supervisor and various Town personnel/departments. Line by line meetings occurred in early September, with our first review of the Tentative Budget at the 9/26/24 Board meeting.
- Youth Commission Budget: I worked with the Town Supervisor to present a budget to the Youth Commission for consideration in late August. This information was then incorporated into the Town budget process.